

SVSU.

BOARD OF CONTROL
MINUTES

OCTOBER 13, 2008



SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL
OCTOBER 13, 2008
REGULAR FORMAL SESSION
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MINUTES
BOARD OF CONTROL
Regular Formal Session
October 13, 2008

1:30 p.m.

Board of Control Room, Third Floor Wickes Hall

Present: Gamez
Gilbertson
Karu
Law
Martin
Sedrowski
Yantz

Absent: Abbs
Wilson

Others

Present:	D. Bachand	C. Looney
	A. Bethune	R. Maurovich
	J. Blecke	R. Morris
	J. Boehm	B. Mudd
	S. Brasseur	J. Muladore
	A. Coburn-Collins	C. Ramet
	J. Coupie	J. Rousseau
	B. Garza	A. Seeley
	E. Hamilton	M. Slack
	S. Hocquard	J. Stanley
	A. Hope	G. Thompson
	D. Huntley	M. Thorns
	C. Huyck	M. Watson
	B. Jarve	Press

I. CALL TO ORDER

Chairman Gamez called the meeting to order at 1:32 p.m. He noted that a quorum was present.

II. PROCEDURAL ITEMS

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

There were no additions to or deletions from the agenda.

The agenda was APPROVED as distributed.

B. **Approval of Minutes of August 18, 2008 Regular Formal Session and September 8, 2008 Special Formal Session**

It was moved and supported that the minutes of the August 18, 2008 Regular Formal Session and the September 8, 2008 Special Formal Session be adopted.

The minutes were unanimously APPROVED as written.

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

Professor Gary Thompson, President of the Faculty Association, thanked the members of the Board of Control, President Gilbertson, and Don Bachand (Vice President for Academic Affairs) for attending the Faculty Association/Board of Control luncheon. He added that he hoped this would become an annual tradition.

Chairman Gamez replied that the lunch had been very enjoyable and that the faculty members' presentations had been very interesting.

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

Jeff Coupie, President of Michigan Sports Unlimited, introduced Art Hope, Vice President

of that organization. Mr. Coupie stated that he was also President of the Thunder in the Valley Games, a multi-sport national track and field/archery/rifle competition. He presented a plaque to President Gilbertson and thanked SVSU as a gold medal sponsor for giving people with physical disabilities the opportunity to put on this type of event.

* * *

Bob Jarve, Executive Director of Bay County Habitat for Humanity, and Courtney Huyck and Betty Garza of Saginaw Habitat for Humanity, introduced themselves to the Board. Mr. Jarve stated: "We just wanted to express our gratitude to your students who participated in the Battle of the Valleys competition that was just concluded. They raised almost \$48,000, which will be split between our two organizations and which will provide simple, decent, and affordable housing for families here in Saginaw and Bay City. . . . The money they raised will go into building houses and will continue to work. When money is donated to Habitat, the house payments that are made on the Habitat homes go toward building other homes, so that the money is instantly and constantly working. For us, it is about a third of the cost of a home, and we will be using it to build our first women-built home. We had the ground blessing yesterday. It will be for a family with five children, so it will be put to very good use. We just wanted to thank you, and to tell you that you should be proud of your students. We just couldn't believe the amount of money they raised."

Ms. Garza added that the Saginaw organization will use their share of the funds to renovate a house which was donated to Habitat, and that SVSU students will be invited to work on that project so that they can see the money they raised being put to use.

* * *

Ann Coburn-Collins, Staff Member of the Month for September, and Mathew Slack, Staff Member of the Month for October, were presented to the Board. (See Appendix One: Coburn-Collins and Appendix Two: Slack.)

III. ACTION ITEMS

1. Resolution to Receive and Accept the Annual Financial Audit and the Federal Awards Audit for Fiscal Year 2007-2008

RES-1801 **It was moved and supported that the following resolution be adopted:**

WHEREAS, The University financial statements and the audit of federal awards in accordance with provisions of the Single Audit Act of 1984 for the 2007-2008 fiscal year, as audited by Andrews Hooper & Pavlik P.L.C., were reviewed by the Finance and Audit Committee of the Board of Control; and

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

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

Randy Morse, partner in the firm of Andrews Hooper & Pavlik, told the Board that the University had received a clean opinion from the auditors, which is the best report possible. He stated: "We're pleased to report that we found no material weaknesses . . . on an overall basis. Management and staff were there to answer all of our questions, and we do ask a lot of very probing questions. We asked the same questions twice of different people, making sure we covered all the bases. Things went very well."

President Gilbertson noted that the auditors met with the Finance and Audit Committee without management present so that all comments or questions could be discussed frankly.

The motion was APPROVED unanimously.

2. Resolution to Approve Revised Insurance Policy Requirements for Contractors and Service Providers

RES-1802 **It was moved and supported that the following resolution be adopted:**

WHEREAS, The University engages contractors and service providers who provide support services for academic and administrative functions of the institution, and

WHEREAS, It is good risk management practice to protect the University from potential liability and economic loss;

NOW, THEREFORE, BE IT RESOLVED, That the attached revised policy, which sets forth insurance coverage requirements and an indemnity provision for contractors and service providers, be adopted. (See Appendix Three: Insurance.)

James Muladore, Vice President for Administration and Business Affairs, told the Board that as part of the campus risk management program a policy is in place that requires all contractors with which the University does business to follow certain guidelines. After reviewing this policy with counsel and other risk managers, it was determined that an indemnity clause should be added. Resolution 1802 merely updates the existing policy by adding that indemnification language.

The motion was APPROVED unanimously.

IV. INFORMATION AND DISCUSSION ITEMS

3. Review of Student Association Goals

Angela Seeley, President of the Student Association, reviewed the attached Student Association Goals for 2008-2009. (See Appendix Four: Goals.)

4. Review of Student Profile

Chris Looney, Assistant Vice President of Student Services & Enrollment, reviewed the

attached Student Profile for Fall Semester 2007-2008. (See Appendix Five: Profile.)

5. Report and Up-Date on Architectural Plans for Health & Human Services Building

Stephen Hocquard, Assistant Vice President for Campus Facilities, updated the Board on the status of the new Living Center Southwest and the Arbury Center expansion project, as well as the Health Services facility being built on Bay Road in conjunction with Covenant Healthcare.

Mr. Hocquard also discussed the layout of the 86,000 square-foot, \$28 million Health and Human Sciences facility, which will be connected to the Regional Education Center. The buildings will share parking, classrooms and other spaces, an auditorium, labs and equipment, and dining services, as well as a portion of the heating and cooling system.

President Gilbertson noted that locating the Health and Human Sciences facility next to the Regional Education Center creates the possibility for many efficiencies of usage.

V. REMARKS BY THE PRESIDENT

President Gilbertson told the Board that Bill Groening, the first Chairman of the Board of Control, had passed away last week at the age of 95.

VI. OTHER ITEMS FOR CONSIDERATION OR ACTION

There were no other items for consideration or action.

VII. ADJOURNMENT

6. Motion to adjourn

It was moved and supported that the meeting be adjourned.

BOARD OF CONTROL
Regular Formal Session

October 13, 2008

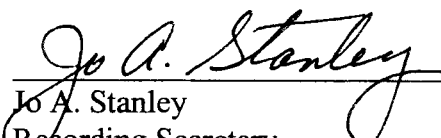
The motion was APPROVED unanimously.

The meeting was adjourned at 2:59 p.m.

Respectfully submitted:

David R. Gamez
Chairman

Lawrence E. Sedrowski
Secretary



Jo A. Stanley
Recording Secretary
Secretary to the Board of Control

Ann Coburn-Collins

Director of Adjunct Faculty Support • September 2008

In any given semester, there are more than 300 adjunct faculty teaching courses at SVSU. Ann Coburn-Collins works to see that these part-time instructors have the resources they need.

"My role is to try to facilitate the teaching and learning process for adjunct faculty," Collins said. "That involves providing them with appropriate faculty development so that they can be successful in the classroom. I advocate for them whenever I can."

Coburn-Collins has "a lot of empathy" for adjuncts, having been one herself after previously being a full-time faculty member at a community college.

Two programs are being piloted this year to help adjuncts grow and acclimate to the University. In one, those who apply must attend six workshops, be mentored by a full-time faculty member, and develop an online portfolio.

"At the end of the year, they'll be assessed the same way full-time faculty are assessed," she said. "It will show their worth. They could be an excellent teacher and have terrible evaluations or be a bad teacher and have excellent evaluations, because students aren't looking for the same things a professional would look for."

Those who participate also receive \$500 and, upon completion, an increase in their compensation.

The other program provides funds for adjuncts to attend conferences and "professionalize" by learning best practices in their disciplines or in the classroom.

Coburn-Collins says her office offers coffee and "really good tea" as enticements for adjuncts to stop in as part of a larger effort to "create a community and a culture that understands adjuncts are important." She says part-time instructors typically fall into one of three categories.

"Literature and my research has shown that there are people who work all day at a job and have some specialized knowledge. Many adjuncts are retired, particularly those from the school system. The third kind are those who do this for a living. Many of them are itinerant workers who are always on the go."

Outside of her job, Coburn-Collins keeps a hand in education, serving as advisor to the sociology club and as a volunteer at Handy Middle School in Bay City where her daughter attends.

To relax, she and her husband "like to sit outside with our wine and watch the birds and the squirrels" around their home.

Just over a year into her job, Coburn-Collins is enjoying it. "My passion is teaching. I love education. I call myself a 'student of life.'"



Mathew Slack

Events Technology Manager • October 2008

When Mathew Slack left Toronto to study at SVSU, he had no idea that he was arriving at his future employer.

After starting in the office six years ago as a student employee, he now manages thousands of non-academic-related events in several venues around campus during a given year.

"The facilities are used every single day of the year for multiple events," he said.

Slack estimates that 80 percent of his clients are internal, and both they and their corporate counterparts come with increasing technology demands.

The set up and equipment can change considerably from one event to another. Microphones, audio, video, projection, lighting, special effects and even pyrotechnics are among the variables that must be taken into account.

He recalled a Dow Corning presentation that showed a space shuttle launch on video and called for flash pots to go off around the stage "for extra effect."

"I have to be a little bit of everything, an IT person, an audio/video person, a campus facilities person all wrapped up in one," he said.

And Slack must get it right on the fly because "I hardly ever get to do a dry run."

He is preparing for "the most complicated set up I've ever

done" when the Michigan Supreme Court holds a hearing Oct. 22.

In addition to arranging that venue, Slack will provide a video feed to an overflow room as well as the Saginaw Intermediate School District, and will record the event for Michigan Government Television.

Slack appreciates the support he receives from his coworkers. "All of the events are a team effort," he said, adding SVSU does a good job of staying on the cutting edge of technology.

"The Field Theatre, for instance, has some very high-end microphones and one of the best projectors in this part of Michigan."

In his spare time, Slack likes to travel and visit new places. He recently made a trip to Hawaii, though he was participating in conference calls because "the job followed me there."

A self-described audiophile, he also mixes music and tinkers with his home stereo. Golf is a preferred pastime, too.

Slack does not mind working behind the scenes.

"The ideal scenario in this job is not to be noticed, because then you realize you're doing everything correctly," he said. "I enjoy when an event goes right. I can tell when people are leaving a venue that they're happy and have enjoyed themselves."



**INSURANCE POLICY REQUIREMENTS FOR
CONTRACTORS AND SERVICE PROVIDERS ON THE PREMISES
OF SAGINAW VALLEY STATE UNIVERSITY**

- POLICY -

Certificates of Insurance

Certificates of Insurance evidencing the following coverages must be forwarded to the SVSU Director of Business Services prior to admittance to the premises. The certificate should be mailed to:

Director of Business Services
Saginaw Valley State University
South Campus Complex A
University Center, Michigan 48710
or
Faxed to: (989) 790-1280

1. The contractor or service provider agrees to procure and maintain, at its own expense, public liability and property damage insurance including premises and operations, product liability, completed operations liability, contractual liability and broad form property damage liability with minimum limits of \$1,000,000 each occurrence for bodily injury and property damage.
2. The contractor or service provider shall procure and maintain, at its own expense, automobile liability for all trucks, trailers, or other motor vehicles owned, hired, operated or used by the contractor or service provider on SVSU premises with minimum limits of \$1,000,000 each occurrence for bodily injury and property damage.
3. The contractor or service provider shall provide workers' compensation for all of its full-time and part-time employees in accordance with the laws of the State Michigan.
4. The contractor or service provider may be required to provide higher limits and/or additional lines of insurance in accordance with the type of service provided. SVSU may allow lower limits depending upon the service provided with the approval of the Director of Business Services or the Vice President for Administration and Business Affairs.

The certificate must reflect the following detail to be acceptable:

1. The certificate(s) must name Saginaw Valley State University as the Certificate Holder.
2. The certificate(s) must name Saginaw Valley State University as an additional insured, with the exception of workers' compensation.
3. The policy period is current for the dates indicated for the scheduled activity.
4. When applicable, the dates of the activity must be listed in the description portion of the insurance certificate.
5. The cancellation portion of the certificate must include a 30-day written notice requirement for cancellation.

The contractor or service provider agrees to forward immediately to the SVSU Director of Business Services renewal certificates of insurance should any of the insurance coverage evidenced expire during the term of the contract.

Indemnification

Any contractor or service provider providing goods or services to SVSU agrees to indemnify and hold SVSU, its Board, employees and contractors harmless from all liability, claims and expenses, including reasonable attorney fees, arising out of or in connection with breach of contractor's or service provider's obligations to SVSU, or the negligent or wrongful acts or omissions of the contractor or service provider, its employees or contractors.

This indemnity provision shall survive termination of any contract between SVSU and contractor or service provider; shall be governed by Michigan law, without regard to principles of conflict of laws; and may be enforced in the State and Federal courts of Michigan.

SA Goals and Objectives 2008-2009

- 1. Inform the student body about the Student Association through programs and education so they are more educated about what SA can do for them.**
 - a. Create visually attractive posters to place around campus about the SA.
 - b. Host a "Meet SA Night" for all students to become more educated on SA and campus issues.
 - c. Aim to be in a publication each month to positively promote SA and educate the students and community.
 - d. Create a visually attractive and easily accessible website so that students can easily find information about the SA.
 - e. Distribute FREE campus planners, with information about SA, at events and around campus for students to utilize for the 2008-2009 school year.

- 2. Promote and encourage volunteerism and service to the campus community and local community and charitable organizations**
 - a. Raise \$40,000 for BoV for Habitat for Humanity.
 - b. Provide a service project opportunity during BoV week to assist with Habitat for Humanity.
 - c. Raise \$50,000 for 2009 Relay for Life.
 - d. Continue to fund service learning and volunteer programs offered at the University to our students.
 - e. Collaborate with community-service based RSO's to bring a campus-wide service project to SVSU students.

- 3. Promote and support other offices, organizations, and clubs through increasing collaboration and attendance for programs and events to better serve the SVSU students.**
 - a. Collaborate with the Student Life Center to promote Red Pride among on campus offices and students.
 - b. Promote *all* SVSU athletics.
 - c. Create a comment card system for student service offices with the assistance of Student Affairs.
 - d. Offer an incentive for student service offices to provide great service to students
 - e. Increase attendance at President's open forums.

- 4. Increase programming and events for all students, with a focus on commuter and international students.**
 - a. Collaborate with the Student Life Center to offer an event for commuter students.
 - b. Collaborate with Office of International Programs to offer an event geared toward international students.
 - c. Collaborate with Minority Student Services to promote diversity events
 - d. Utilize the marquee(s) for SA events to enhance commuter student involvement.
 - e. Recruit more commuters to serve on the Student Association.
 - f. Create SA event advertisements in other languages to entice international students.

- 5. Improve overall quality of life for all students at SVSU.**
 - a. Initiate collaboration with a local transportation company to create free bus transportation on and off campus for all SVSU students.
 - b. Collaborate with University Police and Campus Facilities to ensure that student safety is top concern in the campus community and create programs tailored toward safety that involve these individual offices.
 - c. Continue to promote health and wellness initiatives through all of campus, including physical, emotional, and mental health as well as environment initiatives.
 - d. Discuss hours of operation and accessibility of offices for students to ensure that offices are open for maximum student usage at a President Open Forum.

Student Profile

Fall Semesters 2007-2008

Headcount and Credit Hours

	Fall 2007	Fall 2008	Change	%
Students	9,662	9,837	+175	1.81%
Credit Hours	107,214	110,881	+3,667	3.42%

Headcount by Student Level

	Fall 2007	Fall 2008	Change	%
Undergrads	7,490	7,747	+257	3.43%
FTICs	1,560	1,661	+101	6.47%
Transfers	629	660	+31	4.93%
Returning	5,216	5,339	+123	2.36%
Graduates	1,677	1,647	-30	-1.79%
Education	1,327	1,230	-97	-7.31%
Non-Educ	350	417	+67	19.14%
Teacher Cert	296	271	-25	-8.45%
Non-Degree	199	172	-27	-13.57%

Average Credit Loads

	Fall 2007	Fall 2008	Change	%
FTICs	13.57	13.59	+0.02	+0.15%
Transfers	11.58	12.22	+0.64	+5.53%
Returning Undergrads	12.52	12.62	+0.10	+0.80%
Total Undergrads	12.62	12.76	+0.14	+1.12%
Graduate Students	5.31	5.25	-0.06	-1.13%
Teacher Certification	7.59	7.57	-0.02	-0.26%
Non-Degree	7.78	7.66	-0.12	-1.54%

Gender and Age--Undergraduates

	Fall 2007	Fall 2008	Change	%
Men	3,107 (41.48%)	3,237 (41.78%)	+130	+4.18%
Women	4,383 (58.52%)	4,510 (58.22%)	+127	+2.9%
Age 25+	1,415 (18.89%)	1,346 (17.37%)	-69	-4.88%
Under Age 25	6,075 (81.11%)	6,401 (82.63%)	+326	+5.37%

Gender and Age--Graduates

	Fall 2007	Fall 2008	Change	%
Men	415 (24.75%)	427 (25.93%)	+12	+2.89%
Women	1,262 (75.25%)	1,220 (74.07%)	-42	-3.32%
Age 25+	1,554 (92.67%)	1,499 (91.01%)	-55	-3.54%
Under Age 25	123 (7.33%)	148 (8.99%)	+25	+20.33%

Ethnicity

	Fall 2007	Fall 2008	Change	%
Native Am/Haw	34	46	+12	+35.29%
African American	630	637	+7	+1.11%
Hispanic	183	171	-12	-6.57%
White	7,928	8,016	+88	+1.11%
Multiracial	208	208	0	0
Unknown	261	250	-11	-4.21%

Residential/Off Campus Students

	Fall 2007	Fall 2008	Change	%
FTICs Living On Campus	1,029	1,187	+158	+15.35%
Residential Total	2,202	2,468	+266	+12.08%
Off Campus Total	7,460	7,369	-91	-1.22%
% of FTICs Living On Campus	66.05%	71.5%	+5.45	N/A
% of Student Body On Campus	22.79%	25.09%	+2.3	N/A
% of Student Body Off Campus	77.21%	74.91%	-2.3	N/A

Where Our Students Come From--Undergraduates

	Fall 2007	Fall 2008	Change	%
Saginaw	1,880	1,849	-31	-1.65%
Bay	830	817	-13	-1.57%
Midland	430	463	+33	+7.67%
Tuscola	469	445	-24	-5.12%
Genesee	601	590	-11	-1.83%
Huron	250	247	-3	-1.2%
Macomb	260	287	+27	+10.38%
Oakland	306	391	+85	+27.78%
Wayne	292	337	+45	+15.41%
Other MI	1,932	2,053	+121	+6.26%
Other US	45	50	+5	+11.11%
International	195	217	+22	+11.28

Where Our Students Come From--Undergraduates

	Fall 2007	Fall 2008	Change	%
Saginaw	1,880	1,849	-31	-1.65%
Bay	830	817	-13	-1.57%
Midland	430	463	+33	+7.67%
Tuscola	469	445	-24	-5.12%
Genesee	601	590	-11	-1.83%
Huron	250	247	-3	-1.2%
Macomb	260	287	+27	+10.38%
Oakland	306	391	+85	+27.78%
Wayne	292	337	+45	+15.41%
Other MI	1,932	2,053	+121	+6.26%
Other US	45	50	+5	+11.11%
International	195	217	+22	+11.28

Where Our Students Come From--Graduates

	Fall 2007	Fall 2008	Change	%
Saginaw	327	300	-27	-8.26%
Bay	215	202	-13	-6.05%
Midland	97	86	-11	-11.34%
Tuscola	67	70	+3	+4.48%
Genesee	73	71	-2	-2.74%
Huron	33	36	+3	+9.09%
Macomb	380	336	-44	-11.58%
Oakland	118	134	+16	+13.56%
Wayne	26	27	+1	+3.85%
Other MI	286	281	-5	-1.75%
Other US	0	4	+4	
International	55	100	+45	+81.82%

Student Majors by College—Undergraduates

	Fall 2007	%	Fall 2008	%
Arts & Behavioral Sciences	1,892	25.26%	1,619	20.9%
Business & Management	934	12.46%	1,080	13.94%
Education	1,611	21.51%	1,301	16.79%
Health & Human Services	1,129	15.07%	1,809	23.35%
Science, Engineering & Technology	1,133	15.13%	1,257	16.23%
Undeclared	791	10.56%	681	8.79%

Student Majors by College—Graduates

	Fall 2007	%	Fall 2008	%
Arts & Behavioral Sciences	108	6.44%	97	5.9%
Business & Management	96	5.72%	131	7.97%
Education	1,329	79.25%	1,230	74.86%
Health & Human Services	143	8.53%	185	11.26%
Science, Engineering & Technology	1	0.06%	0	0.00%

International Student Enrollment

	Fall 2007	Fall 2008
Undergraduates	195	217
Graduates	55	100
Non-Degree Students	102	88
Total	352	405

International Students by Citizenship

	2007		2008
Saudi Arabia	23%	China	30.05%
China	14.5%	Saudi Arabia	23.15%
Canada	14%	Canada	7.64%
South Korea	12.5%	South Korea	7.64%
Japan	7%	India	5.91%
Kenya	4%	Kenya	4.93%
Taiwan	4%	Pakistan	2.96%
Pakistan	3%	Taiwan	2.96%
India	3%	Japan	2.46%
Other	14%	Other	12.32%