



SAGINAW VALLEY STATE UNIVERSITY

***BOARD OF CONTROL MINUTES
REGULAR FORMAL SESSION***

October 30, 2017

SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL
Minutes of the Regular Formal Session
October 30, 2017

A regular formal session of the Board of Control was held at Saginaw Valley State University on Monday, October 30, 2017 in Wickes Hall, Room 350 at 1:30 p.m.

Trustees present included:

Luis Canales
Scott Carmona
JoAnn Crary
Dennis Durco, Secretary
John Kunitzer, Vice Chair
Vicki Rupp, Treasurer
Jenee Velasquez, Chair
Donald Bachand, Ex Officio

Trustees absent included: none

President's Staff present included:

Andrew Bethune, Executive Director of the SVSU Foundation
Dr. Anthony Bowrin, Dean of the College of Business & Management
Dr. Sidney Childs, Associate Provost for Student Affairs
John Decker, Associate Vice President for Administration & Business Affairs
Dr. Craig Douglas, Dean of the College of Education
Dr. David Callejo Perez, Associate Provost
Mr. John Kaczynski, Director of Governmental Affairs
Mary Kowaleski, Executive Assistant to the President/Secretary to the Board of Control
James Muladore, Executive Vice President for Administration & Business Affairs
Linda Sims, Executive Director of Communications & External Affairs
Dr. Mamie Thorns, Special Assistant to the President for Diversity Programs

Others present included:

Deborah Bishop	J.J. Boehm	Todd Buckingham
David Lewis	Debbie Newton	Josh Ode
Press	Carmen Stricker	Joe Wojtkiewicz
Matt Wilton	Renee Zumberg	

SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL MINUTES
OCTOBER 30, 2017
REGULAR FORMAL SESSION
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I. CALL TO ORDER

Chair Velasquez called the meeting to order at 1:30 p.m.

II. PROCEDURAL ITEMS

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

President Bachand proposed that the agenda be revised to include an informal session to discuss a personnel matter.

Trustee Kunitzer made a formal motion to amend the agenda to include an information session. Trustee Carmona supported the motion.

BM-1196 It was moved and supported that the Board add an informal session to the agenda under: VI. Other Items for Consideration.

The agenda was unanimously APPROVED as revised.

B. Approval of the June 19, 2017 Minutes for the Regular Formal Session of the Board of Control

It was moved and supported that the minutes of the June 19, 2017 Regular Formal Session be approved.

The minutes were unanimously APPROVED as written.

C. Approval of the August 22, 2017 Minutes for the Special Formal Session of the Board of Control

It was moved and supported that the minutes of the August 22, 2017 Special Formal Session be approved.

The minutes were unanimously APPROVED as written.

D. Recognition of the Official Representative of the Faculty Association

Professor Deborah Bishop, President of the Faculty Association, expressed appreciation to Cathy Ferguson and David Gamez for their years of service to Saginaw Valley State University. She also extended congratulations to the Student Association on a fantastic fundraising effort in the Battle of the Valleys fundraising competition.

Professor Bishop noted that the Faculty Association held its 32nd Annual Awards Banquet on October 13. She stated that the Faculty Association recognized three students who were awarded Faculty Association Endowed Scholarships to work with a faculty member on

research projects this year. She stated that Dr. David Berry nominated these students and will serve as their faculty mentor throughout the academic year.

Professor Bishop also announced that two students were awarded Faculty Association Chrysalis Scholarships which supports non-traditional students over 25 years of age, many of whom are women who have returned to college to complete their education after raising their families.

Professor Bishop announced that the Faculty Association recently presented awards for scholarship, service and mentorship to three of the following faculty members:

- 1) Dr. Jennifer Stinson, Associate Professor of History, received the FA award for scholarship. Dr. Stinson's research is in the areas of race and gender in the 19th century, environmental history and public history.
- 2) The FA Award for Service was given to J. Blake Johnson, Professor of Art. Among his many contributions to the university, Professor Johnson founded Cardinal Solutions in 2015, an interdisciplinary faculty/student team that works directly with local businesses and non-profits to help develop marketing solutions.
- 3) Dr. William Williamson, Professor of Rhetoric & Professional Writing, received the FA award for mentorship. He was recognized for support and encouragement that he provides to help new faculty be successful in their roles at the university.

E. Recognition of the Student Association

Lauren Kreiss, President of the Student Association, commented that for the tenth consecutive year, SVSU won the annual week-long Battle of the Valleys fundraising competition against Grand Valley State University. Ms. Kreiss noted that \$32,000 was raised for this year's charity, the Mustard Seed Shelter.

F. Communications and Requests to Appear Before the Board

- Renee Zumberg, Aramark Catering Director, Staff Member of the Month for August, was introduced to the Board. (Appendix One: Zumberg)
- Debra Newton, ITS Audio Visual Coordinator, Staff Member of the Month for September, was introduced to the Board. (Appendix Two: Newton)

G. ACTION ITEMS

1. Resolution in Appreciation of Cathy Ferguson

RES-2249 **It was moved and supported that the following resolution be adopted:**

WHEREAS, Cathy W. Ferguson served on the Saginaw Valley State University Board of Control with extraordinary dedication and distinction from 2009-2017; and

WHEREAS, Ms. Ferguson served as Treasurer of the Board of Control from 2011-2013, Vice Chair from 2013-2014 and as Secretary to Board of Control since 2016 and served on both the Board of Control Standing Committees; and

WHEREAS, Ms. Ferguson is a resident of Saginaw County, where she worked as an assistant prosecuting attorney at the Saginaw County Prosecutor's Office. After graduating from Wayne State University in 1989, Ms. Ferguson also spent time working at Bodman, Longley & Dahling, a well-known law firm in the Detroit area; and

WHEREAS, Ms. Ferguson has volunteered with the First Ward Community Center, as a member of the Character and Fitness Committee of the State bar of Michigan, and as leader of the Legal Explorers program sponsored by Boy Scouts of America; and

WHEREAS, Ms. Ferguson is an active and highly respected member of the community. She brought to the Board her commitment to higher education and outreach. She was known for her dedication to the service and volunteerism efforts initiated by Saginaw Valley State University. Ms. Ferguson's devoted service as a Board member was characterized by selflessness, thoughtfulness, and compassion.

NOW, THEREFORE, BE IT RESOLVED, That the Saginaw Valley State University Board of Control wishes to convey to Ms. Ferguson its sincere gratitude and admiration for her dedicated support of and service to the University.

BE IT FURTHER RESOLVED, That a copy of this resolution be presented to Ms. Ferguson as a permanent expression of the University's appreciation.

The motion was APPROVED unanimously.

2. Resolution in Appreciation of David Gamez

RES-2250 It was moved and supported that the following resolution be adopted:

WHEREAS, David R. Gamez served on the Saginaw Valley State University Board of Control with extraordinary dedication and distinction from 2003-2017; and

WHEREAS, Mr. Gamez served as the Board Chair from 2007-2009; he held the office of Vice Chair from 2005-2007 and 2016-2017; and served as Board Secretary from 2015-2016. He also served effectively on the Board's Academic, Student Services and Personnel Committee throughout his term. His professional expertise and guidance was particularly valuable in the Board's discharge of its academic responsibilities; and

WHEREAS, In addition to his service on the Saginaw Valley State University Board of Control, Mr. Gamez has also served on Saginaw Valley State University's Board of Fellows.

WHEREAS, Mr. Gamez is a lifelong resident of Saginaw whose commitment to the Great Lakes Bay Region is evidenced by his membership of the Hispanic Coalition for Better Education, the Downtown Saginaw Rotary Club, the Saginaw Promise Zone Authority, the Saginaw Crime Prevention Council, and the Michigan Primary Care Association, which he was a co-founder.

WHEREAS, In recognition of a lifetime of advocacy and service, Mr. Gamez received The Spirit of Willie Thompson Multicultural Community Service Award, the NAACP Freedom Fund Salute to Saginaw Heroes Award, the Lifetime Achievement in Migrant Health Award, the Salzburg Seminar Fellowship, and the W.K. Kellogg Fellowship.

WHEREAS, Mr. Gamez is a highly respected member of the community. He brought to the Board his commitment to community advancement and his passion for uplifting other through education. Mr. Gamez's devoted service as a Board member was characterized by his willingness to go above and beyond for the institution and its students and his genuine engagement with university issues and initiatives;

NOW, THEREFORE, BE IT RESOLVED, That the Saginaw Valley State University Board of Control wishes to convey to Mr. Gamez its sincere gratitude and admiration for his dedicated support of and service to the University.

BE IT FURTHER RESOLVED, That a copy of this resolution be presented to Mr. Gamez as a permanent expression of the University's appreciation.

The motion was APPROVED unanimously.

3. Resolution to Congratulate the 2017 Student Association for Their Leadership in the Battle of the Valleys Fundraising Competition

RES-2251 It was moved and supported that the following resolution be adopted: WHEREAS, Since 2003, students from Saginaw Valley State University and Grand Valley State University, led by their Student Association and Student Senate, respectively, have competed in a charitable fund-raising competition known as the Battle of the Valleys; and

WHEREAS, In 2017, SVSU students raised \$32,000 for this year's charity partner, Mustard Seed Shelter, which is a shelter for area women and children who are homeless. Mustard Seed provides shelter, crisis support services, counseling and financial management services to help women and their children move from homelessness to self-sufficiency.

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

WHEREAS, over the 14-year history of Battle of the Valleys, SVSU students have now supported community causes with a combined \$389,329 in donations; and

WHEREAS, in total, the two universities have collected \$601,150 since 2003;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University congratulate the 2017 Student Association and through them, the entire student body which they represent, for a successful and commendable fundraising effort and for continuing a spirit of generosity and philanthropy on this campus and in the Great Lakes Bay Region.

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

The motion was APPROVED unanimously.

4. Resolution to Receive and Accept the Annual Financial Audit and the Federal Awards Audit for Fiscal Year 2016-2017

RES-2252 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 Uniform Guidance provisions of the Single Audit Act of 1984 for the 2016-17 fiscal year, as audited by Andrews Hooper Pavlik PLC, were reviewed by the Business, Finance, Audit and Facilities Committee of the Board; 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.

Mr. James Muladore, Executive Vice President for Administration and Business Affairs, reported that SVSU received an unmodified opinion with no material findings in the 2016-2017 fiscal year audit, which covered university operations and the A-133 Audit for federal awards.

President Bachand commented that in September the Business, Finance, Audit and Facilities Committee met to thoroughly review the scope of the audit.

The motion was APPROVED unanimously.

5. Resolution to Approve FY2019 Capital Outlay Request

RES-2253 It was moved and supported that the following resolution be adopted:

WHEREAS, The State of Michigan Budget Office requires the University's Board of Control's approval of the FY2019 Capital Outlay Request;

WHEREAS, The University has developed and amends periodically a Capital Projects Funding Plan which supports the statutorily-required submission of a Five-Year Capital Outlay Plan as part of the Capital Outlay Request;

WHEREAS, The attached Capital Outlay Plan represents priority projects for a five year time frame;

NOW, THEREFORE, BE IT RESOLVED, That the FY2019 Capital Outlay Request is hereby approved for submission to the State Budget Office.

(See Appendix Three: Capital Outlay)

The motion was APPROVED unanimously.

6. Resolution to Approve the Minors on Campus Policy

RES-2254 It was moved and supported that the following resolution be adopted:

WHEREAS, the University sponsors many programs and activities that are specifically for minor children or in which minor children participate; and

WHEREAS, the University also makes its facilities available for programs directed toward, or that include, minor children; and

WHEREAS, the University is committed to providing a safe environment for minor persons who participate in programs and activities on campus or who use or visit our campus;

NOW, THEREFORE, BE IT RESOLVED, that the attached Minors on Campus Policy be approved.

(See Appendix Four: Policy)

The motion was APPROVED unanimously.

IV. **INFORMATION AND DISCUSSION ITEMS**

7. Title III US Department of Education Award – Cardinal Pathways to Academic Progression

Dr. David Callejo Perez, Associate Provost, gave a brief overview of the \$3 million, five-year Title III grant that Saginaw Valley State University recently received from the U.S. Department of Education. He noted that only seven universities in the nation were selected to receive funding.

Dr. Callejo Perez commented that increased services will provide students with real results. He stated that SVSU will: 1) deliver improved resources for more students to meet their math requirements, 2) increase the number of scholarships provided to students and 3) implement a summer transition program to help arriving freshmen. He noted that all this will support the academic success of our students and help them complete degrees more quickly.

President Bachand commented that having more students graduate in a timely fashion is good for them; it's good for us; it's good for the state, and it's good for the employers that hire our graduates.

SVSU's retention rate has risen for seven consecutive years to 74.4 percent this fall, an increase from 68 percent in 2011, stated Dr. Callejo Perez. He noted that higher retention rates generally result in higher graduation rates in future years. He explained that internal data shows that SVSU students who utilize available resources such as the tutoring services in the Center for Academic Achievement report higher grades and are more likely to remain enrolled. He noted that grant funds will be used to strengthen existing programs and add new initiatives in targeted areas.

He indicated that the five-year award will provide funding in five key areas:

1. Updating courses and offering supplemental instruction and embedded tutoring for students who need support to be successful in college-level math. This will promote effective teaching and learning designed to increase student retention.
2. Developing online educational materials to reduce textbook costs in general education courses. Funding will also support an instructional designer and internal grants to implement innovative curriculum in basic skills and general education.
3. Hiring a transition coordinator to serve incoming freshmen and hosting a four-day summer bridge program for cohorts of students to aid their transition to college. Such programs have been shown to improve student success.
4. Using technology to create a student analytics and business intelligence framework to improve student services and communication, including individualized targeted student notification to increase student retention and success rates for all students.

5. Expanding scholarship opportunities for students. The grant provides \$600,000 that will be matched through private donations to the SVSU Foundation to establish a \$1.2 million endowment to award scholarships to students as a retention tool to help offset their financial burden.

Dr. Callejo Perez noted that the funds come from the U.S. Department of Education's Strengthening Institutions Program, which provides grants to eligible institutions to help them become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the institution's academic quality, institutional management, and fiscal stability.

Dr. Callejo Perez thanked the following individuals for their efforts in securing the five-year grant:

Project Coordinators:

- Poonam Kumar, Director of the Center for Academic Innovation
- Jim Maher, Executive Director of ITS

Key Contributors:

- Tony Crachiola, Professor of Math
- Andy Bethune, Executive Director of the Foundation
- Nicholas Wagner, Director of Institutional Research
- Dan Strasz, Director of Academic Advising Center

The following staff of Sponsored Programs:

- Janet Rentsch
- Pat Graves
- Julie Decker
- Melissa Woodward

President Bachand mentioned that SVSU was chosen through a highly competitive process. He expressed appreciation to the dedicated team that developed SVSU's application. He added that it is gratifying to see their hard work rewarded.

8. Workforce Data Report

Dr. Mamie Thorns, Special Assistant to the President for Diversity Programs, shared the recent SVSU Annual Affirmative Action Audit Report as required by the Office for Federal Contract Compliance Program.

Dr. Thorns stated that SVSU is required to practice affirmative action as governed by our status as a federal contractor. She noted that the Office for Federal Contract Compliance Programs (OFCCP) ensures that business with contracts of at least \$10,000 with the Federal government do not discriminate and that they take affirmative action into hiring.

Dr. Thorns noted that the purpose of Saginaw Valley State University's Affirmative Action Plan is to reaffirm the university's continuing commitment to the principles of affirmative action and equal opportunity employment.

V. REMARKS BY THE PRESIDENT

President Bachand commented that the annual Alumni Celebration event took place on October 27, 2017. He announced that the group included seven distinguished alumni:

- Dr. Jessica Bentoski, a 2004 graduate and pediatric dentist who owns a practice in Saginaw;
- Gretchen Evans, a 2013 graduate and U.S. Army veteran who now serves as an advocate for a number of organizations benefiting other veterans;
- Marlin Jenkins, a 2014 graduate whose fiction and nonfiction writings have appeared in several publications;
- David Kowalski, a 1979 graduate who now serves as president and owner of Euclid Automotive Supplies;
- Christopher Pryor, a 1995 and 2000 graduate who serves as pastor of Victorious Believers Ministries Church of God in Christ;
- Dr. Michael Langworthy, a 1984 graduate who works as director of orthopaedic surgery at Southcoast Health Systems in New Bedford, Massachusetts; and
- Dr. Lynn Squanda-Murphy, a 1981 graduate and physician at MedExpress facilities across Michigan.

He noted that one "future alumnus," Andrew Jarmon, a professional accountancy senior was also recognized for his leadership on campus and in the community.

President Bachand mentioned that over 400 prospective students signed up to attend the Fall Open House on October 28, 2017. He thanked everyone who helped prepare to make a memorable impression as well as the volunteers who worked the event.

VI. OTHER ITEMS FOR CONSIDERATION

9. Motion to Move to Informal Session to Discuss a Personnel Matter

BM-1197 It was moved and supported that the Board move to Informal Session to Discuss a Personnel matter.

The Board moved to Informal Session at 2:40 p.m. and reconvened in Regular Formal Session at 3:30 p.m. with Board members Canales, Carmona, Crary, Durco, Kunitzer, Rupp and Velasquez. Also in attendance: President Bachand, Mary Kowaleski and John Decker.

VII. ADJOURNMENT

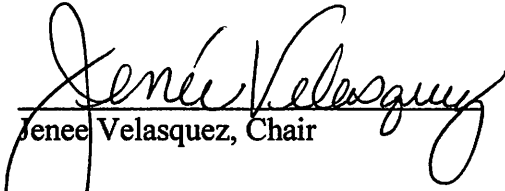
10. Motion to Adjourn

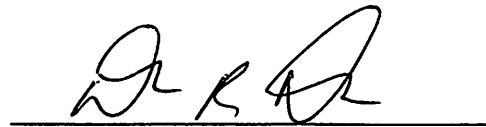
BM-1198 **It was moved and supported that the meeting be adjourned.**

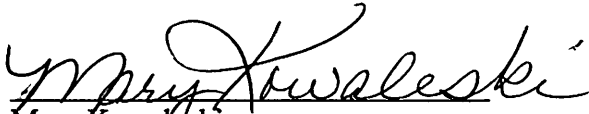
The motion was APPROVED unanimously.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted:



Jeneé Velasquez, Chair

Dennis Durco, Secretary

Mary Kowaleski
Recording Secretary

Renee Zumberg

Catering Director, Dining Services • August Staff Member of the Month

Preparing SVSU's Welcome Back picnic is no picnic. Just ask Renee Zumberg, the catering director charged with overseeing the massive outdoor dinner.

"It's our biggest event," she said. "And, for a lot of our staff, it's their first day at work."

With a staff of new student employees to train and 1,200 mouths to feed at the picnic, Zumberg enjoys rolling out the welcome mat for a university community that first rolled one out for her nine years ago.

The event allows Zumberg to extend her department's hospitality to the campus community and it allows her to expose her first-time student employees to the hospitality industry.

The East Lansing native remembers her first experience in the field. As a 15-year-old, she was hired by a family member to work at a catering company. She was immediately hooked. "There's something about the hospitality field and making people feel welcomed," she said. "And seeing an event through, from start to finish — it's just in my blood."

She spent time off and on at that job throughout the next two decades before being hired to work special events in the Detroit area, at venues including Comerica Park and The Detroit Zoo. After a stint later in the Lansing-area hotel industry, she saw an advertisement for a job position in Saginaw in 2008.

"I had not even been to Saginaw at that time, so I was not really sure what to think," Zumberg said. "As soon as I came to campus

and saw SVSU, though, I fell in love with it. It was not even a question. The faculty and staff were so welcoming."

Ever since, she has worked hard to return that welcoming gesture to the campus community. While, technically, Zumberg is not an employee of the institution — she works for Aramark, the food service company contracted by SVSU — such details don't cool her warm feelings for the university. "I don't feel like a contractor here," she said. "I feel like part of the family."

Some of that family includes the staff and student employees who help her host events across campus. The work can turn especially busy near the end of the semester, when her student employees already are juggling final exams. Still, many remain working for her until they graduate, she said. It's the ultimate compliment for someone whose job involves making others feel welcomed.

"The experience that the students get working in the catering department is like none other on campus, providing amazing connections," she said. "It's an incredible thing to witness. I love working with students and young people, giving them the skills to do well. It keeps me young and on my toes."

While Zumberg thrives helping others feel at home, it wasn't until recently when she finally settled into a house of her own. She purchased a house this summer in Saginaw Township, where she enjoys spending time with her family.

"I'm pretty much moved in now," Zumberg said. "This is home."



Debbie Newton

Audio Visual West Office Coordinator • September Staff Member of the Month

At SVSU, Debbie Newton is well-versed in technology. As the audio visual west office coordinator for Information Technology Services, her work involves organizing the people who problem-solve glitches with the campus' high-tech gadgetry.

Away from the office, she prefers the simpler things in life. Although she owns a smart tablet, she spends free time at the local library, surfing for the sort of suspense novels she can browse by leafing through non-digital pages. And, although she carries a cell phone, she has yet to purchase a smartphone with all of the amenities attached to the latest brands. "I'm not a technology geek," she says, "but I do help people with their technology."

Newton began as a temp in Admissions in 1986. She was hired full time as a payroll clerk in the Controller's Office in 1987. Her dedication to the job was put to the rest less than one year later when she went into labor while processing the week's payroll checks. "I had to finish so people would get paid," she said. "I was keeping track of my contractions."

When a supervisor became nervous about the receding length of the contractions, Newton was told to leave work. Fortunately for her co-workers, she was able to finish her work before she exited the office. Five hours later, she gave birth to her second child, Paul Newton, who now earns his own paycheck from SVSU as a custodian.

Debbie bounced between several other positions before moving into a much earlier version of her current position in 1993.

Technology changed substantially at SVSU in the ensuing 22 years, meaning her work changed too.

"Back then, the job involved getting 16-millimeter film and increasing the VHS technology," she said. "We had three classrooms with technology, which meant they had a projector with a VCR. Now we have 200 rooms with all sorts of technology, and we're upgrading everything to Blu-Ray."

What has not changed is Newton's role in helping find solutions to tech-related issues. She typically fields phone calls for help from faculty, staff and students on issues relating to computers, WiFi and projectors.

One day, a student in Pine Grove Apartments may have issues connecting a Sony Playstation to the campus WiFi. The next day, a smart projector in Curtiss Hall could be on the fritz. The following day, a more campus-wide problem could present itself, as was the case earlier this month at SVSU when all Windows computers failed to work properly for a time.

"Once I got my computer running, I started to see all of the tickets asking for help," she says. "When people started calling, I thought, 'Oh, there must be something going on here.'"

Occasionally, the solution is simple. "The safest fix, I always say is, 'Shut it off and turn it back on,'" Newton says. "Sometimes that works. Sometimes the problem needs more attention than that."

I enjoy working with the students, faculty and staff, and I enjoy helping people," Newton said. "I enjoy my co-workers. That always makes it easier to come to work every day."



Saginaw Valley State University
Capital Outlay Plan
FY 2019 - FY 2023

		Project Cost Estimate	Funding Sources			
<u>Academic and Other Facilities</u>	Project Period		General Fund	State of Michigan	Self Supporting	Other
College of Business & Management Expansion	FY19-FY20	\$ 19,500,000		\$ 9,800,000		\$ 9,700,000 *
Curtiss Hall Renovation	FY19-FY21	2,000,000				2,000,000
Brown Hall & Science West Renovations	FY21-FY23	20,000,000		15,000,000		5,000,000 **
Student Housing Renovations	FY20-FY23	20,000,000				20,000,000
<u>Major Expansion, Maintenance & Renovation</u>						
Energy Conservation Initiatives	FY18-FY23	20,000,000		20,000,000		
Campus Infrastructure Improvements	FY18-FY22	7,500,000				7,500,000
Deferred Maintenance Projects	FY18-FY22	15,000,000			7,500,000	7,500,000
		<u>\$ 104,000,000</u>	<u>\$ -</u>	<u>\$44,800,000</u>	<u>\$ 7,500,000</u>	<u>\$51,700,000</u>

* University match at 50%

** University match at 25%

SAGINAW VALLEY STATE UNIVERSITY

Minors on Campus Policy

I. Policy Statement

As part of its educational mission, Saginaw Valley State University (SVSU or University) sponsors many programs and activities that are specifically for minor children or in which minor children participate. The University also makes its facilities available to outside groups and organizations that conduct programs directed toward, or that include, minor children. SVSU is committed to providing a safe environment for all members of the University community as well as all those who participate in programs and activities on campus or who use or visit our campus. Because minor children are a particularly vulnerable population, this policy has been adopted to address the special concerns when minor children participate in University-sponsored activities or other activities utilizing University Facilities.

II. Scope

A. This policy applies to University programs and activities specifically designed for participation by minors, and all participants, employees, students, and volunteers who exercise direct supervision, chaperone, or otherwise oversee minors. This includes, but is not limited to:

1. Activities and programs with minors that the University operates on campus or in University facilities, including but not limited to overnight camps, instructional programs, day camps, academic camps, and sports camps.
2. Activities and programs with minors that the University operates which do not take place on campus, including but not limited to outreach and community service activities.
3. Activities and programs with minors operated, conducted, or organized by Third-Party Contractors which take place on campus or in University Facilities.

B. This policy does not apply to:

1. Undergraduate and graduate academic programs in which individuals under the age of 18 are enrolled for academic credit or who have been accepted for enrollment.
2. Events on campus open to the general public, which minors attend, but the University is not accepting care, custody, or control for the minor.
3. Enrolled SVSU students when hosting high school students, including prospective students, participating in pre-enrollment visitation, or similar activities.
4. Institutional review board (IRB)-approved research.
5. Minors working for the University as employees or interns.
6. Employees or volunteers who may have incidental contact with minors but do not work directly with minors within a program or activity.

- C. SVSU expects parents or guardians to provide supervision over minors on campus unless the minors are involved in a Covered Program. Parents or guardians should not leave minors unsupervised on University property.
- D. The University reserves the right to condition, restrict or deny access to University Facilities by minors at its discretion. All minors, including those participating in Covered Programs, shall be subject to University regulations while on campus, and may be asked to leave the campus if unable to comply.

III. Procedures

A. Participant Requirements

- 1. Parents or legal guardians of minors and minors must submit required forms before being allowed to participate in Covered Programs. These forms may include a participation agreement, health form, emergency contact form, proof of medical insurance, photo and recording release, and participant code of conduct.

B. Program Registration

- 1. All academic and administrative units of the University sponsoring a Covered Program whether located on or off campus, shall be required to register such program with the responsible Dean or Vice President not later than thirty (30) days prior to the commencement date of the program. Registration shall be on approved forms, and shall require a description of the program, a designation of the University employee having primary responsibility for the program, a list of all persons who will act as Authorized Adults in connection with the program (which information shall be updated as soon as it becomes available), together with evidence that the program complies or will comply in all respects with the requirements of this policy.
- 2. Covered Programs hosted by Third-Party Contractors must be registered by the University entity facilitating the contract

C. Reporting Abuse

1. General

- a. Every member of the University community has an obligation to report immediately instances or suspected instances of the abuse of or inappropriate interactions with minors to the SVSU Police Department and to any appropriate agency as required under this policy.
- b. This includes information about suspected abuse, neglect, or inadequate care provided by a parent, guardian, or custodian/caretaker.

2. Mandated Reporters and Their Legal Obligations

- a. Michigan's Child Protection Law, MCL § 722.621, et seq., designates individuals in certain occupations and professions as Mandated Reporters. Mandated Reporters must immediately report known or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the Michigan Department of Human Services by calling 855-444-3911 (24/7 toll free number). A written report must be submitted to the Department of Human

Services within 72 hours of the initial verbal report. Even those who are not Mandated Reporters may report known or reasonably suspected child abuse to the Department of Human Services. Mandated Reporters include those employed in the following positions: physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider.

University faculty, staff or students who are working with minors in their professional or official capacity and who have questions about whether they may be considered Mandated Reporters under Michigan law should contact their supervisor, Dean or Vice President. The Office of the General Counsel and the SVSU Police Department are also available to provide advice.

3. No member making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational programs or activities.

D. Background Checks

1. Criminal background checks must be completed and evaluated before an Authorized Adult may begin working with minors. Criminal background screening will be administered by the Human Resources office in accordance with its policies. If a criminal record history is revealed, the person must be referred to Human Resources for evaluation. Third-party contractors are required to certify that they have conducted criminal background checks and determined the fitness for all Authorized Adults before being allowed to use or lease University Facilities.
2. Authorized Adults are required to notify Human Resources in writing within three business days of any charge or conviction.

E. Supervision of Minors

1. The number of supervisors required shall be determined by taking into account all aspects of the Covered Program, including but not limited to the number and age of participants, the activity(ies) involved, whether housing or travel is involved, and the age and experience of the Authorized Adults.
2. One-on-One interaction with minors as defined in this policy is prohibited.
3. Sponsoring Entities shall establish a procedure for checking minors in and out of the Covered Program. Minor participants shall not be allowed to leave the program except in the company of their parent(s), legal guardian(s), or someone authorized in writing by the same.
4. When overnight supervision is required:
 - a. No adult may enter a minor's room, bathroom facility, or similar area unless accompanied by another adult, one of whom shall be an Authorized Adult.

- b. Separate accommodations for adults and minors are required other than in the case of a minor's parents or guardians.**

F. Training

- 1. Sponsoring Entities must ensure all employees, students, and volunteers are trained prior to working with minors and annually.**
- 2. Training content must include at a minimum the following topics:**
 - a. Child abuse awareness and prevention**
 - b. Reporting suspected child abuse and neglect**
 - c. All requirements in this policy**
- 3. Sponsoring Entities, including Third-Party Contractors, may develop their own training program provided it includes the above requirements.**

G. Standards of Behavior

- 1. Authorized adults working in Covered Programs are expected to function within these standards and agree to:**
 - a. Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for minors.**
 - b. Respect, adhere to, and enforce the rules, policies, and guidelines established by the activity or program, this policy, and the University.**
 - c. Not intentionally or purposefully place themselves in a one-on-one situation with a minor.**
 - d. Not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Covered Program and the University.**

H. Investigations

- 1. Investigations of allegations of child abuse or neglect will be conducted in accordance with the investigatory protocols of children service agencies, local law enforcement agencies, and the University.**

I. Third-Party Contractors

- 1. Non-university entities utilizing University Facilities for programs or activities involving minors shall execute an appropriate facilities contract.**
- 2. Third-Party Contractors are required to meet the terms of the policy regarding Minors on Campus, including background checks, training, and insurance requirements.**

- J. Additional information regarding this policy, including details on program registration, training resources, and requesting an exemption, can be found at the Minors on Campus link in the University Operations Manual.

IV. Definitions

Authorized Adult	Individual, age 18 and older, paid or unpaid, who supervise, chaperone, or are otherwise responsible for or oversee minors in Covered Programs. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, student employees, employees of temporary employment agencies, and independent contractors/consultants. Authorized adults' roles may include positions such as counselors, chaperones, coaches, instructors, etc.
Care, Custody, or Control	When an adult(s) is present and has primary responsibility for supervision of minors at any given point throughout activity or program with minors. At least one adult must have care, custody, or control of minors at all times during Covered Programs.
Covered Program	Any: (1) event, operation, or endeavor operated, conducted, or organized by the University or by a third-party contractor, (2) that includes minors, and (3) during which parents or guardians are not expected to be responsible for the care, custody, or control of the minors.
Minor	Any individual under the age of 18, or under 21 years old incapable of self-care because of a mental or physical disability, who is a participant in a Covered Program. This does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.
One-on-One Interactions	An intentional or purposeful interaction when one individual to whom the policy applies is alone with one minor.
Sponsoring Entity	The entity offering the Covered Program. For programs offered by the University, the academic or administrative unit or Registered Student Organization offering the program. For programs offered by Third-Party Contractors, the organization or person that is contracting for the use of University Facilities.
Third-Party Contractor	A non-university entity contracting the use of University Facilities to host events involving minors.
University Facilities	Facilities owned by, or under control of, the University.

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