



**SAGINAW VALLEY STATE UNIVERSITY**

**BOARD OF CONTROL MINUTES  
REGULAR FORMAL SESSION**

***December 13, 2019***

**SAGINAW VALLEY STATE UNIVERSITY  
BOARD OF CONTROL  
Minutes of the Regular Formal Session  
December 13, 2019**

A regular formal session of the Board of Control was held at Saginaw Valley State University on Friday, December 13, 2019 in Wickes Hall, Room 350 at 1:30 p.m.

Trustees present included:

John D. Cherry, Jr.  
JoAnn Crary  
Dennis Durco, Treasurer  
Lindsay Eggers  
Bhushan Kulkarni, Secretary  
John Kunitzer, Chair  
Vicki Rupp, Vice Chair  
Raj Wiener  
Donald Bachand, Ex Officio

Trustees absent included:

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President's Staff present included:

Andrew Bethune, Executive Director of the SVSU Foundation  
J.J. Boehm, Interim Executive Director of Communications & External Affairs  
Dr. Sidney Childs, Associate Provost for Student Affairs/Dean of Students  
Ellen Crane, General Counsel  
Dr. Deborah Huntley, Provost and Vice President for Academic Affairs  
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  
Dr. Mamie Thorns, Special Assistant to the President for Diversity Programs

Others present included:

Deborah Bishop	Susan Crane	Riley Hupfer
Hunter Koch	David Lewis	James Maher
Chelsea Miller	Maria Moore	Josh Ode
Ron Portwine	Jacob Reinelt	Brian Thomas
Joe Wojtkiewicz		

SAGINAW VALLEY STATE UNIVERSITY  
BOARD OF CONTROL MINUTES  
DECEMBER 13, 2019  
REGULAR FORMAL SESSION  
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**I. CALL TO ORDER**

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

**II. PROCEDURAL ITEMS**

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

There were no additions to or deletions to the agenda.

The agenda was unanimously APPROVED as distributed.

**B. Approval of the October 28, 2019 Minutes for the Regular Formal Session of the Board of Control**

**It was moved and supported that the minutes of the October 28, 2019 Regular Formal Session be approved.**

The minutes were unanimously APPROVED as written.

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

Dr. Deborah Bishop, President of the Faculty Association, offered congratulations to all the graduates. She commented, “this is a very special time for our students and their families, but it is also meaningful to faculty, who have worked hard to ensure that our graduates receive an education that will serve them well throughout their lives.”

Dr. Bishop also commended the 11 faculty members being considered for sabbaticals next year. She stated that granting time to faculty to work on scholarship is a long-term investment in the University. Dr. Bishop stated that not only the faculty member, but also our students and the community benefit from the knowledge they gain and the skills they develop during sabbatical leaves.

**D. Recognition of the Official Representative of the Student Association**

Hunter Koch, President of the Student Association, offered congratulations to the December Graduates, including one of the Student Association representatives, Karah Hoch, who served as Ombudsman for one year and over the previous semester as Student Association Chief of Staff.

Mr. Koch mentioned that the Student Association hosted the United Student Governments of Michigan Fall 2019 conference at SVSU on November 8. He stated that from the conference, a new coalition (SCHEF = Student Coalition for Higher Education Funding) was started to bring student governments together to work on higher education funding.

Lastly, Mr. Koch, stated that the Student Association is continuing work on obtaining a new competitor for the annual Battle of Valleys competition to replace Grand Valley State University which permanently backed out of the annual fundraising event this past Fall.

E. Communications and Requests to Appear Before the Board

- Jacob Reinelt, Manager of Web Technologies, was introduced to the Board as Staff Member of the Month for November. (Appendix One: Reinelt)

**III. ACTION ITEMS**

1. Resolution in Appreciation of Jenee L. Velasquez

RES-2338      **It was moved and supported that the following resolution be adopted:**

**WHEREAS, Jenee L. Velasquez served on the Saginaw Valley State University Board of Control with dedication and distinction from 2011-2019; and**

**WHEREAS, Ms. Velasquez served as Board Secretary from 2013-2015; as Board Vice Chair from 2015-2016; and as Board Chair from 2016-2019. Throughout her eight-year term, Jenee served on both the Board's Business, Finance, Audit and Facilities Committee and the Academic, Student Services and Personnel Committee.**

**WHEREAS, Ms. Velasquez' range of business and administrative experience throughout her distinguished career were helpful additions to discussions of all university business. Her devoted service as a Board member was characterized by her thoughtful consideration of issues, concern for the quality of student life, and careful attention to detail; and**

**WHEREAS, in addition to her service on the Saginaw Valley State University Board of Control, Ms. Velasquez is a dedicated community leader who has provided leadership to numerous community organizations committed to enriching the region. Among the community organizations she has supported are the Chemical Bank Midland Community Bank Advisory Board, the Great Lakes Bay Regional Alliance Board, the Michigan Baseball Foundation Board, the MidMichigan Health Board, and many others; and**

**WHEREAS, Ms. Velasquez has enjoyed a number of career highlights and successes, which include being named in 2016 to Crain's 100 Most Influential Women in Michigan by Crain's Business Detroit; receiving the 2013 YWCA Women of Achievement Award for Community Leader, the 2006 Ruby Award and recent induction into the Junior Achievement Business Hall of Fame; and**

**WHEREAS, Ms. Velasquez, even before her involvement with the SVSU Board of Control, was highly involved on SVSU's campus as a member of the Board of Fellows and as a leader in the "Talent. Opportunity. Promise." Campaign through the SVSU**

**Foundation, helping to bring in well over \$28 million for student success initiatives and scholarships; and**

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

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

The motion was APPROVED unanimously.

2. Resolution in Appreciation of Scott L. Carmona

**RES-2339      It was moved and supported that the following resolution be adopted:**

**WHEREAS, Scott L. Carmona served on the Saginaw Valley State University Board of Control with dedication and distinction from 2011-2019; and**

**WHEREAS, Mr. Carmona served as the Board Treasurer from 2013-2015 and held the office of Board Chair from 2015-2016. He served on the Board's Business, Finance, Audit and Facilities Committee throughout his eight-year term, where his professional experiences and business acumen were particularly valuable in the Board's discharge of financial responsibilities; and**

**WHEREAS, in addition to his service on the Saginaw Valley State University Board of Control, Mr. Carmona has demonstrated his passion for its surrounding communities and their interests. By investing his time and resources, Mr. Carmona has established a reputation among his peers as a dedicated advocate for issues that will enrich the region today and shape its future. Among the community groups he has supported include the Bay County Growth Alliance, the Dow Bay Area Family YMCA, the Humane Society of Bay County, the Bay County Convention and Visitors Bureau, and the McLaren Bay Special Care Hospital board of directors; and**

**WHEREAS, Mr. Carmona had been formally recognized in the community and by the university as the recipient of the SVSU Business and Industrial Development Institute Entrepreneur of the Year Award, the SVSU Outstanding Alumni Award for the College of Science, Engineering and Technology, the Distinguished Laureate of Junior Achievement's Business Hall of Fame and the Great Lakes Bay Regional Chambers of Commerce Individual of the Year Award; and**

**WHEREAS, Mr. Carmona and his wife Nancy have made significant philanthropic contributions to the University, including as lead donor for the Scott. L. Carmona College of Business "First for Business" Campaign and by providing 25 scholarships annually to Saginaw Valley students; and**

**WHEREAS, throughout his term on the Board of Control, Mr. Carmona has served the university with great heart for the university, belief in the university's mission and confidence in the impact of a quality college education;**

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

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

The motion was APPROVED unanimously.

3. Resolution to Grant Undergraduate and Graduate Degrees

**RES-2340      It was moved and supported that the following resolution be adopted:**

**WHEREAS, Saginaw Valley State University is granted the authority to confer undergraduate and graduate degrees as outlined in Section 5 of Public and Local Acts of Michigan 1965; and**

**WHEREAS, Operating Policy 3.101 Article III of the Board reserves to the Board the authority to grant degrees.**

**NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University approves the awarding of undergraduate and graduate degrees at the December 13 and December 14, 2019 Commencement ceremonies as certified by the faculty and Registrar.**

The motion was APPROVED unanimously.

4. Resolution to Approve Confirmation of Board Members for Previously Authorized Public School Academies

**RES-2341      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' Board 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:**

**Branch Line School, Livonia**

**Shauna Hill                      Appointment                      Term: Ends 6/30/22**

Ms. Hill earned her Bachelor in Dietetics from the University of Arkansas. She registered Dietitian Nutritionist, and currently volunteers at the Taylor Conservatory and Botanical Gardens. Ms. Hill is in the process of opening an online wellness program for healthcare professionals. Having an adult child and two young children, Ms. Hill believes that her experience with teachers and administrators during the course of her children's education will be an asset to the Academy board.

**Chandler Park Academy, Detroit**

**Kelli Van Buren                      Appointment                      Term: 6/30/21**

Ms. Van Buren earned her bachelor's degree from Kentucky State University and her master's degree in Organizational Leadership and Education Administration and PhD in Evaluation and Measures from Wayne State University. She is currently a faculty member at Wayne Community College, where she teaches English. Ms. Van Buren believes that her many years of working with boards of directors, school districts, community organizations, and governmental entities provides her with the experiences needed to be an asset to the Academy board.

**Genesee STEM Academy, Flint**

**Henrietta Cheek                      Appointment                      Term: Ends 6/30/21**

Ms. Cheek is a former Principal/Superintendent of Genesee STEM Academy. She earned her Bachelor and Master of Arts in Education and K-12 Administration, respectively, from Michigan State University. Ms. Cheek believes her first-hand experience with the school will be an asset to the Academy board.

**Pontiac Academy for Excellence, Pontiac**

**Sharon Brooks                      Appointment                      Term: Ends 6/30/22**

Ms. Brooks earned her Bachelor of Science in Community Development/Community Services and her Master of Arts in Curriculum and Instruction in Education from Central Michigan University. She earned her Education Specialist (Central Office Administration) degree from the University of Michigan. Ms. Brooks currently serves the Pontiac area as a Substitute teacher with Edu Staff. Ms. Brooks brings years of experience in the education profession both as a teacher and administrator in a leadership role. She will be an asset to the Academy board.

**Ami El                                      Appointment                      Term: Ends 6/30/20**

Mr. El earned his E.P.A. Certification from the University of Toledo and his Certified Medical Revenue Manager from the Medical Revenue Managers Association of America.

He currently serves as Medical Revenue Manager for Optimized RCM of Pontiac. As a leader in the city of Pontiac, Mr. El believes the networking and professional associations he can foster will be beneficial for partnerships to develop strong commitments or services needed to improve the Pontiac Academy for Excellence district.

The motion was APPROVED unanimously.

5. Resolution to Authorize the Establishment of a Public School Academy – iLead Academy

RES-2342      **It was moved and supported that the following resolution be adopted:**

**WHEREAS, the Michigan Legislature has provided for the establishment of public school academies as public schools under section 2 of article VIII of the state constitution of 1963 by enacting Part 6A of the Michigan Revised School Code, as amended (“Part 6A”); and**

**WHEREAS, according to Part 6A, the Saginaw Valley State University Board of Control (the “University Board”) is an authorizing body empowered to issue contracts to organize and operate public school academies; and**

**WHEREAS, the University Board issues contracts to operate public school academies on a competitive basis taking into consideration the resources available for the proposed academy; the population to be served by the proposed academy; the educational goals to be achieved by the proposed academy; the applicant’s track record, if any, in organizing public school academies or other public schools; the graduation rate of a school district in which the proposed public school academy is proposed to be located; the population of a county in which the proposed public school academy is proposed to be located; the number of schools in the proximity of a proposed location of the proposed public school academy that are on the list under section 1280c(1) of the public schools in this state that the department has determined to be among the lowest achieving 5% of all public schools in this state; and the number of pupils on waiting lists of public school academies in the proximity of a proposed location of the proposed public school academy; further, in its Policy Statement on Public School Academies (the “Policy”), Schedule 1, the University Board considers for approval those applications which demonstrate that the applicant will provide elementary and secondary students with enhanced opportunities to achieve the objectives of Article 8 of the state constitution of 1963; and**

**WHEREAS, the University, having reviewed the application of iLEAD Michigan, as well as its policies related to authorizing public school academies and the method of selection and appointment of members of the boards of directors of public school academies, has determined that it is in the best interest of education to issue a contract to operate a public school academy as provided under Part 6A be conditionally authorized for iLEAD Michigan.**

**NOW, THEREFORE, BE IT RESOLVED, that the Saginaw Valley State University Board of Control declares, subject to the conditions set forth below:**

- 1. That the application for a public school academy, to be known as iLEAD Michigan, is hereby approved to operate for a term of three academic years beginning in the fall of 2020, through June 30, 2023, subject to the execution of a Contract to Operate a Public School Academy, complete with all schedules, prior to commencement of teaching;**
- 2. That the Academy shall operate a K-12 program, starting with K-5 and grade 9 in fall of 2020, adding two grades per year, with a maximum enrollment to be determined;**
- 3. The slate of members of the Board of Directors of the Academy shall be appointed as members of the Academy's Board of Directors and shall serve in accordance with the policies adopted by SVSU related to same; and subject to the requirements of Paragraph 1, above, shall be:**
  - Peter Sweeney;**
  - Dennis Zaski;**
  - Richard Comer;**
  - Paul Marineau, Esq;**
  - Donna Pennington, MSW; and**
  - Dr. Timothy Wood;**
- 4. The effectiveness or the continued effectiveness of this Resolution are subject to these conditions:**
  - a. An opinion of University legal counsel to the effect that contract documents have been agreed upon which are consistent with the purpose of the public school academies statutes; that when executed, contract documents will be binding on both parties in accordance with their tenor; and that in the opinion of University counsel, adequate provisions are included to immunize or indemnify the University, its directors, officers, employees and agents to the extent that prudence and reasonable business practice would require from all claims of liability arising from the University's contractual relationship with the public school academy or the operation of the public school academy.**
  - b. An opinion of professional staff of the University to the effect that the contract documents, the proposed plan of operation, and the methods for holding the public school academy accountable for educational outcomes are consistent with the Policy, and subsequently amended, unless in the case of departures from such Policy, if any, the staff recommends that each such departure be agreed to, and state reason in support.**
  - c. An opinion of the professional staff of the University that the applicant meets all of the financial, personnel and facility requirements necessary to open and operate a public school academy.**
  - d. This Resolution and any contract entered into under it shall be null and void if iLEAD Michigan is not in operation by the 2020-2021 school year fall membership count day.**
- 5. Upon receipt by the University Board of the opinions mentioned in 4 (a) and (b) above and subject to 4 (c) above, the President of Saginaw Valley State University may execute a public school academy contract and related documents between iLEAD**

**Michigan (a public school academy) and the Saginaw Valley State University Board of Control (authorizing body).**

**6. All resolutions or parts of resolutions in conflict with this Resolution shall be and hereby are repealed.**

Dr. David Lewis, Director of the School University Partnership Office, commented that this charter school would be located in Canton, Michigan. Enrollment would initially be grades K-5 with K-12 being the long-term goal.

Dr. Lewis noted that the iLEAD learning model promotes individualized instruction, active learning methods and opportunities for self-directed learning. He stated that the organizational model celebrates and fosters each child's individuality and embraces diversity by supporting students to discover their highest potential in the environment which best suits their learning needs.

Dr. Lewis concluded that he is confident that this will be a sound addition to the Canton community.

Trustee Wiener asked if the conditions in the proposed resolution (Item no. 4, a thru d) are standard procedures. Dr. Lewis stated that this is boiler plate contract language that is used when developing new contracts. He noted that this language was vetted by the legal team contracted by the School University Partnership Office.

The motion was APPROVED unanimously.

**6. Resolution to Approve Faculty Sabbaticals for 2020-2021**

RES-2343      **It was moved and supported that the following resolution be adopted:**

**WHEREAS, Saginaw Valley State University is committed to quality education and provides the faculty with opportunities to maintain and enhance their professional knowledge and expertise, and**

**WHEREAS, The University administration supports faculty sabbatical leaves as an integral part of the SVSU Faculty Development Program,**

**NOW, THEREFORE, BE IT RESOLVED, THAT, the following faculty members be granted sabbatical leaves as specified below for the academic year of 2020-2021.**

Name	Department	Leave Request	Brief Title of Project
Bagchi Misra, Arundhati	Mathematical Sciences	Winter 2021	Ultrasound Image Denoising by Faster Nonlocal Means
Beard-Bohn, Emily	English	Winter 2021	Humans Vs Computers: Who Do We Follow Regarding Student Writing Placement?

<b>Dutta, Ranjana</b>	<b>Psychology</b>	<b>Fall 2020, Winter 2021</b>	<b>Parental Influences on Delay Behaviors and Procrastination in Young Adults.</b>
<b>Frederick, Andrea</b>	<b>Nursing</b>	<b>Fall 2020</b>	<b>Design and Implementation of An Evidence-Based, Patient Safety Improvement Project in a Large Urban Hospital in Guangzhou, China</b>
<b>Hassoun, Rosina</b>	<b>Sociology</b>	<b>Fall 2020</b>	<b>Arab Refugees in America</b>
<b>Lynch, Julie</b>	<b>Psychology</b>	<b>Fall 2020, Winter 2021</b>	<b>The Effects of Distractions on the Writing Process</b>
<b>McCullough, Jennifer</b>	<b>Communication</b>	<b>Winter 2021</b>	<b>How do Children Learn to Communicate Support? Examining the Influence of Parents and Family on Children's Emotional Support Skills</b>
<b>Mohler, Rhett</b>	<b>Geography</b>	<b>Fall 2020, Winter 2021</b>	<b>Mapping Invasive Species Using Imagery from Unmanned Aerial Vehicles (UAVs)</b>
<b>Pashak, Travis</b>	<b>Psychology</b>	<b>Fall 2020, Winter 2021</b>	<b>Resource Development for Career Advising in the Helping Professions</b>
<b>Rahman, Khandaker Abir</b>	<b>Computer Science</b>	<b>Winter 2021</b>	<b>Keystroke Dynamics for Web User Authentication</b>
<b>Rose-Barry, Peter</b>	<b>Philosophy</b>	<b>Fall 2020, Winter 2021</b>	<b>The Ethics of George Orwell</b>

Dr. Deborah Huntley, Vice President and Provost, stated that each of the proposed sabbaticals support the University's teaching mission and she fully supports the individuals being recommended.

The motion was APPROVED unanimously.

7. Resolution to Approve Revised 2019-2020 Code of Student Conduct

RES-2344 It was moved and supported that the following resolution be adopted:

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

**WHEREAS, the Board of Control is authorized to approve revisions to the Code of Student Conduct; and**

**WHEREAS, several modifications are recommended to more accurately reflect University practices; and**

**WHEREAS, University Counsel has reviewed and supports the recommendation permitting the revisions;**

**NOW, THEREFORE, BE IT RESOLVED, That the Board of Control approve the attached revisions to the 2019-2020 Code of Student Conduct.**

(Appendix Two: Student Conduct)

The motion was APPROVED unanimously.

8. Resolution to Approve Revised 2019-2020 Academic Integrity Policy

RES-2345     **It was moved and supported that the following resolution be adopted:**

**WHEREAS, it has been the practice to review and revise the SVSU Academic Integrity Policy periodically; and**

**WHEREAS, the Board of Control is authorized to approve revisions to the Academic Integrity Policy; and**

**WHEREAS, several modifications are recommended to more accurately reflect University practices; and**

**WHEREAS, University Counsel has reviewed and supports the recommendation permitting the revisions;**

**NOW, THEREFORE, BE IT RESOLVED, That the Board of Control approve the attached revisions to the 2019-2020 Academic Integrity Policy.**

(Appendix Three: Academic Integrity)

The motion was APPROVED unanimously.

9. Resolution to Approve Revised 2019-2020 Alcohol and Other Drugs Policy

RES-2346     **It was moved and supported that the following resolution be adopted:**

**WHEREAS, it has been the practice to review and revise the SVSU Alcohol and Other Drugs Policy periodically; and**

**WHEREAS, the Board of Control is authorized to approve revisions to the Alcohol and Other Drugs Policy; and**

**WHEREAS, several modifications are recommended to more accurately reflect University practices and State of Michigan legislation; and**

**WHEREAS, University Counsel has reviewed and supports the recommendation permitting the revisions;**

**NOW, THEREFORE, BE IT RESOLVED, That the Board of Control approve the attached revisions to the 2019-2020 Alcohol and Other Drugs Policy.**

(Appendix Four: Alcohol and Other Drugs)

The motion was APPROVED unanimously.

10. Resolution to Approve the Auxiliary FY2021 and FY2022 Operations Budget

RES-2347     **It was moved and supported that the following resolution be adopted:**

**WHEREAS, The FY2021 Auxiliary Operations Budget and the FY2022 Auxiliary Operations Budget, inclusive of student housing rental rates, has been reviewed by the Business, Finance, Audit and Facilities Committee;**

**NOW, THEREFORE, BE IT RESOLVED, That the Auxiliary Operations operating budgets and student housing rental rates for FY2021 and FY2022 be approved as per the attached schedules.**

(Appendix Five: Auxiliary Budget)

The motion was APPROVED unanimously.

**IV. INFORMATION AND DISCUSSION ITEMS**

11. Community Engagement Presentation

John Kaczynski, Director of Governmental Affairs; Dr. Joshua, Ode, Associate Provost; and Dr. Brian Thomas, Associate Vice President for Academic Affairs briefed the Board on recent and ongoing community engagement activities that are currently underway at SVSU.

Dr. Josh Ode, commented that community engagement is a part of the mission of the university, one of the five goals in the strategic plan, and embedded within the culture of the university. He noted that SVSU has the distinct honor of receiving the 2015 Community Engagement Classification by the Carnegie Foundation for the Advancement of Teaching, a distinction held by less than 10% of colleges and universities nationwide.

Dr. Ode explained that SVSU's Center for Community Engagement supports a wide variety of community projects from the Cardinals Vote initiative and Sankofa Projects to Cardinal Volunteers and service-learning projects involving groups like the Wolohan Fellows and Kantzler Fellows. He stated that community engagement, however, is not limited to activities managed by the center and is deeply embedded in the Cardinal culture as evidenced by activities ranging from Athletics Department sponsored events that bring youth onto campus for free sports clinics to curriculum that sends student teachers and nurses into hospitals and clinics throughout the state.

Dr. Brian Thomas commented that SVSU recently hosted the Annual Community Engagement Conference at SVSU which brought together 120 community partners, faculty, staff, and students to discuss ways in which SVSU is working within our community.

Dr. Thomas stated that Cardinals are making meaningful contributions to their communities every day including sororities and fraternities to registered student organizations. He mentioned that two of the biggest ways in which members of the SVSU community give back financially are the annual Battle of the Valley fundraising competition and annual Relay for Life event. He commented that students have raised nearly a half million dollars for regional nonprofits over the past 16-year history of the Battle of the Valleys fundraising competition. He further added that Relay for Life, another major annual event at SVSU, has raised close to \$50,000 some years and the combined impact of these two events alone has contributed close to \$1 million dollars to the community.

Dr. Thomas emphasized that Cardinals understand that the success of their communities requires more than financial contributions and are constantly giving their time and expertise back to the community. He highlighted that, during the 2018-2019 academic year, students contributed over 18,000 volunteer hours to the community.

Mr. Kaczynski mentioned that, looking to the future, SVSU is continuing to examine more ways to broaden and deepen its connection to surrounding communities. He stated this is most recently evident in SVSU's commitment to opening a center in downtown Saginaw which will serve as a hub for academic programs and community outreach activities.

Mr. Kaczynski concluded that SVSU also has numerous relationships globally that bring international students and visitors to the region that provide opportunities for students and community members to travel and study abroad. He added that SVSU is an important bridge between local and global communities.

## **V. REMARKS BY THE PRESIDENT**

President Bachand noted that nearly 500 students are expected to participate in the 2019 Winter Commencement ceremonies.

**VI. OTHER ITEMS FOR CONSIDERATION**

12. Motion to Move to Informal Session to Discuss Personnel Matters and Collective Bargaining

**BM-1222 It was moved and supported that the Board move to Informal Session to Discuss Personnel Matters and Collective Bargaining**

The motion was APPROVED unanimously.

The Board moved to Informal Session at 2:45 p.m. and reconvened in Regular Formal Session at 3:40 p.m. with Board members Cherry, Crary, Durco, Eggers, Kulkarni, Kunitzer, Rupp and Wiener. Also in attendance: President Bachand, J.J. Boehm, Ellen Crane and Mary Kowaleski.

Trustee Rupp made a formal motion to establish compensation for the University President and Vice Presidents. Trustee Durco supported the motion.

13. Resolution to Establish Compensation for the University President and Vice Presidents

**RES-2348 It was moved and supported that the following resolution be adopted:**

**WHEREAS, The Board of Control retains unto itself the authority to establish compensation levels for the University's President and Vice Presidents; and**

**WHEREAS, The Board of Control has received and accepted favorable performance evaluations for Dr. Donald Bachand, President; Dr. Deborah Huntley, Provost and Vice President for Academic Affairs; and Mr. James Muladore, Executive Vice President for Administration and Business Affairs; and**

**NOW, THEREFORE, BE IT RESOLVED, That the President's and Vice President's base salaries for the 2020 calendar year be set as follows:**

**Dr. Donald J. Bachand      \$ 298,500**

**Dr. Deborah Huntley      \$ 238,700**

**Mr. James G. Muladore      \$ 227,900**

**NOW, THEREFORE, BE IT FURTHER RESOLVED, That the Board of Control of Saginaw Valley State University award deferred compensation in the amount of \$25,000 to President Bachand and \$15,000 to each Dr. Deborah Huntley and Mr. James Muladore.**

The motion was APPROVED unanimously.

**VII. ADJOURNMENT**

14. Motion to Adjourn

BM-1223      **It was moved and supported that the meeting be adjourned.**

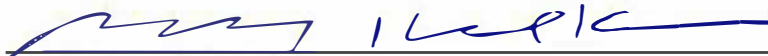
The motion was APPROVED unanimously.

The meeting was adjourned at 3:55 p.m.

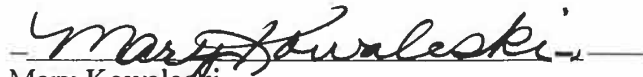
Respectfully submitted:



John Kunitzer, Chair



Bhushan Kulkarni, Secretary



Mary Kowaleski  
Recording Secretary

# Jacob Reinelt

## *Manager of Web Technologies • November Staff Member of the Month*

Information technology is becoming more mainstream by the megabyte, Jacob Reinelt, SVSU's manager of web technologies, will tell you. And that means Reinelt and others in his industry are as in-demand as ever.

Reinelt's passion for computers and talent in the art of information technology inspired his colleagues at SVSU to nominate him for the Staff Member of the Month award. The Caro native was flattered by others' appreciation of his craft, which began for him when he first enrolled in his high school's computer coding class at the Tuscola County Technical Center and later developed as a student at SVSU. Reinelt earned bachelor's degrees in both computer science and mathematics, as well as a master's degree in instructional technology.

Now he enjoys passing along industry lessons to the student interns who have worked in the Information Technology Services office in SVSU's South Complex.

"I try to ensure we're enhancing their skill set so they're marketable when they leave our office," Reinelt said.

Reinelt values meaningful work. His job — which often involves improving upon the web-based systems students utilize as part of their course work — directly impacts academic outcomes. He embraces the responsibility.

"It's nice that you're working for something that you feel has

the ability to help improve the region and state, instead of just a corporate bottom line," Reinelt said.

Some of his team's largest ongoing and upcoming initiatives include improvements to the SVSU website, creating a new intranet system for faculty and staff, and implementing a new online system for requesting help from Information Technology Services.

"There's a lot of work we do behind the scenes," Reinelt said. "Because we're located in the South Complex, we don't generally bump into people a lot in the hallways, but we do a lot of work that affects people across the campus."

Much of Reinelt's work involves collaboration with two of his office's developers, Brady Crandall and Erika McLean, as well as a student intern. The group works together at computers set on a single desk. The setup is ideal for the type of teamwork involved in developing web technology on campus, Reinelt said.

"There's a lot of camaraderie and good discussions about ideas that happen between us," he said. "It's a great work environment."

Work isn't the only activity he enjoys at SVSU. Reinelt looks forward to racquetball matches in Ryder Center.

"The people I typically play against haven't been able to get together much this semester," he said, "so I'm always looking for new people to invite."





# Code of Student Conduct

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**2017-2018**

**2019-2020**

For questions, or more information, please contact:  
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## 2017-2018 2019-2020 Code of Student Conduct

Admission to Saginaw Valley State University obligates each student to abide by regulations for acceptable student behavior. All students are expected to conduct themselves as responsible members of the university community and to respect the rights of their fellow citizens. SVSU regulations may apply to student's behavior off campus as well as on campus. Violations of the regulations may result in disciplinary action by both the University and civil authorities. Students at Saginaw Valley State University also are responsible for their guests' behavior. Students may be charged through the disciplinary process for the actions of guests who violate provisions of this code.

The mission of the Office of Student Conduct Programs is to enhance student learning, personal development, and a student's role as a responsible citizen in an ethical community that is conducive to and focused on academic and personal success.

### Definitions

- a. The term "University" refers to Saginaw Valley State University.
- b. The term "student" includes all persons enrolled for courses through or at SVSU, both full-time and part-time, and those who attend educational institutions other than SVSU but who reside in SVSU housing facilities. Persons who are not officially enrolled for a particular semester but whose SVSU record indicates a continuing relationship with the University are considered "students". Persons who have been accepted into SVSU but have not yet enrolled for courses are considered "students".
- c. The term "University Official" includes any person employed by the University and any person serving the University in an official capacity.
- d. The term "Hearing Officer" is defined as any University official who is authorized by the Office of Student Conduct Programs to meet with students regarding alleged violations of the Code of Student Conduct, and to serve as part of the Student Conduct process.
- e. The terms "shall" and "will" are used in the imperative sense. The term "may" is used in the permissive sense.
- f. The term "Complainant" is defined as any person or group who submits a complaint alleging that a student violated this Code of Student Conduct.
- g. The term "Respondent" is defined as a student (as previously defined by Saginaw Valley State University) who is alleged to have violated the Code of Student Conduct.
- h. The term "Support Person" is defined as any individual chosen by the respondent or the complainant to provide support before, during and after the conduct conference process. The support person may not formally represent the respondent or the complainant during the hearing and may not otherwise disrupt the hearing. All presentations and questioning of witnesses shall be conducted solely by the student.

### Responsibility to Regularly Check and Respond to University Notices via Email

It is the student's responsibility to regularly check his/her Saginaw Valley State University email and respond to University notice appropriately. See [Student Email Communication Policy](#).

### Reporting Violations of the Code of Student Conduct

Alleged violations of the Code of Student Conduct may be reported by any member of the university community. The report must be made in writing and can be initiated through:

1. The Office of Student Conduct Programs, 114 Curtiss, 989-964-2220.
2. University Police, South Campus Complex A, 989-964-4141.
3. Any member of Residential Life staff.

### Section 1. Regulations

Violations of any of the following university regulations may result in dismissal from Saginaw Valley State University or in a lesser sanction deemed appropriate by a university Hearing Officer.

#### 1. Academic Integrity (INSERT NEW INFORMATION ONCE APPROVED)

Violations of the [Academic Integrity Policy](#), will constitute a violation of the university regulations under this section.

***Procedural Guidelines for Reports of Violations of the Academic Integrity Policy***

- a. Notification:** The student will be notified by the Office of Student Conduct Programs that he/she is accused of violating the Academic Integrity Policy by means of a Notice of Charge. This official notification will contain adequate information enabling the student to prepare a response to the charge(s) including the action(s) in question and name of complainant and witnesses, if known.
- b. Response:** The student will have the opportunity to accept or deny responsibility for the charge(s). Failure to respond to the charge(s) will be considered the same as admission of responsibility. If a student denies the charges a Hearing Panel of two faculty members and two students from the Academic Integrity Board will review the charge(s) of academic dishonesty and will have the authority to determine a student's accountability for the charge(s) and to impose appropriate sanctions. If a student admits the charges a Hearing Panel of one faculty member from the Academic Integrity Board and a Student Conduct officer will review the charge(s) and impose appropriate sanctions.
- c. Sanctions:** The range of sanctions that may be imposed by the Hearing Panel for violations of the Academic Integrity Policy include:
- Mandatory attendance at one or more workshop(s) on academic integrity;
  - Letter of apology written to course instructor;
  - Anonymous letter of apology to all other students attending the same class;
  - Submit written paper on academic integrity;
  - Recommendation to Provost for change of grade for the course or a particular assignment or test;
  - University probation;
  - Withdraw student from the course;
  - University suspension;
  - University expulsion;
  - Other developmental sanctions deemed appropriate and commensurate with the violation.
  - A first time offense will include the minimum sanctions of attendance at a workshop on academic integrity and university probation for up to two semesters.
- d. Appeal:** Written appeals must be submitted within three (3) class days of the written notification of the decision of the Hearing Panel, through the Office of Student Conduct Programs to the Associate Provost for Student Affairs. Grade change sanctions cannot be appealed; the decision of the Provost is final.
- The imposition of regular disciplinary penalties does not preclude an academic penalty imposed by an instructor.
- e. Records:** All cases concerning academic integrity will be recorded in the Office of Student Conduct Programs.

**2. Alcohol and/or Other Drugs**

Violations of the [Policy Concerning the Use of Alcohol and/or Other Drugs](#) will constitute a violation of university regulations under this section.

**3. Demonstrations and Assemblages**

Students have the right to assemble lawfully and express their concerns in ways that do not interfere with others or with the normal functions of the university. Demonstrations and assemblages on the campus must be held in such a place and manner so that the public peace of the campus is maintained. The Office of the Associate Provost for Student Affairs, or University Police, is authorized by the university to advise an assemblage or demonstration that they are violating the public peace of the campus. Failure to heed such a warning will constitute grounds for terminating the demonstration or assemblage and initiating charges through the Office of Student Conduct Programs.

**4. Facilities and Equipment**

- a. General:** Certain facilities may have specific usage requirements. Guidelines will be made available to students by those regulating the use of the facility. Violations of these guidelines will constitute a violation of university regulations.
- b. General Use Of Facilities:** No student shall engage in conduct that interferes with public peace or the rights of others with the general use of facilities. Examples of restricted activities may include, but are not limited to, disruption by sound amplification equipment, general horseplay, wheeled devices, or other activities as deemed disruptive by a University Official.
- c. Keys:** Students shall not possess or duplicate university keys or other locking mechanisms without proper authorization.
- d. Pets:** Pets are not allowed in any university building with the exception of service animals, those trained to assist individuals with physical disabilities. Animals that are brought on the campus must be leashed, or otherwise restrained, and attended by their owners. Resident students should refer to the University Housing Agreement for policy exceptions.

**e. Postings:** Postings on university property must be approved through the Student Life Center, may only be displayed in authorized areas, and must meet University Posting Policy regulations. Postings in University Housing must be approved through the Residential Life Office.

**f. Selling, Advertising or Soliciting:** No student shall engage in, or invite any firm, individual, or group to engage in, the solicitation or consummation of commercial or business contracts for any service or product in any public area of the university without the prior approval of the Associate Provost for Student Affairs/designee.

**g. Smoking, Food and Beverages:** Per the [Smoke Free Environment Policy](#), Smoking is permitted only in designated areas on campus. Restriction of food and/or beverages in some areas of campus will be indicated by signage.

**h. Uncrewed Aircraft Policy:** Students must comply with the requirements for the use of uncrewed aircraft, or drones, on Saginaw Valley State University (SVSU)-owned property, or elsewhere where university-affiliated activities occur.

**i. Use of Facilities:** Requests for non-academic use of university facilities must be made to The SVSU Conference Center at least two weeks in advance of the requested date. Facilities may be reserved only by authorized personnel and student organizations formally recognized by the University.

**j. Use of University Equipment and Property** must be authorized by the appropriate university administrator or designee. Use of the equipment shall be limited as authorized by the university. Payment for damages or loss of equipment or use of equipment is the responsibility of the borrower.

## 5. Financial Responsibility

**a.** Students owing money or fines to any university department may be subject to additional charges or disciplinary action, or loss of services, if not paid when due. If any account is overdue at the end of the semester, the student will not be issued a transcript of his/her academic record and may not register for any subsequent semester until the account is paid. Application for other services, such as housing, may be denied to students with delinquent financial obligations.

**b.** Students found responsible for violations of university regulations may forfeit financial aid and/or university discretionary scholarships in addition to other penalties that may be imposed.

**c.** In the event of University suspension or expulsion, the University will follow the regular tuition refund schedule outlined by the Office of the Registrar.

## 6. Misconduct

**a. Aiding or Abetting Violations\Failure to Discourage:** Individuals aiding or abetting in carrying out an 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. Students present during the execution of a university policy infraction may be considered in violation under this regulation. It is expected that students will exercise good judgment and appropriately report a violation(s) in progress. **Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly.**

**b. Assault - Physical:** No student shall engage in physically assaultive behavior, 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.

**c. Assault - Verbal:** No student shall engage in verbal 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.

**d. Bias-motivated Offenses:** Acts of violence, include, but are not limited to, hostile discrimination based on sexual orientation, gender, race, religion, age, disability, or ethnicity are prohibited.

**e. Classroom Misconduct:** No student shall engage in conduct that disrupts or interferes with educational activities in classrooms, lecture halls, campus library, laboratories, computer laboratories, theatres, or any other place where education and teaching activities take place. This includes, but is not limited to, such behaviors as talking at inappropriate times, drawing unwarranted attention to him or herself, engaging in loud or distracting behaviors, displaying defiance or disrespect to others or threatens any university employee or student. No student shall engage in conduct that is disruptive 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 learn or complete academic requirements.

**f. Disorderly Conduct:** No student shall engage in conduct that is disruptive or interferes with the rights of others on university property or at a university-sponsored function.

**g. Disruption of Learning:** No student shall engage in conduct that obstructs, disrupts, interferes or attempts to obstruct, disrupt or interfere with another student's right to study, learn or complete academic requirements. This includes acts to destroy, prevent or limit access to information or records used by other students in connection with their university responsibilities.

**h. Failure to Identify, Appear or Observe Terms of Discipline:** No student shall misrepresent or refuse to identify him/herself when requested to do so by identified university officials, refuse to appear before university officials or bodies when requested to do so, or violate the terms of discipline imposed.

**i. Fires:** No student shall set a fire or create an open flame, such as candle burning, anywhere on university property without the prior written authorization from the Chief of University Police, except in approved grills in designated picnic areas.

**j. Fire Safety/Equipment:** No student shall misuse or damage safety equipment including, but not limited to, fire and life safety equipment. Failure to evacuate during fire alarms constitutes a violation under this regulation.

**k. Hazing:** Any act that is humiliating, intimidating or demeaning, or endangers the health and safety of a person which is committed against someone who is joining or becoming a member or maintaining membership in any organization. Hazing includes active or passive participation in such acts and regardless of the willingness of a person to participate in the activities.

**l. Internet, Electronic Communications and Computing Resources Acceptable Use Policy:** Saginaw Valley State University has adopted the Internet, Electronic Communications and Computing Resources Acceptable Use Policy for SVSU students, faculty and staff. It is necessary that students utilizing these university resources refer to this policy, become familiar with its contents and abide by it. The policy in its entirety can be found at <http://www.svsu.edu/operationsmanual/>. Misuse will result in disciplinary action.

**m. Lewd or Indecent Behavior:** Lewd or indecent behavior is prohibited on university property.

**n. Property Damage:** Damage to property of the university, members of the university community or campus visitors constitutes a violation of university regulations.

**o. Sexual Misconduct:** Prohibited behaviors include, but are not limited to, sexual harassment, violence, coercion, domestic violence, dating violence, sexual assault, and stalking. (See [Sexual Misconduct Policy](#))

**p. Stalking/Harassment** (not of a sexual nature): 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.

**q. 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.

**r. University Housing/Residential Life Regulations:** Violations of University/Housing/Residential Life regulations contained in documents constitute a violation of university regulations. (See <http://www.svsu.edu/livingoncampus/residentstudenthandbook/>)

**s. Voluntary Compliance:** Students shall obey legitimate and reasonable instructions of university officials to cease conduct which threatens to disrupt or interfere with:

1. The rights of others
2. University discipline
3. Normal university functions
4. A university official acting in the line of duty

**t. 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, chemicals or explosives, including firecrackers, is prohibited unless authorized in writing by the Chief of University Police. A harmless instrument designed to look like a weapon that is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of weapons. Saginaw Valley State University has adopted a [Weapons and Dangerous Substances Policy](#).

## 7. Obedience to Criminal Law

Violations of federal, state or local laws committed by students, whether prosecuted or not, constitute a violation of university regulations when it appears that the act endangers the welfare of any member of the university community or has a direct detrimental effect on the institution's educational function. Students in violation of this regulation are subject to university disciplinary action.

## 8. Student Organizations

All organizations that sponsor activities in violation of laws or regulations are subject to discipline under the Code of Student Conduct. In addition, all members and nonmembers who participate in this activity may be disciplined individually.

## 9. University Records

**a. 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 number (PIN), electronic mail access codes and/or passwords, computerized records, transcripts, athletics passes, course registrations, and receipts.

- b. Current Address:** Each student shall maintain a current mailing address in the Office of the Registrar. Students will be held responsible for, and may not claim ignorance of, information mailed first class to the last address recorded in the Registrar's Office.
- c. Falsification of University Records:** No student shall provide false or misleading information to the university.
- d. Forgery:** No student shall possess or use any official document unless that document bears the legitimate or authorized signature of the individual indicated.

### **Severability**

**If a court of law should rule any portion of these regulations to be unlawful, it is the intent of Saginaw Valley State University that the remainder of these regulations will remain in effect.**

## **Section 2.**

### **1. Disciplinary Process**

Complaints of student behavior that may be in violation of the Code of Student Conduct are first reviewed by the Office of Student Conduct Programs. There are three courses of action available to the coordinator/designee:

- a. Handle the complaint as a Mediation Conference -- a meeting convened to provide conciliation between parties; the resolution is agreed upon by all involved.
- b. Formally charge the respondent with a violation of the Code of Student Conduct, following the Disciplinary Procedures outlined below.
- c. Determine that no formal action should be taken.

### **2. Disciplinary Procedures**

- a. **Emergency Suspension/Restriction:** Because of the responsibility of the university for the welfare of the entire university community, it may be necessary to impose emergency suspension/restrictions in some serious situations. After a report of a violation, if the Associate Provost for Student Affairs/designee has cause to believe that danger will be present, a limited action for a temporary suspension/restriction from campus residency, or limited or no contact with specific students, faculty, or staff, use of facilities and/or attendance/participation at specified university functions can be imposed. When reasonably possible, the Associate Provost for Student Affairs/designee will meet with the student prior to imposing the restriction. A hearing will be scheduled before a hearing officer(s) as soon as practical. A hearing officer(s) will have the power to lift, extend or impose additional sanctions following the hearing.

### **3. Procedural Guidelines**

Follow-up will take place, as soon as practical, as prescribed in the following section. The essential safeguards for fair treatment will be provided for the respondent with violating University regulations. The following shall serve as procedural guidelines:

- a. The student shall be notified by a hearing officer that he/she is accused of violating university regulation(s) by means of a formal Notice of Charge, which will include the following information:
  - 1. The charges with sufficient detail of the reported action to enable him/her to prepare a response to the charge
  - 2. A forewarning of possible sanctions
  - 3. The name of complainant and witnesses, if then known.
  - 4. Student may respond by either accepting responsibility for the charge or denying responsibility and request a hearing.
- b. Within a stated period of time, the following may occur:
  - 1. The student may accept responsibility for the reported action and waive his/her right to a hearing. In such cases, a hearing officer(s) will impose a sanction(s) deemed appropriate after meeting with the student.
  - 2. The student may deny responsibility for the reported action. If this option is selected, the student will be afforded a hearing not less than three (3) class days but no more than seven (7) class days following this request. When an extension of time appears necessary to avoid undue hardship, the Office of Student Conduct Programs may extend the time.

Failure to respond by choosing either of the above will be considered the same as an admission of responsibility. In this case, a hearing officer(s) will attempt to meet with the student and then make a ruling based on the information available.

### **4. Hearing Procedures**

- a. After sufficient notice of the date, time and location of the hearing, the respondent may elect to appear. Should the respondent fail to appear after sufficient notice, the hearing will take place in the respondent's absence.
- b. The respondent and the complainant shall be permitted, in advance, to view any material evidence that will be submitted and considered at the hearing.
- c. The respondent and the complainant shall be entitled to hear, see and examine all evidence presented, to present all relevant evidence in his/her behalf in the form of witnesses or documents, and to respond to questions, but only if each so elects.

- d. The respondent and the complainant may be advised and accompanied by an advisor/person of their choosing. The advisor may not formally represent the respondent or the complainant during the hearing and may not otherwise disrupt the hearing. Any other presentations and questioning of witnesses shall be conducted solely by the student.
- e. A hearing officer(s) shall attempt to establish the facts relevant to the reported violation based solely on the evidence presented at the hearing. Any findings must be based on a preponderance of the evidence, meaning that the evidence, considered in its entirety, indicates that, more likely than not, the respondent committed the violation.
- f. Each hearing will be recorded on audio tape, which will be retained by the University three years after enrollment of the respondent.
- g. All proceedings shall be private, unless otherwise requested by the student.
- h. After due deliberation and within three (3) class days of the hearing, a hearing officer(s) will announce findings. Sanctions, when appropriate, will be delivered in the form of a letter to the respondent including the reasons for any decision rendered against him/her.

## Title IX Investigation (INSERT NEW INFORMATION ONCE APPROVED)

### A. Initial Evaluation

The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct, including whether to proceed with a full investigation under this policy. When an investigation is deemed warranted, the Title IX Coordinator will conduct the investigation or designate a member of the University who is a trained and certified investigator, to conduct the investigation. The Investigator assigned to the case will generally conduct the investigation in partnership with a second member of the University who is also a trained and certified investigator. In all cases, the University will respond to the report in a prompt, thorough, and procedurally fair and effective manner.

If the Complainant is willing to participate with an investigation, the University will proceed as described in the Investigation section below.

If the Complainant asks that the report of sexual misconduct not be pursued, the University will, before taking any further investigative steps, forward that information, along with all available information about the report, to the Title IX Coordinator. The Title IX Coordinator is charged with balancing the University's commitment to supporting victim-centered practices with its equally strong commitment to providing due process to the Respondent and promoting a safe University community.

In rendering the decision on whether to proceed with an investigation, the Title IX Coordinator shall consider the following factors:

- 1) Whether, how, and to what extent, the University should further investigate the report of sexual misconduct;
- 2) What steps may be possible or appropriate when an alleged perpetrator is unknown, and
- 3) What other measures or remedies might be considered to address any effects of the reported sexual misconduct on the campus community.

The final decision on whether, how, and to what extent the University will conduct an internal investigation, and whether other measures will be taken in connection with any allegation of sexual misconduct, rests solely with the Title IX Coordinator. In the event that the Complainant does not want to be involved with or informed about the investigation or resolution of the allegation, he or she will be designated as a "Non-Participating Complainant" and will not receive the notifications ordinarily provided to a Complainant.

### B. Formal Investigation

Investigators will notify the Respondent in writing of the commencement of an investigation. Such notice will

- 1) Identify the Complainant and the respondent;
- 2) Specify the date, time (if known), location, and nature of the alleged prohibited conduct;
- 3) Identify potential policy violation(s);
- 4) Include information about the parties' respective expectations under the policy and these procedures;
- 5) Explain the prohibition against retaliation;
- 6) Instruct the parties to preserve any potentially relevant evidence in any format; and
- 7) Direct the recipient to a copy of the policy and these procedures.

The investigation is a neutral fact-gathering process. The Respondent is presumed to be not responsible; this presumption may be overcome only where the investigators conclude that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the Respondent violated the policy. (Please see the Definition Section of this Policy for a more detailed description of the preponderance of evidence standard of proof.)

Under the direction of the Title IX Coordinator, the investigators may meet separately with the Complainant (if participating), Respondent, 3<sup>rd</sup> Party Reporter (if applicable), any pertinent witnesses, and may also review other relevant information offered by either party or discovered independently by the investigators. During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be directed by the investigators to each other or to any witness.

At any time during an investigation, the Complainant, Respondent, or any witness may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the matter under review.

Throughout the process, the Complainant or Respondent may have a Support Person present at any meeting they participate in that is related to the investigation of the reported sexual misconduct. The Support Person may be any individual selected by the Complainant or Respondent. Both parties are strongly discouraged from selecting a Support Person who is also a witness who will be interviewed by the investigators regarding their independent knowledge of events related to the allegation. Selecting a Witness as a Support Person may prevent the investigators from making an accurate assessment of the credibility of the information offered by that individual. The Complainant or Respondent may choose an attorney as a Support Person, but it shall be at his/her own expense. The Support Person may be present but may not participate in any meeting related to the investigation, other than to advise the Complainant or Respondent.

At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

If a report also implicates other forms of discriminatory and/or harassing conduct prohibited by University policies, the Title IX Coordinator will evaluate all reported allegations to determine whether the allegations may be appropriately investigated together without unduly delaying the resolution of the report of prohibited conduct. Where the Title IX Coordinator determines that a single investigation is appropriate, the determination of responsibility for the violation of University policy will be evaluated under the applicable policy, but the investigation and resolution will be conducted in accordance with these procedures.

### ***C. Investigation Findings***

When the investigation is completed, the investigators will prepare a written report. Before the report is finalized, the participating Complainant and Respondent will be given the opportunity to review their own statements and, to the extent appropriate with respect to due process and privacy considerations, the participating Complainant and Respondent may be provided with a summary of other information collected during the investigation. A Complainant or Respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the investigators within five (5) work days after that statement or summary was sent to them for review.

For the purpose of this Policy, a "work" day is a day when the University is open and conducting regular University operations. Work days do not include weekends, holidays that close the University, and days where emergency conditions warrant University closure.

Following the receipt of any comments submitted, or after the five (5)-day comment period has lapsed without comment, the investigator will address any identified factual inaccuracies or misunderstandings, as appropriate, and then make a determination. The investigators' final written report will generally contain, at a minimum:

- 1) A summary of the investigation;
- 2) The investigators' findings, and
- 3) A summary of the investigator's rationale in support of the findings.

The Title IX Coordinator will review the report and findings of the investigators. A summary of the University's decision will be sent simultaneously, in writing to the Participating Complainant and Respondent. The University neither encourages nor discourages the subsequent disclosure or sharing of the written notification by either person.

If a Complainant has chosen not to participate in the University's review of the sexual misconduct report, but expresses, in writing to be notified of the outcome, the University will notify the Complainant. If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the University will honor that decision. In such cases, the University will not send the notification itself to the Complainant, but may proceed with any necessary follow-up, including as described below. If appropriate, the University may need to provide notification of that follow-up.

#### D. Optional Hearing Process for Students

When the investigative report is received by the Office of Diversity Programs and if a determination of party and/or witness credibility is material to the outcome of the case, students have the right to request a hearing, where they may ask questions of any other party and/or any witnesses. Each party may have an advisor/support person of their choice present at any meeting related to the investigation or disciplinary proceeding. An advisor/support person of choice may include an attorney. The advisor/support person is a silent and non-participating presence who is there solely to observe and provide support. The hearing officer(s) will decide whether the Policy was violated based on the investigative report and the information obtained in the hearing. The hearing officer(s) will use the preponderance of the evidence standard. The Office of Diversity Programs will provide procedures and guidelines to assist the parties and hearing officer(s) through the hearing process.

#### E. Outcome

When the students involved do not elect a hearing, or when a party to the case is a non-student, the investigator(s) will make a determination by a preponderance of the evidence, whether a Policy violation has occurred. In reaching this determination, the investigator(s) may consult with the Title IX Coordinator, General Counsel or other appropriate administrator.

The Title IX investigator or hearing officer will prepare a final report with the outcome and the rationale for the outcome finding regarding responsibility for alleged misconduct and any violations.

At the conclusion of the investigation, and, if applicable, the hearing, both the Complainant and Respondent will receive simultaneous written notification of the outcome and the rationale for the outcome from the Title IX Coordinator.

#### 5. Sanctions

The purpose of University discipline is to be corrective and educational. The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Multiple sanctions may be appropriate depending on the violation.

- a. **Warning:** A verbal and/or written notice to a student indicating his/her conduct is in violation of university rules or regulations. A copy of the written notice will be filed in the Office of Student Conduct Programs.
- b. **Developmental/Educational Assignments:** Examples include, but are not limited to, community service assignments, written topical reports, presentation of programs, interviewing appropriate persons and attending appropriate lectures or seminars.
- c. **Referral for Counseling:** Students may be required to schedule an appointment(s) with the Student Counseling Center for purposes of assessment and short-term counseling. The student may be required to submit a written signed statement of attendance.
- d. **Fines:** Students may be assessed a fine in conjunction with other sanctions. Fines will be posted on a student's subsequent billing statement.

**e. Restitution:** Payment equal to replacement or repair costs, including labor, for damaged or stolen property, or for the reimbursement of other losses, such as medical bills.

**f. Parental Notification:** The University reserves the right to notify the parents/guardians of students under the age of 21 regarding any conduct situation, particularly alcohol and other drug violations.

**g. Restrictions:** Restrictions include, but are not limited to, University housing relocation, limited or no contact with specific students, faculty, or staff, denial of use of specific university facilities, and/or restrictions from participation in extracurricular activities.

**h. University Housing Probation:** Probation is a definite period of observation and review. If a student is again found responsible for violating a university rule or regulation, particularly within a residence hall, or violating an order of a judicial body, then suspension from remaining in a particular residence hall, suspension from all university housing and/or restriction from entering any university residence hall may take effect immediately. Additional or alternate sanctions may be imposed.

**i. University Housing Suspension:**

1. This form of suspension precludes a student from remaining in a particular university facility. Or, it may preclude a student from living in any University Housing. The specific period of the suspension will be for a minimum of two semesters. The suspended student is prohibited from visiting any university housing facilities during this suspension and may be subject to arrest if this condition is violated.

2. A student whose University Housing Agreement is terminated is responsible for payment of a minimum pro-rated charge of the room and board rate for the actual days in residence and forfeiture of the remainder of the contractual obligation. Housing deposits for the following academic year will also be forfeited according to established cancellation deadlines.

**j. University Housing Expulsion:** This sanction is one of involuntary departure from university housing, separation is permanent.

**k. University Probation:** A more severe sanction than a warning, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. Probation will not exceed two consecutive semesters of enrollment. Violation occurring during the time of probation will result in suspension or expulsion from the university. A copy of the letter or probation will be filed on the Office of Student Conduct Programs.

**l. Temporary University Suspension:** A student may be temporarily suspended from the university by the Associate Provost for Student Affairs/designee pending the outcome of final charges. The Associate Provost for Student Affairs or his/her designee may invoke a temporary suspension if there is a strong indication that the student's continued presence on campus would constitute a potential for serious harm to **themselves him/herself** or to the safety of any member of the university community or property. **Some of the offenses may include, but are not limited to: armed robbery, felonious assault, loaded firearm, murder, sexual assault utilizing force and selling drugs on campus.**

**m. University Suspension:** A suspended student will be withdrawn from all courses and will be separated from the university for a period not to exceed six academic semesters. Readmission will be at the discretion of the university and may include completion of required conditions. The suspended student is prohibited from the university and may be subject to arrest if this restriction is violated.

**n. University Expulsion:** This sanction is one of involuntary departure from the university with loss of all student rights and privileges. Separation is permanent and makes no provision for the student to re-enroll at SVSU. The expelled student is prohibited from the university and may be subject to arrest if this restriction is violated.

**o. Other Sanctions:** Additional or alternate sanctions may be imposed as deemed appropriate to the offense with the approval of the Coordinator of Student Conduct/designee.

**6. Minimum Standard Sanctions:** Can be found on the Code of Student Conduct Programs webpage.

<http://www.svsu.edu/studentconductprograms/>

## 7. Interpretation

Any questions related to the Code of Student Conduct, including disciplinary procedures, can be referred to the Office of Student Conduct Programs, 114 Curtiss, 989-964-2220. Hearings are designed to afford fair and just treatment to those participating. A format is employed which preserves order and gives each participant an opportunity to speak and ask questions in turn.

**8. Appeals**

In some instances, the decision of a hearing officer(s) may be appealed by the respondent and/or in cases involving violation of Section 1 - 6.o., Sexual Misconduct, by the person found to have been the victim of such an assault. If this option is selected the student must complete a request for appeal hearing form, within three (3) class days following the announcement of a hearing officer(s) and should be delivered to the Office of Student Conduct Programs. Appeals will be heard by a hearing officer(s) and handled within three (3) class days of its receipt by the Coordinator. When an extension of time appears necessary to avoid undue hardship, the Office of Student Conduct Programs may extend the time. The following constitute grounds for appeals:

- a. Appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the conduct meeting or hearing.
- b. The specifics to be addressed on appeal are:
  1. Were the procedures of the Code of Student Conduct followed?
  2. If a procedural error occurred, were the rights of the student or organization violated to the extent that the student or organization did not receive a fair hearing?
  3. Was the meeting or hearing conducted in a way that permitted the student or organization adequate notice and the opportunity to present its version of the facts?
  4. Was the information presented at the meeting or hearing sufficient to justify the decision and/or sanctions reached?
  5. Was there information existing at the time of the meeting or hearing that was not discovered until after the hearing?

An appeal by a complainant, pursuant to Section 1 - 6.o. Sexual Misconduct, may be for any appropriate reason.

The Office of Student Conduct Programs will determine if the grounds for appeal are sufficient to warrant such; that decision will be final.

**Title IX Appeal Process (INSERT NEW INFORMATION ONCE APPROVED)**

Either party may appeal the outcome of the matter except where a Respondent has accepted an agreement under the sanctioning process outlined above. A party may seek review only on the following grounds:

- 1) The procedures of the sexual misconduct policy were not materially followed;
- 2) Discovery of new evidence, which was not available at the time of the investigation, that could reasonably affect its findings; or
- 3) The sanctions are disproportionate to the determined violations(s).

Both the Complainant and the Respondent have the right to appeal decision. To request an appeal, a party must submit a written request indicating the specific grounds for the appeal to the Office of the Associate Provost for Student Affairs/Dean of Students within two (2) work days of the date of the notification of the University's Final Decision. The Associate Provost for Student Affairs/Dean of Students may accept or reject a late submission, solely on his or her discretion, based on a determination if the delay is reasonable given specific extenuating circumstances. The request for an appeal can be submitted via email or delivered to the office of the Associate Provost for Student Affairs/Dean of Students.

**Dr. Sidney R. Childs**

Associate Provost for Student Affairs/Dean of Students:  
 114 Curtiss Hall,  
 989-964-4410  
[schilds@svsu.edu](mailto:schilds@svsu.edu)

The Associate Provost for Student Affairs/Dean of Students, or a designee in the event of a real or perceived conflict of interest, will strive to complete the review of an appeal within ten (10) work days of its receipt. The Associate Provost for Student Affairs/Dean of Students will review the matter based on the issues identified in the request for appeal.

If the Associate Provost for Student Affairs/Dean of Students concludes that there are no relevant issues of concern, he or she will affirm the final decision and sanctions. The Associate Provost for Student Affairs/Dean of Students decision is final. Participating parties will be notified simultaneously, in writing.

If the Associate Provost for Student Affairs/Dean of Students identifies issues of concern, he or she will provide the Title IX Coordinator with one of the following recommended actions and any additional instructions or recommendations deemed appropriate under the circumstances:

1. If there was a material deviation from the procedure, remand the matter to the Title IX Coordinator for corrective action.
2. If new information appears relevant, refer the matter to the Title IX Coordinator to determine whether any modifications may need to be made to the original investigative report.
3. If the sanctions are clearly disproportionate, alter the sanctions accordingly.

After consideration and consultation with others, including the original investigators when appropriate, Title IX Coordinator will issue a revised final report that reflects the results of the appeal. All participating parties will be notified simultaneously, in writing.

#### **9. Conduct Records**

All incidents involving the imposition of sanctions other than suspension and expulsion shall be removed from the student's conduct records seven (7) years from the year in which the offense occurred. Conduct sanctions of suspensions and expulsions, shall remain part of the student's conduct permanent record. Conduct sanctions shall not be made part of the student's permanent academic record, but is part of the Student Conduct record.

### Residential Life Conduct Process

It is important that all residents understand that once enrolled at Saginaw Valley State University every student is responsible to abide by all University policies and regulations found in official publications, to include, but not limited to: Code of Student Conduct, Resident Student Handbook and the University Housing Contract.

Any resident who violates a policy faces the possibility of being charged with allegedly violating the Code of Student Conduct. When students are allegedly involved in incidents, which occur in University residences and violate the Code of Student Conduct, they will be involved in the Residential Conduct Process.

### 1. Resolution Options

#### 1. a. Informal

The conduct meeting is the first step toward informal resolution. Informal provides an opportunity for the student and the Residential Life staff member to quickly resolve the **student** alleged misconduct.

##### 1. Informal conduct occurs when:

- The student does not dispute the facts leading to the charge made by the residential life staff. Therefore, a formal hearing or further proceeding may not be required.
- Neither housing suspension nor expulsion is a possible sanction.

#### 2. b. Formal

If the respondent disputes the investigation findings that a violation(s) has been committed, the case shall be resolved through the formal resolution procedures as follows:

1. Following a conduct meeting with an RD where the respondent has denied responsibility, their case will be forwarded to the Office of Residential Life. The respondent will be contacted by the Associate Director of Residential Life (ADRL)/designee by email, to schedule a time to discuss the Residential Conduct Hearing (RCH) process and receive additional hearing information.
2. Respondent will have a RCH scheduled no less than three (3) class days but no more than seven (7) class days following request. Respondent will be emailed a Disciplinary Appeal Hearing Letter (DAHL) detailing date, time, location and additional hearing information. When an extension of time appears necessary to avoid undue hardship, the Office of Residential Life may extend the time. If the respondent fails to attend scheduled RCH, ADRL/designee will review the available information, determine a formal resolution in the respondent's absence, and email the respondent a Conduct Outcome Letter (COL).
3. Students' Rights in the Residential Conduct Hearing
  - The respondent has the right to inspect, before the hearing, any documents that are to be submitted at the hearing
  - The respondent may bring witnesses to testify on their own behalf. The coordinator of the RCH process must be provided the names of all witnesses and their expected testimony no later than one (1) class day prior to the RCH.
  - The respondent may be accompanied by an advisor of their choice or request to have one appointed by the Office of Residential Life. An advisor is anyone who will provide the respondent with support throughout the hearing. Advisors are not permitted to speak or to participate in the hearing.
  - The respondent is under no obligation to make any statement(s) relevant to the charge(s), nor answer any questions relevant to the charge(s), and this cannot be used to the respondent's detriment.
  - All proceedings shall remain private, unless otherwise requested by the respondent.
4. Respondent may appeal conduct outcome to Director of Residential Life (DRL) by submitting an **Appeal Residential Form (ARF)** to the Office of Residential Life. ARF must be submitted within three (3) class days of issued COL. The decision by the DRL will be in consultation with the Associate Provost for Student Affairs/**Dean of Students**.

### 2. Sanctions

The purpose of University discipline is to be corrective and educational. The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Multiple sanctions may be appropriate depending on the violation.

- a. The following sanctions may be imposed upon any student found to be in violation.

1. **Warning:** A verbal and/or written notice to a student indicating his/her conduct is in violation of university rules or regulations. A copy of the written notice will be filed in the Office of Student Conduct Programs.
2. **Developmental/Educational Assignments:** Examples include, but are not limited to, community service assignments, written topical reports, presentation of programs, interviewing appropriate persons and attending appropriate lectures or seminars.
3. **Referral for Counseling:** Students may be required to schedule an appointment(s) with the Student Counseling Center for purposes of assessment and short-term counseling. The student may be required to submit a written signed statement of attendance.
4. **Fines:** Students may be assessed a fine in conjunction with other sanctions. Fines will be posted on a student's subsequent billing statement.
5. **Restitution:** Payment equal to replacement or repair costs, including labor, for damaged or stolen property, or for the reimbursement of other losses, such as medical bills.
6. **Parental Notification:** The University reserves the right to notify the parents/guardians of students under the age of 21 regarding any conduct situation, particularly alcohol and other drug violations.
7. **Restrictions:** Restrictions include, but are not limited to, University housing relocation, limited or no contact with specific students, faculty, or staff, denial of use of specific university facilities, and/or restrictions from participation in extracurricular activities.
8. **University Probation:** A more severe sanction than a warning, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. Probation will not exceed two consecutive semesters of enrollment. Violations occurring during the time of probation will result in suspension or expulsion from the university. A copy of the letter of probation will be filed in the Office of Student Conduct Programs.
9. **University Housing Probation:** Probation is a definite period of observation and review. If a student is again found responsible for violating a university rule or regulation, particularly within a residence hall, or violating an order of a judicial body, then suspension from remaining in a particular residence hall, suspension from all university housing and/or restriction from entering any university residence hall may take effect immediately. Additional or alternate sanctions may be imposed.
10. **University Housing Suspension:**
  - This form of suspension precludes a student from remaining in a particular university facility. Or, it may preclude a student from living in any University Housing. The specific period of the suspension will be for a minimum of two semesters. The suspended student is prohibited from visiting any university housing facilities during this suspension and may be subject to arrest if this condition is violated.
  - A student whose University Housing Agreement is terminated is responsible for payment of a minimum pro-rated charge of the room and board rate for the actual days in residence and forfeiture of the remainder of the contractual obligation. Housing deposits for the following academic year will also be forfeited according to established cancellation deadlines.
11. **University Housing Expulsion:** This sanction is one of involuntary departure from university housing, separation is permanent.
12. **Other Sanctions:** Additional or alternate sanctions may be imposed as deemed appropriate to the offense with the approval of the Coordinator of Student Conduct or his/her designee.

**b. Minimum Standard Sanctions:** Can be found on the Code of Student Conduct Programs webpage.

<http://www.svsu.edu/studentconductprograms/>

### 3. Appeals

Any student has the right to appeal a sanction. The decision of an RD may be appealed by the respondent. If this option is selected the respondent must complete an ARF, within three (3) class days of issued COL and should be delivered to the Office of Residential Life. Appeals will be heard by the ADRL/designee. In the formal resolution option, students shall appeal the decision of the ADRL/designee by submitting an ARF. Appeals in the formal resolution option will be heard by the DRL. All appeals, informal and formal, will be handled within three (3) class days of its receipt. When an extension of time appears necessary to avoid undue hardship, the Office of Residential Life may extend the time.

The Disciplinary Appeal Outcome (DAO) is final. The following constitute grounds for appeals:

a. Appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the conduct meeting.

b. The specifics to be addressed on appeal are:

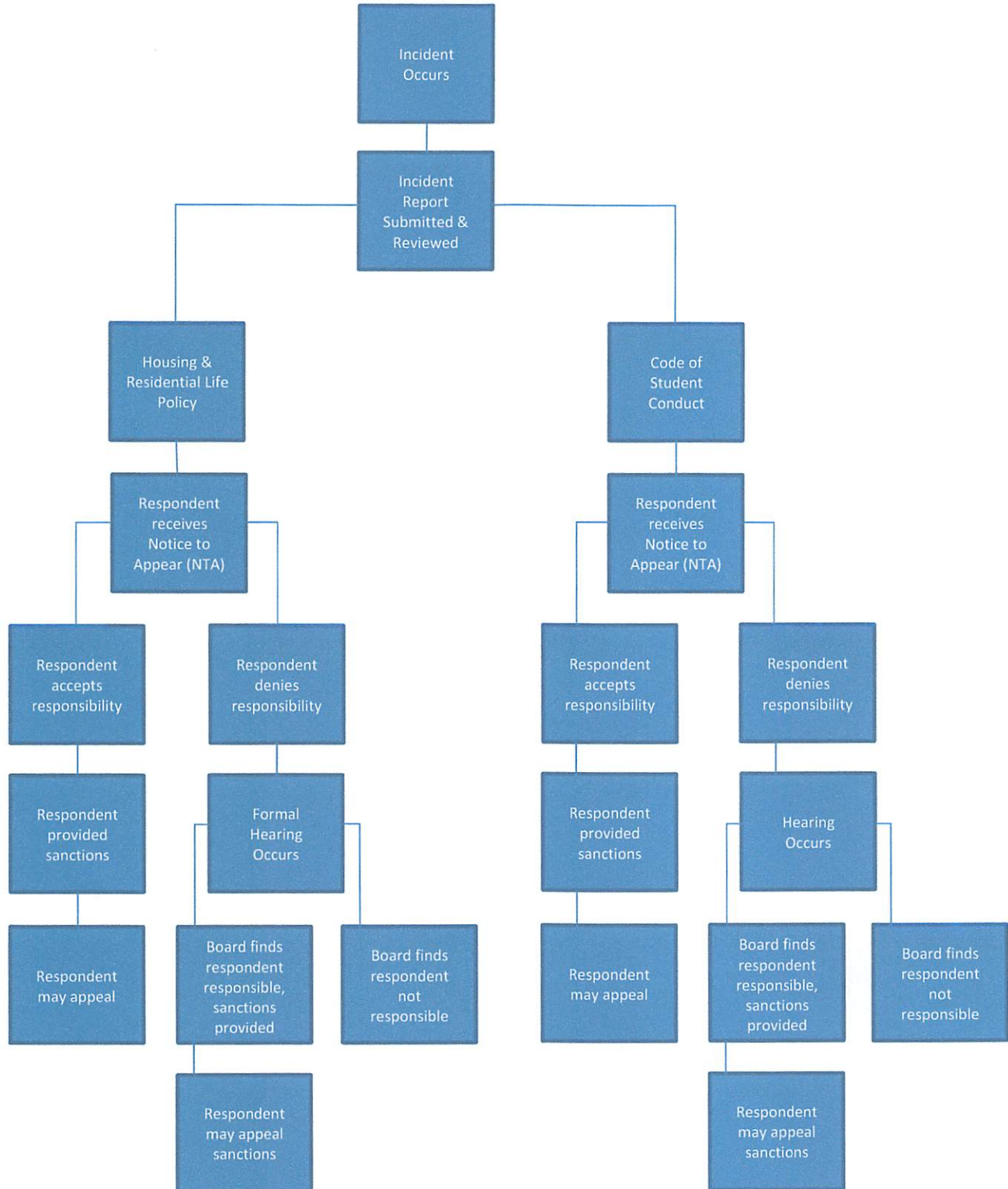
1. Were the procedures of the residential conduct process followed?
2. If a procedural error occurred, were the rights of the student violated to the extent that the student did not receive a fair conduct meeting?
3. Was the conduct meeting in a way that permitted the student adequate notice and the opportunity to present its version of the facts?
4. Was the information presented at the conduct meeting sufficient to justify the decision and/or sanctions reached?
5. Was there information existing at the time of the conduct meeting that was not discovered until after the meeting?

#### **4. Referral to the University Level of the Student Conduct Process**

If the alleged behavior is deemed egregious and/or repeated misconduct, the case may be referred to the University level of the student conduct process. For detailed information refer to the Code of Student Conduct.

Approved: June 19, 2017 SVSU Board of Control

## SVSU Student Conduct Flowchart



# Academic Integrity Policy

## Article 1

### Academic Rights and Responsibilities

Appropriate conditions and opportunities for learning are important measures of the quality of an educational institution. The university assumes a number of several essential responsibilities in order to achieve academic excellence and to preserve the ideals of academic freedom for students. As members of the academic community students similarly accept certain responsibilities.

#### 1.1 Academic Integrity Policy

##### Statement of Philosophy

The primary purposes of a University are to produce new knowledge and to share knowledge acquired from others. These purposes can be achieved only when intellectual property rights are recognized by everyone within the University. Thus, academic integrity is essential; University citizens must take responsibility for their own work and give credit when using the work of others.

##### Student Honor Code

One effective way for an individual to maintain academic integrity is to accept and follow a code of honorable conduct. The Honor Code authored by the Academic and Leadership Development Committee of the Student Association is one such code as follows:

As a student at Saginaw Valley State University:

*I am committed to upholding a high standard of academic integrity in all of my work, inside and outside of the classroom. Out of respect for my peers, professors, institution, and self, I will complete all tasks honestly and to the best of my ability.*

*I am guided by my conscience as I work toward my educational and professional goals, and I expect my fellow students to practice that same moral judgment.*

*I take pride in my academic accomplishments and therefore will not give or receive unauthorized assistance on any assignment, project, exam, or other university requirement.*

*I seek to maintain the honor of a Saginaw Valley State University degree, and I will preserve its value throughout my professional career.*

## Definitions

Academic integrity is undermined whenever one is dishonest in the pursuit of knowledge. Dishonesty takes many forms, including cheating, plagiarism, *illicit acquisition or selling of academic material*, and other activities for undermining the educational process:

*Cheating occurs whenever one attempts to gain an advantage through violation of rules regarding the relevant behavior. It should be assumed that collaboration is cheating unless explicitly authorized.*

*Cheating* is defined as using unauthorized materials or receiving unauthorized assistance during an examination or other academic exercise. Some examples of cheating include: copying the work of another student during an examination or other academic exercise (including computer programming), or permitting another student to copy one's work; taking an examination for another student or allowing another student to take one's examination; possessing unauthorized notes, study sheets, examinations, or other materials during an examination or other academic exercise; collaborating with another student during an academic exercise without the instructor's consent; and/or falsifying examination results.

*Plagiarism* involves intentionally or unintentionally presenting another person's expressions – ideas, opinions, illustrations, data, style—as one's own expression. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from computer-based sources, e.g., the Internet.

*Unauthorized possession or disposition of academic materials* may include: purchasing or selling examinations, papers, reports or other academic work; taking another student's academic work without permission; possessing examinations, papers, reports, or other assignments not released by an instructor; and/or submitting the same paper for multiple classes without advance instructor authorization and approval.

*Undermining* the educational process occurs whenever one attempts to prevent another's learning or subverts the recognized means by which learning occurs. Some examples include: a student signing in or indicating a student is in attendance when they are not or asking another individual to sign in or impersonate the student in any way.

## Procedures for Dealing with Instances of Academic Dishonesty

Faculty may elect to consult with a department chair, academic dean or the Office of Student Conduct Programs to determine a course of action with respect to academic dishonesty. The first step to be taken by a faculty member should be a review of the evidence to ensure that there is a sufficient reason(s) to warrant a charge of academic dishonesty. Faculty members are encouraged to employ all available resources (e.g., Turnitin.com, Google searches, etc.) in developing a set of evidence.

Faculty may elect to refer the matter to the Office of Student Conduct Programs for adjudication of academic sanctions. Referrals to the Office of Student Conduct Programs for academic sanctions are independent of an instructor's evaluation of academic performance. The Office of Student Conduct Programs requires evidence of academic dishonesty prior to imposing any academic sanctions. When the violation involves the use of a computer(s) or SVSU's network, faculty members should contact the Office of Student Conduct Programs. The Office of the Associate Provost for Student Affairs/Dean of Students will work with Information Technology Services to gather and provide additional evidence.

For the Student Grade Grievance Procedure go to <http://svsu.edu/academicandstudentaffairs/>.

### **Disciplinary Process for Incidents of Academic Dishonesty**

When faculty elect to refer the matter of academic sanctions to the Office of Student Conduct Programs, the faculty member will submit a Report Form. The link to the form is as follows: <http://www.svsu.edu/studentconductprograms/>. Faculty are given the option to file a Formal or Informal Report.

### **Procedures for Dealing with Instances of Academic Dishonesty**

The first step to be taken by a faculty member should be a review of the evidence to ensure that there is a sufficient reason(s) to warrant a charge of academic dishonesty. This should be accomplished prior to imposing any academic sanction (e.g., failing a student for an assignment or a course) and/or referring the matter to the Office of Student Conduct Programs for adjudication.

To determine the course of action with respect to academic sanctions to be taken, faculty may elect to consult with a department chair, academic dean or the Office of Student Conduct Programs. When the violation involves plagiarism faculty members are encouraged to employ all available resources (e.g., Turnitin.com, Google searches, etc.) in developing a set of evidence. When the violation involves the use of a computer(s) or SVSU's network, faculty members should contact the Office of Student Conduct Programs. The Office of the Associate Provost for Student Affairs/Dean of Students will work with Information Technology Services to gather and provide additional evidence.

### **Disciplinary Process for Incidents of Academic Dishonesty**

When If the faculty member elects to impose an academic sanction (whether or not the faculty member also refers the matter to the Office of Student Conduct Programs), the faculty member is to advise the student of the sanction. If the student elects to appeal the academic sanction, the student is to initiate the Student Grade Grievance Procedure, which appears in the Policies and Procedures section of the Student Handbook and/or go to <http://www.svsu.edu/academicandstudentaffairs/>. If the faculty member elects not to impose an

academic sanction but refers the matter to the Office of Student Conduct Programs, the disciplinary process is outlined below: in the Academic Integrity Policy will be followed.

The faculty member will submit a Report Form for Faculty to submit incident of Academic Integrity. This link is on: <http://www.svsu.edu/studentconductprograms/>. The faculty member is given the option to file a Formal or Informal Report.

**Formal Report** means the student will be charged with a violation of academic integrity, will meet with the Office of Student Conduct Programs.

**Informal Report** means the case is only for the record, no action will be taken by the Office of Student Conduct Programs.

### *Procedural Guidelines for Formal Resolutions of Violations of the Academic Integrity Policy*

**a. Notification:** The student will be notified by the Office of Student Conduct Programs that he/she is accused of violating the Academic Integrity Policy by means of a Notice of Charge. This official notification will contain adequate information enabling the student to prepare a response to the charge(s) including the action(s) in question and name of complainant and witnesses, if known.

**b. Response:** The student will have the opportunity to accept or deny responsibility for the charge(s). Failure to respond to the charge(s) will be considered the same as admission of responsibility. If a student denies the charges, a Hearing Panel of two (2) faculty members and two (2) students from the Academic Integrity Board will review the charge(s) of academic dishonesty and will have the authority to determine a student's accountability for the charge(s) and to impose appropriate sanctions. If a student admits the charges, a Hearing Panel of one (1) faculty member from the Academic Integrity Board and a Student Conduct officer will review the charge(s) and impose appropriate sanctions.

**c. Sanctions:** The Hearing Panel may impose sanctions upon any student determined to be accountable for violations of the Academic Integrity Policy. Sanctions are cumulative and may be increased based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. There may be circumstances that are cause for exception as determined by the Hearing Panel. The range of sanctions that may be imposed by the Hearing Panel for violations of the Academic Integrity Policy include:

- Mandatory attendance at one or more workshop(s) on academic integrity;
- A letter of apology written to the course instructor;
- Anonymous letter of apology to all other students attending the same class;
- Submit a written paper on academic integrity;
- Recommendation for a change of grade for the course; delete
- University probation;
- Withdraw student from the course;
- University suspension;
- University expulsion;

- Other developmental sanctions deemed appropriate and commensurate with the violation.
- A first-time offense will include the minimum sanctions of attendance at a workshop on academic integrity and university probation for up to two semesters.

**d. Appeal:** Written appeals must be submitted within three (3) class days of the written notification of the decision of the Hearing Panel, through the Office of Student Conduct Programs. Appeals will be reviewed jointly by the Provost/Vice President for Academic Affairs and the Associate Provost for Student Affairs/Dean of Students.

The decision of the Provost/Vice President for Academic Affairs and the Associate Provost for Student Affairs/Dean of Students is final. The imposition of regular disciplinary penalties does not preclude an academic penalty imposed by an instructor. The imposition of regular disciplinary penalties does not preclude an evaluation of academic performance by the instructor.

### Appeals

Students have the right to appeal outcomes of hearings and/or sanctions imposed. Written appeals must be submitted within three class days following the written notification of the decisions reached by the Hearing Panel. Appeals will be reviewed jointly by the Provost/Vice President for Academic Affairs and the Vice President for Student Affairs.

### Records

All cases concerning academic dishonesty must be recorded in the Office of Student Conduct Programs. Additionally, student grade grievance proceedings that occur due to academic dishonesty must be recorded in the Office of Student Conduct Programs. This means that faculty, academic chairs or deans must notify the Office of Student Conduct Programs when a student's grade is changed for reasons of academic dishonesty.

Revised 9/19  
9/04/19

## Alcohol Disciplinary Sanctions

A student who is determined to have violated this policy for an alcohol-related infraction is subject to the sanctions set forth in SVSU's Alcohol and Other Drugs Policy, as well as the sanctions described below. In addition, such student is subject to prosecution and punishment under federal, state, and local laws.

The following table is a general summary of the range of possible University alcohol-related sanctions. Sanctions are cumulative and may be enhanced based on past disciplinary record, the severity of behavior and/or the impact of the violation upon the community. There may be circumstances that are cause for exception. Penalties may include appropriate developmental sanctions or disciplinary restrictions.

First Offense	Second Offense	Third Offense
Alcohol Education	University Probation	University Suspension
Parental Notification	Alcohol Education	Parental Notification
\$75 minimum fine, not to exceed \$225	Parental Notification	Other appropriate developmental sanctions or disciplinary restrictions
University Housing: Probation, Relocation or Removal	\$200 minimum fine, not to exceed \$350	
Other appropriate developmental sanctions or disciplinary restrictions	University Housing: Probation, Relocation or Removal	
	Other appropriate developmental sanctions or disciplinary restrictions	

Sanctions will reflect both the degree and number of offenses of a particular student. In certain situations, sanctions, including, but not limited to, the following, may be imposed, in addition to the standard sanctions listed in the table above:

- Violators who are student athletes should be aware that the Athletic Department Director will be notified in the instance of an alcohol-related violation and are encouraged to immediately communicate with his/her their coach in the event of an incident.
- Sanctions involving removal from University housing or suspension from the University may require the completion of specific criteria prior to re-enrollment.

## State and Township Law: State and Local Law and Related Sanctions

Violation	Case Law(s)	First Offense	Second/ Subsequent Offense
Open House Party	750.141a	Misdemeanor, 30 days in jail, or fine of not more than \$1000	Misdemeanor, 90 days in jail, or fine of not more than \$1000
Open House Party (Saginaw County)	ORD 107	Misdemeanor, 30 days in jail, and/or \$500 fine	Misdemeanor, 90 days in jail, and/or \$500 fine
Sell or furnish alcohol to minors	MCL 436.1701(1)	Misdemeanor, 60 days in jail, and/or \$1000 fine	Misdemeanor, 90 days in jail, and/or \$2500 fine and may be ordered to perform community service
Furnishing to minors and causing minor's death	MCL 436.1701(2)	Felony, 10 years, and/or \$5000 fine	Same
Transporting/Possession of alcohol by minor in a motor vehicle	MMVL 257.624b	Misdemeanor, substance abuse screening, community service, loss of M.V. up to 30 days, fine up to \$100, and license suspension up to 180 days	Misdemeanor, substance abuse counseling, community service, loss of M.V. up to 30 days, fine up to \$200, and license suspension up to one year
Purchase/Possess/or Consume	MCL 436.1703(1)	Civil infraction, fine up to \$100, substance abuse treatment, community service; substance abuse screening to assess at own expense.	Misdemeanor, fine up to \$200, substance abuse treatment, community service, and license sanctions up to one year
Fraudulent Identification	MCL 436.1703(2)	Misdemeanor, fine and suspension of license for 90 days, up to 93 days in jail	Same
Minor driving with a blood alcohol level above a .02	MMVC 257.625(6)	Misdemeanor, fine up to \$1000 and/or 1 year of community service, pay for cost of prosecution, licensing sanctions, 1-5 years in jail	Felony, fine up to \$5000 and/or 60 days of community service, pay for cost of prosecution, licensing sanctions, subsequent violation will be a \$500 fine and/or, 1-5 years in jail

### Civil (Dram Shop) Liability

Students should also be aware that civil liability may be incurred when their sale or furnishing of, or assistance procuring alcoholic beverages to an intoxicated person is found to have caused

or contributed to property damage or personal injury or death of a person. Such liability may arise independently of any University sanctions or prosecution under local, state or federal law.

## Provisions Specifically Relating to Other Drugs

### University Drug-Related Regulations

The following University regulations govern the possession, use, manufacture, sale or distribution of controlled substances (as defined by the Michigan Public Health Code):

- Any student unlawfully using controlled substances, possessing controlled substances or drug paraphernalia, selling or otherwise distributing controlled substances is subject to discipline under the Alcohol and Other Drugs Policy.
- The use of prescription drugs or over-the-counter substances, such as inhalants or herbals, in any way other than the intended or appropriate use, may be interpreted as a violation under this Policy.
- The odor of a controlled substance may constitute a violation of this Policy.
- Evidence of a drug-related violation of this Policy will be reported promptly to the Department of University Police.
- Criminal and civil penalties imposed under federal, state and local laws for controlled substance violations can be severe and can include imprisonment.
- Drug violations, of which students are convicted, may affect his or her eligibility for financial aid.
- Violations of drug regulations may result in disciplinary action by both the University and civil/criminal justice systems.
- The University will pursue prosecution of students utilizing drugs in the execution of a crime or civil infraction.
- Residents are responsible for the guests' behavior and may be charged through the disciplinary process for the actions of guests who violate this Policy.

### Medical Marijuana and Michigan Regulation and Taxation of Marihuana Act

The use, possession, storage or cultivation of marijuana in any form and for any purpose is prohibited at Saginaw Valley State University. Although the Michigan Medical Marijuana Act of 2008 (the "MMMA") permits qualified patients with specific medical conditions and their primary caregivers to use and possess marijuana, the MMMA conflicts with federal laws. Additionally, Michigan Regulation and Taxation of Marihuana Act (Proposal 1) also conflicts with federal laws. Because the University receives federal funding and is subject to the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the use, possession, storage or cultivation of marijuana by anyone while on SVSU property, regardless of whether he or she is they are a licensed/registered patient or caregiver under the MMMA or of legal age, is a violation of this Policy and, therefore, a violation of SVSU's Alcohol and Other Drugs Policy.

## Drug Disciplinary Sanctions

A student who is determined to have violated this Policy for a drug-related infraction is subject to the sanctions set forth in SVSU's Alcohol and Other Drugs Policy, as well as the sanctions described below. In addition, such student is subject to prosecution and punishment under federal, state and local laws.

The following tables are a general summary of the range of possible University drug-related sanctions. Sanctions are cumulative and may be enhanced based on past disciplinary record, the severity of behavior and/or the impact of the violation upon the community. There may be circumstances that are cause for exception. Penalties will reflect the degree of the drug-related violation and may include appropriate developmental sanctions or disciplinary restrictions, and in certain situations, a student may be expelled upon the first occurrence of a drug-related violation of this Policy.

## Ranges of Sanctions for Students Violating Drug (Marijuana) Policy

Offense	First Offense	Second Offense	Third Offense
Odor of controlled substances or Possession of residue, paraphernalia or any type of controlled substances device including, but not limited to: tools, bongs, bowls, cutting or weighing equipment, etc.	Drug Education  Other appropriate developmental sanctions or disciplinary restrictions	Drug Education  Parental Notification  \$75 minimum fine, not to exceed \$300  University Housing: Probation, Relocation or Removal  Other appropriate developmental sanctions or disciplinary restrictions	Drug Education  University Probation  \$200 minimum fine, not to exceed \$350  Parent Notification  University Housing: Probation, Relocation or Removal  Other appropriate developmental sanctions or disciplinary restrictions
Possession or use	Drug Education  Parental Notification  \$75 minimum fine, not to exceed \$300	Drug Education  University Probation  \$200 minimum fine, not to exceed \$350	University Suspension  Parent Notification  Other appropriate developmental sanctions or disciplinary restrictions

	University Housing: Probation, Relocation or Removal  Other appropriate developmental sanctions or disciplinary restrictions	Parent Notification  University Housing: Probation, Relocation or Removal  Other appropriate developmental sanctions or disciplinary restrictions	
Manufacture, sale or distribution	University Suspension or Expulsion  Parent Notification		

## Ranges of Sanctions for Students Violating Drug Policy Other Than Marijuana

Offense	First offense sanction	Second offense sanction
Odor of controlled substances	\$50 minimum fine  Drug Education  Other appropriate developmental sanctions or disciplinary restrictions	\$100 minimum fine  Drug Education  University Housing Probation  Parental Notification  Other appropriate developmental sanctions or disciplinary restrictions
Possession of residue, paraphernalia or any type of controlled substances device including, but not limited to: tools, bongs, bowls, cutting or weighing equipment, etc.	\$100 minimum fine  Parental Notification  Drug Education  University Housing Probation	\$200 minimum fine  Parental Notification  Drug Education  University Housing Removal

	Other appropriate developmental sanctions or disciplinary restrictions	University Probation  Other appropriate developmental sanctions or disciplinary restrictions
Possession or use of Schedule IV* Controlled Substances, including, but not limited to: Rohypnol, Darvon, Xanax and other categories of prescription drugs;	\$200 minimum fine  Parental Notification  Drug Education	\$250 minimum fine  Parental Notification  Drug Education
Possession or use of Schedule III* Controlled Substances, including but not limited to anabolic steroids, testosterone, codeine, some barbiturates, and ketamine;	University Housing: Probation, Relocation or Removal  University Probation, Suspension or Expulsion	University Housing Removal  University Probation, Suspension or Expulsion
Possession or use of Schedule I & II* Controlled Substances, including but not limited to:  I: GHB, Heroin, Marijuana, Ecstasy and LSD;  II: Cocaine, Crack, Oxycontin, Ritalin, Adderall	Other appropriate developmental sanctions or disciplinary restrictions	Other appropriate developmental sanctions or disciplinary restrictions

Offense	Sanction
Possession or use of Schedule V* Controlled Substances; Mis-intended use of mass quantities of prescription drugs or over the counter substances	\$200 minimum fine  Parental Notification  Drug Education  Counseling Referral  University Probation, Suspension or Expulsion  University Housing: Probation,

	Relocation or Removal
	Other appropriate developmental sanctions or disciplinary restrictions
Manufacture, sale or distribution of any category of drug or controlled substances; manufacture, sale or distribution of any prescribed medications or over-the-counter substances other than for their intended use	University Suspension or Expulsion
	Parental Notification

<b>*Examples of Controlled Substances by Schedule</b>	
<b>Schedule V</b>	Robitussin A-C, over the counter medications containing codeine, prescriptions with medical benefits
<b>Schedule IV</b>	Xanax, Valium, Darvocet, Rohypnol, Talwin, Darvon
<b>Schedule III</b>	Anabolic steroids (body builders), testosterone, Ketamine, codeine, some barbiturates
<b>Schedule I &amp; II</b>	GHB, Heroin, Marijuana, Ecstasy, Adderall and LSD

Sanctions reflect both the degree and number of offenses of a particular student. In certain situations, additional sanctions, including, but not limited to the following, may be imposed in addition to the standard sanctions listed in the table above:

- Violators who are student athletes should be aware that the Athletic Department Director will be notified in the instance of a drug-related violation and are encouraged to immediately communicate with his/her coach in the event of an incident.
- Sanctions involving removal from University housing or suspension from the University may require the completion of specific criteria prior to re-enrollment.

### **Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance**

For current and detailed information regarding Federal Drug Trafficking Penalties, please visit The U.S. Drug Enforcement Administration: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

For detailed information:

**Michigan Compiled Laws, Michigan Regulation and Taxation of Marijuana Act (MCL 333.27951):**

<http://legislature.mi.gov/doc.aspx?mcl-Initiated-Law-1-of-2018>

**Michigan State Police Legal Update:**

For current Michigan legal updates: [www.michigan.gov/msp-legal](http://www.michigan.gov/msp-legal)



**AUXILIARY FUND BUDGET SUMMARY**  
FY2020 - FY2022

	Future Years		
	FY 2020	FY2021	FY2022
	Revised		
	Budget		
<b>REVENUES</b>			
Housing Contracts	\$18,819,000	\$18,852,000	\$19,174,000
Other Revenue	13,179,000	13,168,000	13,135,000
<b>Total Revenues</b>	<b>31,998,000</b>	<b>32,020,000</b>	<b>32,309,000</b>
<b>EXPENDITURES</b>			
Program	21,495,000	21,708,000	21,952,000
Indirect Cost	1,767,000	1,767,000	1,767,000
Debt Service	6,401,000	6,395,000	6,405,000
<b>Total Expenditures</b>	<b>29,663,000</b>	<b>29,870,000</b>	<b>30,124,000</b>
<b>Net Margin for Deferred Maintenance &amp; Capital Reserves</b>	<b>\$2,335,000</b>	<b>\$2,150,000</b>	<b>\$2,185,000</b>
Revenue Change	-0.5%	0.1%	0.9%
Expenditure Change	0.8%	0.7%	0.9%
Net Margin as a Percentage of Revenue	7.29%	6.72%	6.76%
Housing Occupancy			
Fall Domestic FTIC & New Transfer Mandatory Meal Plans	1,046	1,030	1,030
Fall Total	2,432	2,380	2,380
Average Fall/Winter Total	2,347	2,297	2,297
Average Rate Increase	2.39%	1.87%	1.74%

Saginaw Valley State University  
Auxiliary Services - Bonded Facilities  
Housing & Meal Contract Rates

	Current Rates			Proposed Rates	
	19-20			20-21	21-22
<b>First Time In College Freshmen (FTIC) <sup>1</sup></b>					
Living Center Apartment - Shared Bedroom	\$10,030			\$9,990	\$9,990
Living Center 2 or 3 Person Efficiency	10,234			10,438	10,646
First Year Suites - Single Bedroom	10,440			10,850	11,106
Living Center Apartment - Single Bedroom	11,156			11,378	11,606
<b>Living Centers &amp; Apartments</b>					
Living Center & Pine Grove Apartment - Shared Bedroom	4,430			4,400	4,400
Living Center 2 or 3 Person Efficiency	4,430			4,518	4,608
Living Center Apartment - Single Bedroom	5,990			6,100	6,222
Pine Grove & University Village 4 Bedroom/4 Person Apartment	6,310			6,436	6,564
Pine Grove & University Village 2 Bedroom/2 Person Apartment	7,000			7,340	7,560
University Village Single Efficiency	7,206			7,410	7,560
Living Center Super Single Efficiency	7,610			7,762	7,916

Composite Weighted Percentage Increase

2.39%

1.87%

1.74%

Note: \$150 of housing rate is allocated to fund technology/WiFi network improvements.

<sup>1</sup> Freshmen select from the following meal plan options included in the room & board rate

- Unlimited meals per week and \$250 per semester
- 14 meals per week and \$350 per semester
- 11 meals per week and \$450 per semester