



SAGINAW VALLEY STATE UNIVERSITY

*BOARD OF CONTROL MINUTES
REGULAR FORMAL SESSION*

OCTOBER 24, 2022

SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL
Minutes of the Regular Formal Session
Monday, October 24, 2022
1:30 P.M.

A regular formal session of the Board of Control was held on Monday, October 24, 2022, at 1:30 p.m. in Wickes Hall, Room 350.

Trustees present:

John D. Cherry, Jr.
JoAnn Crary
Vanessa Guerra
Bhushan Kulkarni, Secretary (via video conference)
Vicki Rupp, Chair
Raj Wiener, Vice Chair
Carl Williams
Donald Bachand, Ex Officio

Trustees absent:

Lindsay Eggers, Treasurer

Others present:

Ellen Crane, Associate VP, and General Counsel
Sue Crane, Associate VP for Administration & Business Affairs/Chief Financial Officer
Dr. Brandon Haskett, Faculty Association President
Dr. Deborah Huntley, Provost and Vice President for Academic Affairs
John Kaczynski, Executive Director of Governmental Affairs
Mary Kowaleski, Executive Assistant to the President/Secretary to the Board of Control
Dr. Mamie T. Thorns, Associate VP and Chief Diversity Officer
Rob Vallentine, Executive in Residence
Jason Wenglikowski, Director of Web Operations

SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL MINUTES
MONDAY, OCTOBER 24, 2022
REGULAR FORMAL SESSION
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I. CALL TO ORDER

Chair Rupp called the meeting to order at 1:35 p.m.

II. PROCEDURAL ITEMS

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

There were no additions and/or deletions to the agenda.

The agenda was unanimously APPROVED as distributed.

B. Approval of the Board Minutes from the Regular Formal Session on June 20, 2022, and the Special Formal Session on August 9, 2022

It was moved and supported that the minutes of June 20, 2022, Regular Formal Session, and the Special Formal Session on August 9, 2022, be approved.

The minutes were unanimously APPROVED as distributed.

C. Recognition of the Official Representative of the Faculty Association

Dr. Brandon Haskett, President of the Faculty Association, commented that the Annual Faculty Association Awards Banquet held its 50th-anniversary celebration on Friday, October 14, 2022, in the Banquet Rooms of Curtiss Hall.

Dr. Haskett also noted that the Student Association and the Faculty Association are planning a collaborative forum on Friday, November 4. He stated that this is an excellent opportunity for faculty and students to have a thoughtful exchange on relevant matters.

D. Recognition of the Official Representative of the Student Association

Mr. Austin Urlaub, President of the Student Association, stated the Battle of the Valley campaign recently raised \$20,806 for this year's beneficiary, Self-Love Beauty. Mr. Urlaub noted that the beneficiary is a nonprofit organization that aims to educate, invest and impact individuals on the importance of self-love and confidence. Its mission is to empower others to be the best versions of themselves.

Chair Rupp thanked the Student Association, students, faculty and staff who each year support the Battle of the Valley campaign. She commented that it is always great to see our campus community unite for a greater purpose and support our community.

E. Communications and Requests to Appear Before the Board

There were no requests to appear before the Board.

III. ACTION ITEMS

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

RES-2460 **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:

Kingsbury Country Day School, Oxford

James Lustig Appointment Term: Ends 6/30/2023

Mr. Lustig earned his Bachelor of Business Administration from Northwood University, his Master of Science in Economic Crime Management from Utica College, and his Master of Science in Forensic Accounting from Southern New Hampshire University. Currently, he is the Director of Cross River Bank of Fort Lee, New Jersey. He resides in Oxford and works from his home office. Mr. Lustig will bring professional experience in legal/regulatory requirements in financial institutions, leadership, management, team building, and presentation skills to the Academy board.

The motion was APPROVED unanimously.

2. Resolution to Receive and Accept the Annual Financial Audit and the Federal Awards Audit for Fiscal Year 2021-2022

RES-2461 **It was moved and supported that the following resolution be adopted:**

WHEREAS, The University financial statements and the audit of federal awards in accordance with Uniform Grant Guidance for the 2021-22 fiscal year, as audited by Andrews Hooper Pavlik PLC, were reviewed by the members of the Board of Control; and,

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

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

Ms. Sue Crane, Associate Vice President for Administration & Business Affairs/Chief Financial Officer, reported that in September, Board members had the opportunity to thoroughly review and discuss the scope of the audit with the audit partner from Andrews Hooper & Pavlik PLC.

Ms. Crane explained that the audit covers both the university and SVSU Foundation. She reported that SVSU received an unmodified opinion with no material findings in the 2021-2022 fiscal year audit.

Chair Rupp thanked Ms. Crane and her team for all their hard work in producing another great audit with no findings.

The motion was APPROVED unanimously.

3. Resolution to Approve the FY 2024-2028 Capital Outlay Plan

RES-2462 **It was moved and supported that the following resolution be adopted:**

WHEREAS, The State of Michigan Budget Office requires the approval by the university's Board of Control of its Five-Year Capital Outlay Plan; and,

WHEREAS, The university has developed and amends periodically a Capital Projects Funding Plan that supports the statutorily-required submission of a Five-Year Capital Outlay Plan; and,

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

NOW, THEREFORE, BE IT RESOLVED, that the FY2024 – FY2028 Capital Outlay Plan is hereby approved for submission to the State Budget Office.

(Appendix One: Capital Outlay)

Ms. Crane stated that the university is required to submit an annual capital outlay plan to the State Budget Office each year. She noted that the proposed Capital Projects Funding Plan represents the university's priorities for a five-year time frame.

The motion was APPROVED unanimously.

4. Resolution to Approve Capital Projects

RES-2463 It was moved and supported that the following resolution be adopted:

WHEREAS, The members of the Board of Control have discussed various capital projects and the Capital Projects Funding Plan; and,

WHEREAS, Sufficient financial resources are available from capital projects and auxiliary system reserves to fund projects;

NOW, THEREFORE, BE IT RESOLVED, That the Board hereby retroactively authorizes the Executive Vice President for Administration & Business Affairs to enter into contracts to complete the below-referenced projects:

- | | |
|--|------------------|
| 1. Ryder Center – Emergency Masonry Work | \$305,000 |
| 2. Doan Center – Rooftop Unit Replacement | \$283,000 |

The motion was APPROVED unanimously.

5. Resolution to Grant an Honorary Degree to Michigan State Senator Kenneth Horn

RES-2464 It was moved and supported that the following resolution be adopted:

WHEREAS, Kenneth Horn’s distinguished 30-year political career includes serving as a Saginaw County Commissioner in 1992 and in the Michigan State House of Representatives from 2007 to 2012. He was elected to the Michigan State Senate in 2014 and re-elected in 2018 to a second term; and

WHEREAS, Senator Horn is a lifelong resident of Michigan and a strong advocate for higher education, the strengthening of Michigan’s workforce talent pipeline, and championing Michigan’s businesses; and

WHEREAS, Senator Horn has compiled an outstanding record of legislative leadership. As chair of the Senate Economic and Small Business Development Committee, he has played a vital role in solidifying Michigan’s future as a competitive state for investment in manufacturing. While serving as chair of two Senate Appropriation Subcommittees — Capital Outlay and Labor and Economic Opportunity/MEDC — he has emphasized the importance of Michigan talent development and retention efforts; and

WHEREAS, Senator Horn has long advocated for Saginaw Valley State University. As a legislator, Senator Horn led the charge for funding the Scott L. Carmona College of Business and the Brown Hall renovation project. Senator Horn also played an integral role in the construction of Bachand Hall and the renovation of Wickes Hall. As the Vice-Chair of the Senate Higher Education Subcommittee, he continuously

advocated to increase funding given to public universities and supported the first increase in financial aid the public universities in over 15 years; and

WHEREAS, Senator Horn has received numerous awards and honors, including the Legislator of the Year Award from the Michigan Economic Developers Association, the Michigan Works! Association, and the Police Officers Association of Michigan.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University approves granting an Honorary Doctor of Laws degree to State Senator Kenneth Horn to be presented at the December 16, 2022, Commencement ceremony.

The motion was APPROVED unanimously.

6. Resolution to Grant Honorary Degree to Michigan State Senator Jim Stamas

RES-2465 It was moved and supported that the following resolution be adopted:

WHEREAS, Jim Stamas' distinguished 25-year political career includes serving as a trustee for Midland Township in 1997; he then served as a Midland County Commissioner from 2005 to 2008 and in the Michigan State House of Representatives from 2009 to 2014. He was elected to the Michigan State Senate in 2014 and re-elected in 2018 to a second term; and

WHEREAS, Senator Stamas is a lifelong resident of Midland County and a strong advocate for higher education, rebuilding Michigan's infrastructure, and creating an environment for Michigan families to thrive; and

WHEREAS, Senator Stamas has compiled an outstanding record of legislative leadership. He served as Majority Floor Leader in the Michigan House of Representatives and Chairman of the prestigious Senate Appropriations Committee. In both roles, he has significantly addressed the challenges that Michigan and its citizens face. While serving as Chairman, he has emphasized the importance of balancing the state budget and investing in long-term solutions for the citizens, institutions, and businesses of Michigan; and

WHEREAS, Senator Stamas has long been known as an ardent supporter of Saginaw Valley State University. As a legislator, Senator Stamas has provided leadership on proposals to build Bachand Hall and the Scott L. Carmona College of Business, renovate Wickes Hall and Brown Hall, as well as increase available funding for scholarships to boost the talent pipeline in the education and healthcare workforce fields; and

WHEREAS, Senator Stamas has received numerous awards and honors, including the Legislator of the Year Award from the Michigan Information & Research Service, Michigan Manufacturers Association, and Small Business Association of Michigan.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control of Saginaw Valley State University approves granting an Honorary Doctor of Laws degree to State Senator Jim Stamas to be presented at the December 16, 2022, Commencement ceremony.

The motion was APPROVED unanimously.

7. Resolution to Approve the Policy and Guidelines for Naming of Buildings, Facilities, Spaces, and Other Properties and Functions

RES-2466 It was moved and supported that the following resolution be adopted:

WHEREAS, The Saginaw Valley State University Board of Control reserves the authority to approve the naming of facilities as outlined in the Board Bylaws, 3.101; and

WHEREAS, the Board of Control recognizes the importance of naming opportunities for its buildings and exterior and interior spaces. Since its founding in 1963, SVSU has honored key contributors for their leadership, service, and philanthropic support. Naming opportunities continue to play an important role in honoring the history of SVSU and promoting private support; and

WHEREAS, the SVSU Board of Control has determined the need to establish more specific policies to guide the naming of campus buildings and facilities; and

WHEREAS, the Board of Control recommends the adoption of an effective method of identifying campus buildings and facilities and desires uniformity and consistency in the naming of university-owned and/or operated buildings; and

WHEREAS, the Board of Control hereby approves and adopts the Policy and Guidelines for Naming of Buildings, Facilities, Spaces, and Other Properties and Functions, as attached.

NOW THEREFORE BE IT RESOLVED; that all requests shall be reviewed and approved in accordance with this policy.

(Appendix Two: Naming Policy)

The motion was APPROVED unanimously.

8. Motion to Approve the Board of Control Meeting Schedule for the 2023-2024 Academic Year

BM-1251 It was moved and supported that the attached meeting schedule be adopted. (Appendix Three: Meeting Schedule)

The motion was APPROVED unanimously.

IV. INFORMATION AND DISCUSSION ITEMS

There were no information or discussion items.

V. REMARKS BY THE PRESIDENT

President Bachand made no formal remarks.

VI. OTHER ITEMS FOR CONSIDERATION

9. Motion to Move to Informal Session to Discuss Legal Matters

BM-1252 It was moved and supported that the Board move to Informal Session to Discuss Legal Matters

The motion was APPROVED unanimously.

The Board moved to Informal Session at 2:15 p.m. and convened in a Regular Formal Session at 2:45 p.m. with Board members Cherry, Crary, Guerra, Kulkarni, Rupp, Wiener, and Williams. Also in attendance: President Bachand, Ellen Crane, Deborah Huntley, Mary Kowaleski, and Jason Wenglikowski.

VII. ADJOURNMENT

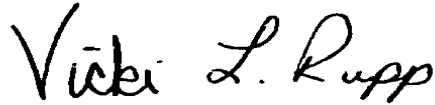
10. Motion to Adjourn

BM-1253 It was moved and supported that the meeting be adjourned.

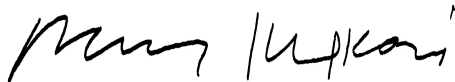
The motion was APPROVED unanimously.

The meeting was adjourned at 2:50 p.m.


Respectfully submitted:



Vicki L. Rupp, Chair



Bhushan Kulkarni, Secretary



Mary Kowaleski
Recording Secretary

Saginaw Valley State University
Capital Outlay Plan
FY 2024 - FY 2028

| Academic and Other Facilities | Project Period | Project Cost Estimate | Funding Sources | | | |
|--|-------------------|-----------------------------|-----------------|----------------------|--------------------|---------------|
| | | | General Fund | State of Michigan | Self Supporting | Other |
| Environmental Sciences Building | FY23-FY25 | \$ 10,000,000 | | \$ 7,500,000 | | \$ 2,500,000 |
| Science West Renovation | FY26-FY28 | 14,000,000 | | 10,500,000 | | 3,500,000 |
| Alumni Relations Project | FY26-FY28 | 8,940,000 | | | | 8,940,000 |
| Major Expansion, Maintenance & Renovation | | | | | | |
| Energy Conservation Initiatives | FY24-FY28 | 5,000,000 | | | | 5,000,000 |
| Campus Infrastructure/Deferred Maintenance | FY24-FY28 | 35,000,000 | | | \$ 20,000,000 | 15,000,000 |
| Technology | FY24-FY28 | 8,000,000 | | | | 8,000,000 |
| | | \$ 80,940,000 | \$ - | \$ 18,000,000 | \$ 20,000,000 | \$ 42,940,000 |



SVSU Board of Control Policy

Policy and Guidelines for Naming of
Buildings, Facilities, Spaces, and Other Properties and Functions
(In accordance with Board of Control Bylaws 3.101, #25)

Statement of Purpose

Saginaw Valley State University recognizes the importance of naming opportunities for its buildings, exterior and interior spaces, and other properties and functions. Since its founding in 1963, SVSU has honored key contributors for their leadership, service, and philanthropic support. Naming opportunities continue to play an important role in honoring the history of SVSU and promoting private support.

This policy serves as a guideline for naming opportunities and allows for an occasional, well-justified exception. All naming recognition for a donor or an honoree must be consistent with the University's role as a public trust. Accordingly, all requests shall be reviewed and approved in accordance with this policy.

The university recognizes three types of naming opportunities:

Honorific Naming

Facilities, spaces, properties, and functions may be named to honor the service and achievements of an individual, organization, or corporation associated with Saginaw Valley State University.

Philanthropic Naming

Naming opportunities in appreciation of private gifts exist to honor donors for their generosity and encourage others.

Sponsorship Naming

Facilities, spaces & other properties, and functions may be sponsored for a stipulated period, typically as a contract with a business organization.

Key Definitions

- **Facility**: A facility is defined as a new or existing building or structure with a visible outdoor facade.

- **Interior Spaces:** Interior spaces include but are not limited to areas within buildings such as wings, floors, classrooms, lecture halls, conference rooms, offices, laboratories, galleries, studios, lounges, artwork, etc.
- **Exterior Spaces:** Exterior spaces include but are not limited to outdoor areas such as courtyards, streets, gardens, benches, fountains, trees, artwork, etc..
- **Useful Life:** Useful life is the amount of time during which a facility, exterior space, or interior space is in good enough condition to be utilized.
- **Academic and non-academic programs include,** but are not limited to, colleges, divisions, departments, institutes, centers, positions, or projects.

Procedures and Authority to Name

All requests for a naming must be submitted in writing to the SVSU Foundation Office. No commitment regarding a naming request shall be made to a donor, non-donor honoree, or sponsor until the approval process is complete.

All requests will be reviewed by the following individuals (referred to as the *Naming Committee*):

- 1) The Executive Director of the SVSU Foundation
- 2) The University President,
- 3) Board of Control representative (preferably a Board member serving on the Foundation Board.)
The SVSU Board of Control Chair will designate this representative.
- 4) SVSU General Counsel
- 5) VP of Administration and Business Affairs Representative
- 6) Facilities, Planning and Construction Representative

The Naming Committee is intended to provide a mechanism for advising the appropriateness of proposed names for buildings and facilities at Saginaw Valley State University.

The SVSU Board of Control has final approval for all naming. The Board of Control may delegate approval of all other spaces to be approved in accordance with the *SVSU Foundation Gift Acceptance Policy* (adopted May 2017). (*Appendix A*)

Only the Board of Control may approve the naming of buildings, colleges, and other named spaces. The University President will provide the Secretary to the Board of Control with a recommendation for each naming proposal requiring Board of Control approval.

The Board of Control delegates approval authority as set forth in the *SVSU Foundation Gift Acceptance Policy*, as follows:

- Scholarships.
- Endowed positions and programs to the University President.
- Small exterior features (up to \$25,000) to the University President.

The SVSU Foundation will submit a listing of *Naming and Dedication Opportunities* along with a report of all naming requests approved by the University President to the SVSU Board of Control through the Business, Finance, Audit and Facilities Committee for their review at the end of each fiscal year.

The SVSU Foundation will review and update annually a listing of Naming and Dedication Opportunities. (See Appendix B)

Honorific Naming For an Individual - Not in Recognition of a Gift

Naming opportunities are generally reserved for donors; however, an individual's name may be affixed to a facility, exterior space, or interior space in recognition of unusually meritorious service and significant contributions to the University and the community and/or success that brings honor and distinction to SVSU.

It shall be the practice of Saginaw Valley State University to measure proposed honorary naming opportunities using the following criteria:

- Significant contributions to the University as a faculty member, administrator, staff, alumni or volunteer; and/or
- Significant and relevant financial or gift-in-kind contributions to the University; and/or
- Length of service to the institution; and/or
- Individuals or professional accomplishments that bring honor to SVSU; and/or
- Significant and relevant contributions to the University and community or otherwise brings honor to the institution; and/or
- Special considerations for instances where the above criteria do not apply.

All requests shall be submitted in writing to the SVSU Foundation Office for consideration by the Naming Committee. Written submissions should include:

- A brief biography of the person to be honored by the naming.
- Why the naming is being proposed?
- Significant and relevant contributions to the University and community.

Philanthropic Naming – In Recognition of a Gift

Principal responsibility for soliciting and arranging for naming opportunities resides with the Executive Director of the SVSU Foundation and the SVSU President.

Guidelines for philanthropic gift giving will be in accordance with the *SVSU Foundation Gift Giving Acceptance Policy* developed and maintained in the SVSU Foundation Office. (Appendix A)

Generally, naming opportunities will not be recognized through a revocable planned or deferred gift until the resources are fully accessible.

Facilities, exterior spaces, or interior spaces may be named or renamed in recognition of a gift by a donor.

In consultation with the President, the Executive Director of the SVSU Foundation will set the target gift amounts for project naming opportunities before soliciting donors. Generally, the goal of naming gifts is to offset the project costs. A planning study is typically conducted prior to any major fundraising initiative to determine the viability of private support and the range of gift amounts.

The *SVSU Foundation Gift Acceptance Policy* outlines the policies and procedures for recognizing private support. Proposed values of naming opportunities will be reviewed annually.

Sponsorship Naming – For the purpose of marketing and promotion

Sponsorship naming shall follow the same guidelines for philanthropic support.

Exceptions

In rare circumstances, the Board of Control may grant an exception to this policy. Factors for making an exception may include but are not limited to a donor's giving history and/or service to the institution.

Duration

Saginaw Valley State University is committed to retaining the name of buildings, facilities, spaces, and other properties and functions bearing an honorific or philanthropic name. To the extent feasible, the name is intended to remain for the facility's useful life regardless of any subsequent change in the occupying unit(s).

If a facility, exterior space, or interior space is removed or replaced at the expiration of its useful life, the University shall not be obligated to continue the name, nor shall it be obligated to name any new construction intended to replace the named space after the honoree. The University may see other means to recognize the honoree after the building's useful life has ended.

Accountability

The SVSU Board of control shall have the authority to revoke the name of a University-named space if the honoree for whom the space is named:

- Engages in conduct that, in the sole discretion of the Board of Control, is detrimental, such that continued name association between such individual and a University space would be contrary to the best interest of the University.

Responsibility

The SVSU Foundation will coordinate the Naming Committee activities. All documentation and files regarding approved or disapproved requests for named buildings, facilities, spaces, and other properties and functions, throughout campus will be submitted to and maintained in the SVSU Foundation Office.

Approval process times may vary depending on the type of naming request and the meeting schedules of the Naming Committee and the SVSU Board of Control.

The SVSU Foundation Office shall notify the University community of this policy.

The SVSU Foundation Office shall inform prospective donors of this policy's existence.

The SVSU Foundation Office will maintain an inventory listing of all named spaces as well as an inventory of all available spaces which may be appropriately named in the future.

References:

- Eastern Michigan University, Board of Regents Policy
- Michigan State University, Buildings, and Facilities – Naming
- Michigan Tech, Naming Guidelines
- Northern Michigan University, Naming Policy for Facilities, Buildings, Spaces, Programs & Other Properties and Functions
- Western Michigan University, Facilities, and Spaces Naming Policy

GIFT ACCEPTANCE POLICY

SAGINAW VALLEY
STATE UNIVERSITY
FOUNDATION

May 2017

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GIFT ACCEPTANCE POLICY SVSU FOUNDATION

Preamble

The Saginaw Valley State University Foundation (SVSU Foundation) was established in 1977. Its mission is to support Saginaw Valley State University (SVSU) by cultivating and growing a community of enthusiastic and loyal donors who will contribute to the development of SVSU.

The SVSU Foundation is responsible for raising funds as well as administering the management and use of private donations for annual and endowed giving to fund scholarships, academic programs, co-curricular programs, capital projects, and other University priorities.

The Foundation is governed by a Board of Directors consisting of Board of Control representatives, University administrators, and regional community members. It meets four times a year to set policy and to review and approve new endowment funds as well as revisions to existing endowment funds. The Foundation Board's Finance & Investment Committee determines investment strategies and fiscal policies. The Foundation's daily operations are managed by its Executive Director, who is a member of the Board.

The SVSU Foundation Gift Acceptance Policy reflects research and analysis of best standards and practices utilized by nonprofit organizations. The policies are carefully selected to enhance the functions of the SVSU Foundation in meeting the needs of its constituents. The goal of these policies is to ensure efficient, secure, accurate processing of all types of gifts and to provide a guideline for practices that will continue to build strong relationships with donors.

I. INTRODUCTION

A. Philosophy of Giving

The SVSU Foundation is established to secure private financial support to strengthen SVSU and support its mission. The Foundation will accept gifts from individuals, companies, foundations, and other organizations in accordance with the policies approved by its Board of Directors and contained in this document.

SVSU Foundation staff will meet with prospective donors and their financial advisors, upon request and without obligation, to discuss areas of interest, type of gift commitments, options for payment, estate planning considerations, and general tax planning for a possible gift commitment.

Philanthropic gifts and commitments to SVSU should be made to Saginaw Valley State University Foundation and will be held and administered by the Foundation for the benefit of SVSU. The Foundation will acknowledge all received gifts. All gifts will be invested in accordance with policies approved by the Foundation Board of Directors.

B. Purpose of Policy

The SVSU Foundation Gift Acceptance Policy is established to assure appropriate management of donations and accepted funds. It has the following purposes:

- Create an effective fundraising program
- Develop clear, concise documentation and procedures for receiving and administering gifts consistent with SVSU's mission, legal standards, and the personal interests of its donors
- Establish protocols and inform participants of their obligations and roles as advisors, staff, volunteers, donors, and prospective donors
- Clearly define and delineate each philanthropic commitment and use
- Protect SVSU's leadership, staff, Foundation Board of Directors and donors from liability

II. ETHICAL STANDARDS

A. Donor Rights

Donor relationships should be entered into with the understanding that the interests of the donor will be primary.

B. Confidentiality

1. The Foundation will honor the trust and privacy of its donors. The Foundation will make best efforts to keep personal information strictly confidential unless permission to release it is obtained from the donor. Donors will be informed that as a state institution, documents in the possession of SVSU may be subject to the Freedom of Information Act (FOIA) or other state and/or federal disclosure laws, and that if a request under one or more of these laws is deemed to be proper and legal, the Foundation will be bound to follow the requirements prescribed by such state or federal laws.
2. Gifts will be personally and publicly recognized, but all requests from donors for anonymity will be honored.
3. An Annual Report of Giving will be published yearly. Donors will be listed by gift level categories based on annual and lifetime gift commitments, except when anonymity has been requested.

D. Conflicts of Interest

1. No Foundation staff or volunteers who administer or solicit donations may receive commissions or incentives that may give such personnel an undesired personal interest in any agreement.
2. No Foundation staff or volunteer may engage in an activity that conflicts with, or has the appearance of a conflict, with their fiduciary, ethical, or legal obligations to the Foundation or to the donors with whom they interact.
3. Foundation staff must disclose any conflict or potential conflict of interest regarding any donor, donation, or Foundation policy that may create an undesired personal interest in any agreement.

III. PROGRAM ADMINISTRATION**A. Amendments**

1. These guidelines will be reviewed annually and may be amended as necessary by a vote of the Foundation Board.
2. Responsibility for review and suggested amendments is assigned to the Executive Director of SVSU Foundation.
3. All amendments are subject to Foundation Board approval.

B. Authorization for Negotiations

1. The President, Executive Vice President for Administration & Business Affairs, and Executive Director of SVSU Foundation are permitted to negotiate planned gift agreements with prospective donors and have authority to sign approved planned gift agreements on behalf of the Foundation. Likewise, these representatives have the authority to decline a gift per the guidelines contained within this document.

C. Exceptions to Gift Acceptance Policy

If a proposed gift agreement does not fall within the scope of the Foundation Gift Acceptance Policies or the Executive Director of the Foundation desires additional professional consultation, he/she may convene an ad hoc committee comprised of individuals with appropriate expertise to determine acceptance. Committee membership may include representatives from the Foundation Board Major & Legacy Giving Committee as well as legal, financial, real estate, and art professionals. The committee will follow current standards of practice and exercise due diligence on behalf of the University. The committee's recommendation must receive the concurrence of the President, Executive Vice President for Administration and Business Affairs, or Executive Director of the SVSU Foundation.

Specifically, proposals with the following characteristics will require prior approval:

- Agreements funded by anything other than cash or listed securities;
- Assets requiring special management;
- Agreements having a term of more than 20 years or more than two beneficiaries;
- Agreements proposing to establish co-trusteeship arrangements.

D. Types of Gifts

1. The SVSU Foundation maintains high standards of integrity. Accordingly, the Foundation may choose to decline any gift that could potentially compromise the mission of the University.
2. The Foundation will accept the following types of donations: cash, checks or credit card payments, gifts of securities (publicly traded and closely held), real estate, personal property (tangible and intangible), annuities, life insurance, bequests, gifts of retirement funds, or remainder interest in a home or farm. The Foundation will work with the donor's professional advisors (attorney, accountant, investment advisor, etc.) to establish charitable remainder trusts, charitable lead trusts, or other donation vehicles.
3. Gifts may take the form of one or a combination of the following options:
 - a) Gifts/commitments with no stipulation for their use will be considered unrestricted gifts. Restricted gifts have donor-defined purposes for which the entire gift must be used.
 - b) Depending on the instructions of the donor, a gift may be expendable (e.g., immediately usable for current purposes) or added to the SVSU endowment fund to be invested and permanently held. Gifts added to the endowment will be invested in accordance with the Foundation Board investment policies, objectives, and guidelines. Endowment distributions will be used in accordance with

donor designation and SVSU's guideline, which is currently 4% based on a 12 quarter rolling average.

- c) The Foundation may negotiate charitable gift annuities, agreeing to hold and manage principal resources given by the donor in exchange for an income for life, after which the corpus will be used by SVSU according to the wishes of the donor.
- d) All documents provided by the Foundation to the donor other than the actual gift instruments will be for informational purposes only. The donor will be urged to review this information with his/her legal and financial advisors.

E. Use of Legal Counsel

- 1. All gift agreements that need special consideration and knowledge will be reviewed by Foundation legal counsel.
- 2. Although the Foundation provides gift planning assistance and information to donors, donors will be urged to seek their own counsel in matters pertaining to their planned gifts, taxes, and estate planning.
- 3. The Foundation will not draft any legal instruments, such as wills and trusts. The Foundation will not typically pay legal fees that pertain to the drafting of legal gift documents. However, the Foundation can provide model agreements to donors and their advisors.

F. Trusteeship and Trust Management

- 1. In gifts that involve trusts, the donor selects the trustee. When the Foundation is a beneficiary and the trust is irrevocable, the Foundation may serve as trustee. In any instance in which the Foundation serves as trustee or successor trustee, the trust document and any amendments shall be first reviewed by Foundation counsel and to the extent possible, revised to ensure that Foundation counsel is satisfied with it. The Foundation may serve as trustee in certain other instances upon review by SVSU counsel.
- 2. The donor will typically bear all costs of creating the trust, and the trust will bear all administration costs, except the cost of SVSU counsel, which will be borne by the Foundation.
- 3. If the Foundation serves as trustee, it will serve without compensation.
- 4. Interest and annuity payments are made at the discretion of the donor on a monthly, quarterly, semi-annual, or annual basis. In most cases, payments are made on standard quarterly payment dates.
- 5. As trustee, the Foundation will have responsibility for determining investment strategies for funds held in trust. The Foundation will follow the same investment guidelines used for other Foundation investment assets.

G. Publications and Solicitation Materials

The Executive Director of SVSU Foundation will approve all materials produced in quantity for all fundraising efforts (e.g., SVSU Fund cards and mailings, planned giving brochures, etc.).

H. Pledges

1. The Foundation welcomes pledges (written notice of intent to pay in the future).
2. All pledge documents will contain donor and Foundation information, total amount of pledge, pledge payment amounts, proposed dates of payment, and intended purpose of pledged monies.
3. Before a future gift commitment is recognized and recorded as a pledge, a pledge payment form or letter signed by the donor (or donor's representative) stating the terms of the pledge must be received by the Foundation.

I. Named Gift Opportunities

1. Major gifts often merit additional recognition by naming a facility, program, service, room, street, or other venue in honor of the donor. In general, when a gift substantially covers the cost of a program or facility, the Foundation will consider naming the program or facility in honor of the donor or person. The Executive Director of SVSU Foundation and the President will make the recommendation to the Foundation Board of Directors and the SVSU Board of Control for approval.
2. A current list of general naming opportunities and the designated gift amounts will be published by the Foundation. The list will be reviewed annually to determine if the opportunities and amounts are still valid.
3. A gift commitment of at least \$25,000 is required to create a named endowment fund. Gift commitments which do not meet this minimum may be combined with other endowments that are consistent with the donor's interests or added to the general endowment fund. Intentions of the donor must be appropriately documented with a signed agreement and approved by the Foundation Board. Copies of endowment agreements will be maintained in the file of the donor.
4. Naming opportunities will be honored upon reasonable assurance that the gift commitment will be paid in full. If a donor does not fulfill the pledge agreement as specified, the naming rights can be rescinded. This may, at the discretion of the Foundation, apply to planned gifts, such as life insurance, and other revocable pledges.
5. Unless otherwise agreed upon, no donor-directed program, scholarship or award will be established by the university without appropriate donor funding.

J. Donor Records

1. The Foundation maintains a database of biographical and gift/pledge information about donors. The information in this database is intended exclusively for purposes related to the Foundation's programs.
2. A request from a donor not to release his or her contact information will always be honored, except as required under state and federal laws.
3. The Foundation does release contact information to volunteers acting on behalf of the Foundation. An example of this is volunteers contacting donors regarding an awareness event or program on campus.
4. Volunteers who directly assist the Foundation in its fundraising efforts are given confidential information pertinent to their efforts. Information packets include the following statement:

All information contained in this packet is the property of SVSU Foundation. This information is intended for the sole use of the Foundation. No one shall reproduce, use, distribute, disclose, or otherwise disseminate the confidential information contained herein.

V. GIFT ADMINISTRATION – GUIDELINES AND PROCEDURES**A. Securities**

1. SVSU will sell publicly traded securities immediately upon receipt of the gift.
2. The value of a gift of publicly traded securities is the mean of the high and low trading prices on the official date of transfer. The official date of the gift depends on the means of transfer:
 - a) If by mail, it is the postmark date.
 - b) If by overnight carrier, it is the date of receipt by the Foundation.
 - c) If by electronic transfer, it is the date the security is received into the Foundation's bank/brokerage account.
 - d) If by re-registering the security into the Foundation's name, it is the date on appropriate written documentation provided by the transfer agent or company.
3. The gift value of publicly traded securities will be calculated prior to brokers' fees or expenses. This is the amount the donor will receive for gift crediting and recognition purposes.
4. Gifts of closely held stock must be approved by the Executive Vice President for Administration & Business Affairs. Gifts of closely held stock exceeding \$10,000 in value require the appraisal of a qualified independent appraiser. Gifts less than \$10,000 may be valued by a qualified independent appraiser or at the per-share cash purchase price of the most recent bona fide transaction involving such stock.
5. Mutual funds will be valued at their net asset value (bid price) on the gift date.

B. Gifts of Real Estate

Gifts of real property should typically be free of any mortgage or liens. **The Foundation reserves the right to inspect the property and conduct an environmental assessment, typically at the expense of the donor.** In most cases, gifts of real property will be sold at the earliest opportunity upon receipt. Per section III Program Administration, the Executive Director may convene an ad hoc committee comprised of individuals with appropriate expertise to review any proposed gift of real property prior to acceptance.

C. Tangible and Intangible Personal Property

A committee will review any proposed gift of personal property prior to acceptance.

D. Charitable Gift Annuities

1. The Foundation's investment policy governing gift annuity reserves is to establish a separate account for these reserves and to invest the entire amount of these gifts during the donor's lifetime in order to protect and insure the annuity payments.
2. No gift annuity will be issued for less than \$50,000.
3. No current gift annuity agreement will be issued for an income recipient under the age of 50. For a deferred payment gift annuity, no agreement will be issued to an income recipient under the age of 30.
4. The rates payable on charitable gift annuities will be those established by the American Council on Gift Annuities.
5. No gift annuity agreement will be for more than two beneficiaries.
6. For deferred gift annuities, the period of deferral between the initial transfer of assets from the donor and the date annuity payments begin will be no more than 35 years.
7. All gift annuities must meet the standards required by the IRS code and regulations in effect at the time the gift annuity is established.

E. Life Insurance

The Foundation will accept gifts of life insurance that meet one of the following criteria:

1. *Fully-paid policies* - These are policies taken out by an individual who has completed all premium payments and now wishes to donate the policy to the Foundation. If the donor names Saginaw Valley State University Foundation as owner and beneficiary, it is an irrevocable gift.
2. *New policies in which the Foundation is named owner and beneficiary* - A donor may wish to take out a life insurance policy with the objective of making a gift to the Foundation. In these cases, Saginaw Valley State University Foundation is named owner and beneficiary. The donor makes

a gift to cover the annual cost of the premium and the foundation makes the payment directly to the insurance company.

3. *Policies in which the Foundation is named beneficiary, but not owner* - For a variety of reasons, the ownership of some policies cannot be changed. However, the donor may designate a charitable beneficiary. A gift of this type would be a revocable deferred gift because the donor retains ownership.

F. Estate Planning and Retirement Accounts

1. The Foundation staff will assist donors in how to name SVSU Foundation as a beneficiary of their wills, trusts, retirement accounts, or other estate planning vehicles.
2. All unrestricted bequests and matured deferred gifts will be designated to specific programs of the Foundation as directed by the Board of Directors.
3. As beneficiary designation represents a revocable gift, the gift will only be recognized in campaigns if the estimated gift value is included in the gift commitment.
4. Gifts received through wills, trusts, retirement accounts and other estate planning vehicles will be evaluated according to portion of the policy herein corresponding to the asset type given.

G. Charitable Remainder Trusts, Charitable Lead Trusts, and Other Donation Vehicles

The Foundation will work with the donor's professional advisors (attorney, accountant, investment advisor, etc.) to establish charitable remainder trusts, charitable lead trusts or other donation vehicles. When entering these types of arrangements, care should be taken to ensure that both the interests of the Foundation and the donor are fulfilled. If the Foundation will serve as trustee, a review, including legal review will be performed.

VI. REPORTING AND COUNTING GIFTS

A. Acknowledgement of Gifts, Gift Receipts

1. The Foundation Office will officially recognize all gifts with a receipt stating the gift amount, if applicable, generally within three days of receipt of the gift.
2. An acknowledgement receipt will be sent to donors stating the amount and date of the actual gift for tax purposes. Unless the situation is otherwise, the receipt will indicate that neither goods nor services were provided in return for the contribution.
3. Gifts of more than \$1,000 will receive a personal letter from the President in addition to the standard response.

4. Gifts are recognized and reported based on the calendar year. Calendar year statement information will be provided at the request of the donor. SVSU employees who give via payroll deduction will receive gift receipts at the conclusion of the calendar year.

B. Recording and Counting Gifts

To provide uniformity in reporting and in keeping with professional best practices, the Executive Director of the Foundation will report and count all donations and agreements in accordance with the following industry standards:

1. For internal reports, SVSU will use a dual reporting system:
 - a) The full face value of all donations, current and deferred; and
 - b) The amount allowed by the Internal Revenue Service as a charitable deduction for federal income tax purposes (or the discounted present value).
2. For external reports, such as the Annual Report, only the face value amount will be reported.
3. Charitable lead trusts provide irrevocable pledges to the Foundation. The Foundation will report the income received each year during the period of operation of a trust, except during a campaign, in which case the Foundation will also report amounts expected to be received in the remaining years of the campaign and/or pledge payment period.
4. If they have not been previously counted, bequests actually received are counted in the year received or in the campaign total following the counting policies appropriate to the form of the bequest.
5. **Pledge receivables are reviewed on an annual basis. Those pledges deemed uncollectible will be written off and any donor naming recognition amended accordingly.**

C. Donor Recognition

The Foundation will recognize donor gifts as follows:

1. Unless otherwise requested, donors will be recognized in the SVSU Foundation Report of Annual Giving each spring. This report will include gift commitments made during the previous calendar year.
2. Lifetime Gift Clubs recognize donors who have made cash or irrevocable gifts totaling over \$100,000 during their lifetime.
3. Major Gift Clubs recognize donors who have made gifts totaling \$10,000 or more over the most recent 10-year period. Pledges will be recognized at the full commitment amount.
4. Annual Gift Clubs recognize annual contributions of \$100 or more. Annual installments of major gift pledges will also be recognized in this category. Corporate matching gifts will be added to the donor's personal gift amount.
5. Planned gifts will be recognized in the Creating the Future Society.

Saginaw Valley State University
NAMING AND DEDICATION OPPORTUNITIES

| | |
|--|---------------------------|
| Colleges | |
| Arts & Behavioral Sciences | \$5,000,000 |
| Education | \$5,000,000 |
| Science, Engineering & Technology | \$5,000,000 |
| Fieldhouse | \$2,500,000 |
| Athletic Fields | |
| Football | \$1,000,000 - \$1,500,000 |
| Baseball | \$500,000 – \$1,000,000 |
| Softball | \$500,000 – \$1,000,000 |
| Endowed Professors | \$1,500,000 |
| Student Center | \$1,500,000 |
| Student Residence Halls | \$1,500,000 |
| Academic Centers and Institutes | \$1,000,000 |
| Recreation Center | \$500,000 – \$1,000,000 |
| Student Center Atrium | \$250,000 – \$500,000 |
| Science Lecture Room | \$200,000 |
| University Village Residence Halls | \$150,000 |
| Banquet Room ‘A’ | \$150,000 |
| Commons/Study Area (Doan Science Building) | \$100,000 |
| Specialty Labs | \$100,000 |
| Recreation Center | \$75,000 |
| Classrooms / Study Areas / Labs | \$25,000 – \$75,000 |
| Research and Development Programs | Minimum \$50,000 |
| Lecture / Concert Series | Minimum \$25,000 |
| Endowed Scholarships | Minimum \$25,000 |
| Small Features (benches, trees, small gifts, etc.) | varies |

Note: At the end of each fiscal year, the SVSU Foundation will update this listing annually and submit it for review to the SVSU Board of Control through the Business, Finance, Audit and Facilities Committee.



**SAGINAW VALLEY STATE UNIVERSITY
BOARD OF CONTROL MEETING SCHEDULE
Academic Year 2023-2024**

| DAY | DATE | TYPE OF MEETING | TIME |
|--------|--------------------|--|--------------------------------------|
| Monday | September 25, 2023 | Standing Committees | 1:30 -4:30 p.m. |
| Monday | October 23, 2023 | Regular Formal Session Standing Committees | 1:30 – 2:30 p.m. 3:00 – 4:30 p.m. |
| Friday | December 15, 2023 | Regular Formal Session Commencement Commencement | 9:00 – 10:00 a.m. Tbd Tbd |
| Monday | February 19, 2024 | Regular Formal Session Standing Committees | 1:30 – 2:30 p.m. 3:00 – 4:30 p.m. |
| Friday | May 10, 2024 | Regular Formal Session Commencement Commencement | 9:00 – 10:00 a.m. Tbd Tbd |
| Monday | June 17, 2024 | Regular Formal Session Standing Committees | 1:30 – 2:30 p.m. 3:00 – 4:30 p.m. |

*NOTE: Regular Formal Sessions will be held in Wickes Hall, Room 350
(Tentative and subject to change pending review).*