

UVSC
BOARD OF TRUSTEES

Thursday, March 18, 2004

7 p.m. - SC213c

Board Members Present

Melanie Bastian
Dan Campbell
Ron Dallin
Tom Heal
Swen Swenson
John (Jack) Zenger

Board Members Excused

Karen Ashton
David Bradford
Jonathan Coon
Michael Mower

Press

Veger Pederson, College Times

UVSC Staff - Regular Attendees

William A. Sederburg, President
Brad Cook, Vice President Academic Affairs
Cory Duckworth, Vice President Planning and Student Services
Linda Makin, Director of Budgets
Cameron Martin, Assistant to the President
Karen Olsen, Secretary to the Board
Val Peterson, Vice President Administration and External Affairs
Michael Shively, Faculty Senate President
Shad Sorenson, PACE President

Guests

Steven Barsh, Mountain View High School faculty
Bill Evensen, Associate Dean Science and Health
Tom McFarland, Dean Computer Science and Engineering
Scott Unsworth, Career and Employment Services
Karl Worthington, Associate Academic Vice President

Dinner was held earlier this evening with the Nursing Department. Attendees were Bill Evensen, Associate Dean Science and Health; Alene Harrison, Associate Dean/Director of Nursing; Lynnae Marsing, Advisor; Lori Barber, Gaya Carlton, Marianne Craven, Lee Duke, Suzette Farmer, Marie Hunter, David Keller, Gary Measom, Julie Musselman, Troy Nelson, Mickie Opfar and Mina Wayman, faculty.

I. INFORMATION

- A. President's Report.** Executive Division. a) Governor Walker visited campus the day before she announced her Governor candidacy, b) a Budget formulation and legislative debriefing will be held for all employees on April 5, c) Commissioner Richard Kendell will be on campus March 23 and will discuss the MATC, d) the first National Advisory Council meeting will be held March 30 and 31 with Dr. Richard Restak as the keynote speaker, e) President's Market Paper is being reviewed and discussed. Academic Affairs. a) 36 students will be presenting at the National Council on Undergraduate Research, b) five Dental Hygiene students took 1st place at the Annual Utah Dental Association convention in the table clinic competition, c) six Building Construction students placed 4th in the Associated School of Construction competition, d) five student chefs earned silver medals at the American Culinary Federation Western Regional Conference, e) Pastry Chef/Instructor Diana Fallis passed the national Certified Executive Pastry Chef exam, only one of two in Utah. Administrative Affairs. a) HB 320 was passed which represents the reciprocity of transfer of credit and a common course numbering system, b) there will be a change in Higher Education legislative chairs, c) there is a continuing shift from state to student financial support, d) an auxiliary hook ramp was funded and will begin this summer, e) baseball stadium

contract is ready for signature and a groundbreaking will be held, f) construction of an underpass at the intersection of College Drive and the Orem LDS Institute will begin in May and is jointly funded by UVSC and the LDS Church. Institutional Advancement. a) Homecoming was a great success with the first parade and great support from alumni. Award recipients were noted, b) Library fundraising is underway with the committee meeting to identify possible donors, c) Marketing Advisory Committee has been formed to help create a brand awareness and for strategic planning, d) the Dave Adams Classic golf tournament will be held on June 30, e) athletics are holding a fund raising dinner and auction on March 25, f) the Culinary Arts Scholarship dinner is April 9. Student Affairs. a) feeder high schools will have the option to provide the UVSC Compass Assessment test on site, b) athletics completed a successful first year with the men's basketball team winning the National Provisional Tournament, c) the Strategic Directions Committee is finishing the first phase of the PBA process working on the SWOT analysis, mission statement and strategic directions, d) results of the recent Student elections were announced with Jim Bassi being voted President. ASUVSC. a) Students are hosting a Gubernatorial debate on March 31 which will be broadcast live on Channels 3 and 17, b) student leaders will be lobbying in Washington, D.C.

- B. **Legislative Report.** Vice President Peterson distributed a copy of the sixth week legislative report. The Summary of the 2004 Legislative Action prepared by Linda Makin was reviewed. a) a 1% cost of living increase was approved for all employees with a one-time salary bonus to be distributed in December to salaried employees (approximately \$515 salary and benefits), b) 1st tier tuition was reduced to 3%, but authorization was given to raise 2nd tier to 11.5% to equal the amount originally requested. Remedial education was again an issue. Caucus meetings will be held this Tuesday, and Vice President Peterson encouraged everyone to attend as this is an excellent way to become involved in the legislative process.

Vice President Peterson expressed appreciation to the Trustees for the resolution they passed and also for attendance at legislative meetings. The resolution was distributed to legislators the following day. President Sederburg noted there were some very significant policy issues during the session: a) legislature took it upon themselves to decide 1st tier tuition and use of 2nd tier tuition funds, which negated the Truth in Tuition hearings, b) there is a three-point power struggle in the state between institutions, the Regents and the legislature. Ms. Makin noted the legislature wished to eliminate the backlog of needs, and now the institutions have to attempt to fund these needs.

- C. **Tuition Waiver Task Force Update.** Vice President Duckworth reminded Trustees of the tuition waiver study completed last fall and the request by Trustees for further review. He distributed the Guiding Principles of the Task Force, and noted there has been good consensus among the group with final recommendations to be ready for the next meeting. Their charge has been to define a quality program that will benefit the institution and their next step is to recommend allocations. These resources will be part of the PBA process. Dean McFarland added they recognize the importance of a open and fair process in distributing these resources and their accountability.
- D. **Budget Update.** Linda Makin distributed a copy of the timeline update for the Planning,

Budgeting and Accountability cycle. The Strategic Directions Committee is well along with their task of completing analysis, mission statement and directions. Agenda for the April 5 meeting will be the announcement of outcomes of the recent legislative session, compensation funding, and other items that will be funded during the coming year. Items approved for funding were part of the PBA conversation process. The information will be forwarded to the Trustees for review before the April 5 meeting and presented at next Trustees meeting. Trustees will approve final budget recommendations in the June meeting.

II. GENERAL CONSENT CALENDAR

- A. **Minutes of February 12, 2004 Board of Trustees meeting**
- B. **Human Resources Report for January 2004**
- C. **Investment Report for January 31, 2004**

Trustee Swenson motioned to approved items on the General Consent Calendar. Trustees Campbell and Bastian seconded. Voting was unanimous.

III. ACTION

A. **Trustee Awards of Excellence.**

1. Nomination of Trustee Representative. Vice President Cook noted the charge from the Trustees to restructure the Awards of Excellence and identify a Trustee member to help the institution review nominees. Karen Ashton was identified but has since left the Board. Melanie Bastian has graciously accepted the assignment for this year. She was recommended to continue, but two people will be nominated for this assignment. The other nomination will be completed at a later date.
2. Recommendation of Nominees for Awards. Trustee Bastian distributed her recommendations based on the information she received. She based her recommendations on scholarly activities, projects and activities at the college and in the community, interaction with students, etc. Trustee Campbell motioned the recommendations for Board of Trustee Award of Excellence be approved as listed. Trustee Swenson seconded. Voting was unanimous.
3. Celebration of Excellence Dinner and Awards night. A recognition dinner has been planned for April 20 to honor the Trustee Award of Excellence recipients. Also to be recognized that evening is a larger group of employees who have distinguished themselves during the past year.

B. **Minors Within Existing Majors.** Vice President Cook explained there are two types of minors - those attached to an existing four-year degree and those that stand-alone where there is not an existing four-year degree. This request is to approve minors within existing degrees in accounting, business information technology, business management, criminal justice, earth science, history and paralegal studies. Trustee Heal motioned to approve the request for the noted minors within existing degrees. Trustee Bastian seconded. Voting was unanimous.

C. **Discontinued Programs.** Vice President Cook said academic programs are reviewed each year for demand, cost effectiveness, etc. Only recently were discontinued programs required to go to Board of Regents and Board of Trustees. Request is to discontinue the following

programs - Fall 2004 - AAS Environmental Technology Management, AS Finance and Banking, AAS Executive Assistant Medical Emphasis, AAS Information Management Specialist, Diploma Air Conditioning/Refrigeration Technology, AAS Manufacturing Engineering Technology. Fall 2003 - AAS Paralegal Studies, AAS Finance and Banking, AAS International Business, Certificate Practical Nursing. Dr. Worthington explained the difference between an AS and AAS degree. Trustee Campbell expressed concern that students currently in the programs would be disadvantaged in completion of programs and job placement, and faculty would be disadvantaged who are teaching in these areas. Vice President Cook explained all students are guaranteed completion of programs, and no full-time faculty have been affected. Trustee Dallin motioned to approve the recommendation to discontinue the noted programs. Trustee Heal seconded. Voting was unanimous.

- D. **Environmental Technology Emphasis.** Dr. Ron Evensen reviewed the request for an emphasis in Environmental Technology under the existing four-year degree in Earth Science. This is a program with much student interest and job possibilities. The current associate Environmental Technology degree program has been declining as there is less demand for technicians than for four-year graduates. This proposal will better serve students, and increase efficiency and quality. Streamlining of course curriculum has taken place, faculty, administrative and space resources are in place. They expect enrollments of approximately 50 students with around 12 graduates per year. The department also has a nationally known program of Environmental Training seminars. Trustee Campbell motioned approval for the Environmental Technology Management Emphasis in the Earth Science degree. Trustee Bastian seconded. Voting was unanimous.
- E. **Bond Refinance.** Vice President Peterson explained there are two bond parameter statements. The first parameter statement was submitted and approved by Utah County Commission and the Utah County Building Authority for financing the baseball stadium and refinancing the student services building bond, Series 1999. The parameter statement combines refunding the Series 1999 bonds and financing the costs for acquisition and construction of the baseball stadium. The maximum limits are \$6.5 million principle, interest rate not to exceed 7-1/2%, mature in not more than 20 years. Request is also made for approval for refinancing of the Student Center Expansion bond, Series 2000, with maximum limits of \$7 million, interest rate not to exceed 5-1/2%, maturity in not more than 21 years. Vice President Peterson also noted in discussion today with Standard and Poors there is a moral obligation of the State of Utah in the 2000 and in the 1995 series, and they are suggesting refinance of this bond which would put them all on par and give UVSC a high rating on all bonds. This last request will be made with a revised parameter statement to include the 1995 series bond at the next meeting. Trustee Campbell asked the difference between interest rates and was told the higher is a taxable rate as the stadium is on a taxable rating. He also noted the expectation is the effective interest will be lower than 7-1/2%. The actual bond will also be brought to Trustees for approval. Trustee Campbell motioned approval of the request to proceed with the financing of the Series 1999 Student Services Building and financing the UVSC Baseball Stadium and proceed with the refinancing of the Student Center Building, Series 2000 through the Board of Regents. Trustees Heal and Dallin seconded. Voting was unanimous.

- F. **Policy C-4.3 Staff (Non-Faculty) Compensation.** Vice President Peterson explained this is a combining of two former compensation policies that had different scales for exempt and non-exempt employees. Revised policy contains consistent levels for salary increases, and reference to the Equal Pay and Fair Labor Standard Acts. Changes were noted in red. Policy has had internal review through Faculty Senate, PACE and President's Council. Trustee Campbell asked about the percentage level increases and was told the policy allows for more flexibility for salary increases. Trustee Bastian motioned approval of Policy C-4.3. Trustee Dallin seconded. Voting was unanimous.
- G. **TIAA-CREF Retirement-Supplemental Retirement.**
1. **Amendment to the minimum distribution requirements for the Defined Contribution Retirement 401(a) plan.** It was explained this is legal language that must be approved to bring the plan into compliance with IRS/Federal minimum distribution requirements in order to provide this addition to the TIAA-CREF supplemental retirement plan. Trustee Dallin motioned approval of the recommendation to authorize President Sederburg to approve the amendment to the UVSC Defined Contribution Plan as set forth; and authorize and direct officers of UVSC to take further action as may be necessary or advisable to effectuate the foregoing resolution including, but not limited to, providing notification to certain interested parties of such amendments. Trustee Campbell seconded. Voting was unanimous.
 2. **Addition of Nine Mutual Funds.** Vice President Peterson explained the recommendation to add nine mutual funds to the UVSC Defined Contribution Retirement Plan. This would give additional flexibility to employees for fund choices. Current funds are designated as annuities and this would add mutual funds. TIAA-CREF will administer all retirement plans, and UVSC will have control of plan design and changes. Trustee Campbell asked who makes decisions. Vice President Peterson explained UVSC has fiduciary responsibility to add funds to retirement plans. Research has been completed by TIAA-CREF with their recommendation. They also offer retirement counseling to employees, and information was provided on the Custodial Accounts and Recordkeeping Agreements for the 401(a) and 403(b) plans. Trustee Dallin motion approval of the recommendation to add nine mutual funds to the UVSC Defined Contribution Retirement Plan through TIAA-CREF, and the 403(b) and 457(b) supplemental retirement plans through TIAA-CREF, effective April 1, 2004, and authorize President Sederburg to establish a Plan Administrator and Trustees for the UVSC Defined Contribution Retirement Plan as listed, and also authorize President Sederburg to sign the 403(b) and 457(b) Custodial Account and Recordkeeping Agreements for the employer. Trustee Campbell seconded. Voting was unanimous.
- H. **Honorary Degrees.** Vice President Wilson said Senator Bob Bennett has agreed to be the Commencement speaker and the request has been made to give honorary degrees to both Senator Bennett and Wallace and Orin Woodbury. A short summary of the accomplishments of these individuals was read. The question was asked on criteria for selection and it was noted there is no set criteria other than service to the community and college. Trustee Heal motioned approval of the recommendation to award an honorary degree in Public Affairs to

Senator Robert Bennett and honorary degrees in Business Administration to Wallace and Orin Woodbury. Trustee Swenson seconded and voting was unanimous. Commencement will be held on April 30 beginning at 10:30 a.m. Breakfast will be at 9 a.m.

- I. **Future Agenda Items.** Trustees asked for further information on the following:
1. Using UVSC as an Incubator
 2. Future of Libraries on College Campuses
 3. Replacement of Trustee Karen Ashton

Meeting adjourned at 8:35 p.m.