

UVSC BOARD OF TRUSTEES MEETING

Thursday, June 19, 2003
6:30 p.m., SC213b

Minutes

Board Members Present

Melanie Bastian
David Bradford
Dan Campbell
Wilford Clyde
Marianne F.G. Heaps
Tom Heal
Swen Swenson
John Zenger
Michael Mower (July 1 appointment)

UVSC Staff - Regular Attendees

William A. Sederburg, President
Bradley J. Cook, Vice President Academic Affairs
Elaine E. Englehardt, Vice President Scholarship and Outreach
Michelle Lundell, Acting VP Planning, Computing, Student Services
Karen Olsen, Assistant to the President
Val Peterson, Vice President College Relations
Douglas E. Warner, Vice President Finance and Human Resources
Ian Wilson, Vice President Institutional Advancement
Vickie Walker, PACE President

Board Members Excused

Craig Carlile
Jonathan C. Coon
Ron Dallin
Karen Ashton (July 1 appointment)

Other UVSC Personnel and Guests

Briant Farnsworth, Dean School of Education
James Fenton, Dean School of Business
David Johnson, faculty School of Business, and his wife Mary Jane
Linda Makin, Director of Budgets
Bruce Parker, Assistant Academic Vice President
JoAnne Reed, former Assistant to the President
Sheldon Smith, faculty School of Business, and his wife Sarah
Shad Sorenson, Director of Advisor Training, PACE President 03-04
Ray Walker, Assistant Vice President Information Technology

Press

Nicole Bourgerie, College Times
Valerie Porter, College Times
Ted Walsh, Deseret News

Chair Wilford Clyde called the meeting to order at 6:40 p.m.

Trustee members were invited to tour the UVSC Wee Care Center earlier this evening.

I. INFORMATION

A. President's Report.

Introduction and Goals of President Sederburg. President William Sederburg thanked everyone for the warm welcome he has received. He has spent his first few weeks getting acquainted with the campus and the community. He identified key issues: a) Conduct budget forums. b) review technology strategies, c) identify a quality improvement team, d) identify ways the President's office can be incorporated appropriately, and e) review college priorities. He also listed guiding principles for the Trustees: a) respond to the welfare of the whole, b) recognize the difference between policy and administration, c) become engaged in understanding the institution, d) communicate to empower the chair, and e) approach the job as a fun opportunity to shape the institution.

B. Introduction of New Board Members. Two new Board of Trustees members were welcomed. Michael Mower, a special assistant to the mayor of Provo, was introduced. He is an attorney who also ran a successful campaign for Representative Chris Cannon. Karen Ashton, a philanthropist from Orem was unable to attend. She has been instrumental in the development of the Timpanogas Storytelling Festival and Thanksgiving Point.

C. Introduction of new PACE President. Vickie Walker, current PACE President, introduced Shad Sorenson who will begin as PACE President July 1. He serves as

college Advisor Trainer and a team leader for Banner conversion. He is also a former student body President at UVSC.

- D. Resolutions of Appreciation. Resolutions of appreciation were read for outgoing Chair Wilford Clyde and Vice Chair Marianne F.G. Heaps. They were thanked for their many years of service to the Board of Trustees. Resolutions of appreciation were also read for Interim President Lucille Stoddard and former Trustee Assistant JoAnne Reed. Those present responded with their feelings on being able to serve the College.
- E. Presentation of Trustees' Awards of Excellence. Vice President Brad Cook presented Trustee Awards of Excellence to Dr. David W. Johnson, Associate Professor of Information Systems and Dr. Sheldon R. Smith, Professor of Accounting. Dr. Cook said they are both the kind of faculty needed to achieve specialized accreditation in the School of Business. A short bio was read as they were honored along with their wives. They each gave brief remarks of appreciation.
- F. Academic Affairs Report. Vice President Cook reported the UVSC Ballroom Dance team received a first place in standard medley at the recent international competition in Blackpool England.

Spotlight on School of Education. Dr. Briant Farnsworth, Dean of the School of Education, gave an overview of the School including the history and growth. Three degree programs are currently available - Early Childhood Education, Elementary Education, and Secondary Education. Early Childhood has attained a prestigious national accreditation by the National Association of Education for Young Children. The Elementary Education program began in 1992 when it was offered through Weber State University. In 1996 it was approved as a degree program at UVSC. Secondary Education was approved two years ago with 7 approved degree emphases and 7 areas offered for license only. There has been a 407% growth in elementary education in six years, and a 679% growth in secondary education. Placement has been 100% with a slight slowing to 86% in the last year due to the economy. They have received a 3-year research grant "Preparing Tomorrow's Teachers to Use Technology", and have great partner schools within our region.

- G. Scholarship and Outreach Report. Vice President Elaine Englehardt distributed a booklet highlighting the recipients of the Trustee Awards of Excellence and faculty academic achievement in scholarship. She also reported the following: a) \$11 million in grant proposals have been submitted this month, b) A Cobbs Grant has been submitted for use in wiring the Wasatch campus, c) Mark Callahan has been chosen as architect for Sleeping Rainbow Ranch. He is a solar architect specializing in sustainable, low impact design, d) The Center for the Study of Ethics is presenting their summer seminar with the theme "Democracy and Sustainability." Keynote speaker is Lisa Newton, e) President Stoddard and Vice President Englehardt visited the congressional delegation, and President Sederburg will be meeting with Senator Bob Bennett in July.
- H. Update on Banner Conversion Project. Ray Walker, Director of Information

Technology, gave an update on the Banner conversion. Banner is a relational database that is being implemented to replace the current outdated system. It will allow access to the system 24 hours a day, enhance the ability to track student histories and provide more information for decision making. Implementation will be done in stages with the Finance section to be implemented July 1. Human Resources will begin January 2004, Students to begin March 2005. Financial Aid and Alumni are in the planning stages. The immediate challenge is funding. \$700,000 will be taken from one-time money this year, and \$147,000 will be budgeted for hardware for the next three years.

- I. 2003-04 Report on Use of Second Tier Tuition. Linda Makin, Director of Budgets, distributed the report on use of second tier tuition for 2003-04. \$2.6 million in new money was used for 16 full-time faculty; a 7.5% increase in adjunct faculty rates; funding for the Banner conversion; 1 full-time Librarian plus reference computers and acquisitions; 5 new student service staff in areas of counseling, financial aid, graduation/transfer and student success; and 5 new staff in the areas of Communication, Institutional Advancement, Continuing Education, College Relations and Purchasing.
- J. Regent Policy R565, Audit Committees. Vice President Douglas Warner reported on new Regent Policy R565. On May 21 the Board of Regents motioned Board of Trustees will create an audit committee to review internal and external audits. This committee can include up to three outside individuals, and have a minimum of three Trustees. The committee must be in place by September 1. It was decided the composition of the committee will be determined by the new Trustee Chair and Vice Chair at the August meeting. President Sederburg felt this is a great empowerment of the Trustees and an important proactive role. Liability of the members was noted and Dr. Warner said the committee will be under the Government Immunity Act. He added outside audits are now contracted through a private firm with four to six internal audits conducted yearly. The role of the Trustee Audit Committee will be to identify critical issues and review closing audits.
- K. Campus Input.

PACE. PACE President Vickie Walker reported elections were held in May and an outstanding board has been elected. PACE and Human Resources are co-sponsoring a staff development conference next week, "UVSC Rocks" with President Sederburg as keynote speaker and workshops. She thanked everyone for the good experience she has had in serving as President this year.

- II. **GENERAL CONSENT CALENDAR.** As the Investment Report was discussed it was noted the Foundation is becoming more solvent and interest rates are up slightly. The June 19, 2003 General Consent Calendar was approved on a motion by Trustee Jack Zenger, seconded by Trustee Tom Heal, with unanimous approval. Approval included the minutes of the April 10, 2003 Board of Trustees meeting, the Human Resources Report for March and April 2003, and Investment Reports for the months ending March 31, 2003 and

April 30, 2003.

III. ACTION ITEMS.

A. Nominations for Trustees Award of Excellence.

Vice President Cook presented nominations for Trustees Award of Excellence for Dr. Sam Rushforth and Dr. Rob Carney. These awards are to recognize individuals who raise the profile of the College and the State.

Trustees discussed the process of nomination and awarding. They felt awards should be limited with a maximum of 8-12 per year. A yearly banquet was suggested to honor all recipients nominated during the year. Staff members were asked to bring detailed options for a yearly reception or other ideas to appropriately honor recipients. Motion was made by Chair Wilford Clyde and seconded by Vice Chair Marianne Heaps that President Sederburg and Academic Vice President Cook prepare a more detailed nomination for Trustee award. Voting was unanimous.

B. Curricula

1. Department Name Change for Department of College Success and Academic Literacy to Department of College Success. Dr. Cook explained the purpose of this request is to simplify the title. This department works with under-prepared students to provide courses that will enable them to become successful by increasing their study skills. Trustees discussed the use of the title academic success, rather than college success. Motion was made by Trustee David Bradford and seconded by Tom Heal the department be renamed to the Department of College Success. After discussion Trustee Bradford withdrew his first motion and motioned the department discuss and submit an alternative name request.
2. School of Business Entrepreneurship Institute. James Fenton, Dean of the School of Business, presented the proposal to create an Entrepreneurship Institute. Students would be given hands-on experience in developing their own business proposals and consulting with small business owners. Institute would also be a business incubator, the benefits of which would be positive interaction with the business community, increased tax revenues, and increased employment. Institute would be self-sustaining.

The following questions were answered: 1) student interest: 20 are currently registered for the business formation course, 2) nature of School partnership. Charitable donors would own an equity position in the company. The beneficiary of the trust would be the College and School of Business. Royalties, technological transfers or patentable ideas would be covered under College policy. 3) Legal review. Proposal has been reviewed and approved by the State Attorney General's office for oversight of the trust

and intellectual property rights. 4) Space. The area being proposed is in the Foundation Building and has limited use. Trustee David Bradford motioned for approval of the Entrepreneurship Institute concept as proposed. Trustee Jack Zenger seconded and voting was unanimous.

3. Behavioral Science emphasis in Anthropology. Vice President Cook explained the emphasis in Anthropology provides another option for Behavioral Science students and will not require additional funding. Emphases are not part of the moratorium, and require only Trustee approval. Motion was made by Trustee Jack Zenger and seconded by Vice Chair Marianne Heaps that the emphasis in Anthropology be approved. Voting was unanimous.

- C. Policy F-2.5. Tenure Policies and Procedures. Bruce Parker, Assistant Academic Vice President, explained this policy is a culmination of 18 months of review by department chairs, Deans and Faculty Senate and is a complete revision of the previous policy. Policy allows for decentralization of tenure review and approval. Once a tenure recommendation is made by the department or school it must be reviewed by the Dean, and Academic Vice President and forwarded to Trustees for final approval. President Sederburg expressed support of the policy.

Trustee Clyde said this is a very involved policy with a major revision and suggested more time for review. Trustee Zenger said he has read the policy and was favorably impressed. Tenure is an important issue and he felt all academic issues were covered, with all the right checks and balances. Dan Campbell asked if a legal review had been completed, which it has, and for a summary of the issues and the review process. It was decided an executive summary of the policy will be written including a brief summary of the policy and a comparison of the old and new policy. This summary will be sent to Trustees for review and comment and the policy will be an action item for the August Board of Trustees meeting.

- D. Academic Calendar for 2004-05. Jack Zenger motioned the academic calendar for 2004-05 be approved. Swen Swenson seconded. Voting was unanimous.
- E. Proposed Name Change for Center for Student Success to UV Leader Center for Student Excellence. Acting Vice President Michelle Lundell explained the name change is requested to avoid confusion with the name of an academic department, and also to better reflect their purpose. Motion for approval of the name change was made by Trustee Melanie Bastian and seconded by David Bradford. Voting was unanimous.
- F. Printing Press Lease/Purchase Agreement Approval. Vice President Warner explained the request is to upgrade the current two-color printing press to a four-color press. Results of the bid process were noted with Zions Bank receiving the low bid. Motion was made by Trustee David Bradford that the lease/purchase agreement be

approved. Trustee Dan Campbell seconded and voting was unanimous.

- G. President's Residence Expenditures. Vice President Warner distributed information on additional maintenance that has been required at the institutional residence in addition to what was previously

approved and funded. Motion was made by Trustee Melanie Bastian to approve the expenditures listed for the institutional residence. Trustee Dan Campbell seconded and voting was unanimous.

H. Operating Budgets.

- 1) **2002-03 Final Revision Operating Budget Revenue.** Linda Makin, Director of Budgets explained this final revision is necessary to recognize additional tuition and dedicated credit collections during 2002-03 She explained the final revision is higher than projected actual collections as the Division of Finance would require UVSC to forward any realized revenue above approved levels to the State. Motion was made by Trustee David Bradford to approve the 2002-03 Operating Budget Revenue. Trustee Jack Zenger seconded and voting was unanimous.

- 2) **2003-04 Initial Operating Budget, 1st Revision of Operating Budget Revenue and 2003-04 Auxiliary Budgets.** Ms. Makin noted a 7.7% increase in revenue and budget with additional revenue provided through student growth of 8.4% and a tuition increase of 12.5%. State tax funds remain relatively flat, and no state tax funds have been provided for approximately 2,700 FTE students. As a result of these revenue changes, the percent of revenue provided by tuition now exceeds the percent of revenue provided by state tax funds. Additionally, UVSC educates over 15% of the students enrolled in Utah higher education with only 7% of the higher education state tax funds.

Ms. Makin explained instructional activities continue to receive over 50% of the budget. Personnel services account for over 86% of the UVSC budget. The only increases to compensation approved for 2003-04 are rate increases for adjunct faculty, some salaried faculty equity adjustments, and benefit premium increases.

The Auxiliary budgets presented reflect continued positive budgets. Ms. Makin explained revenues beyond expenditures in the auxiliaries are split between working capital and bond payments.

After discussion of these items, President Sederburg indicated approval of the Operating Budget does not prohibit the institution from reallocating funds and suggested the Board approve the budget as outlined. He indicated his intention to implement a new budget process with more detail and structure in the future. He also reminded the Trustees the commitments made on 2nd Tier Tuition funds had been honored and were reflected in the budget. Motion was made by Trustee David Bradford to approve the three budget items as listed including revenue, expense and auxiliary. Trustee Jack Zenger seconded and voting was unanimous.

IV EXECUTIVE SESSION. Trustee David Bradford motioned to move to Executive Session, with second by Trustee Dan Campbell. After discussion of issues in Executive Session, motion was made by Trustee Tom Heal to move back to open session with second by Trustee Melanie Bastian.

Board of Trustee Training and Process. Trustees felt more time should be spent on consent items, rather than information items. Information items will be sent electronically or summarized and distributed. Information on issues should be given to Trustees sooner to allow more time for review. Training for new Trustees should include types of issues they must review and approve, legal responsibilities, and confidentiality. Training will be conducted with representatives from the Attorney General and Commissioner's Office.

Chair Wilford Clyde acknowledged the enjoyment he has had working with the Trustees and the College. He has great confidence in the new President and the future of the institution. Trustee Jack Zenger, on behalf of the Trustees, commended Chair Clyde and Vice Chair Heaps for the great contributions they have made to the Trustees and to the College.

Meeting adjourned at 10:15 p.m.