

UVSC
BOARD OF TRUSTEES MEETING

Thursday, August 14, 2003
7:30 p.m., SC213c

Board Members Present

Karen Ashton
Melanie Bastian
David Bradford
Dan Campbell
Ronald Dallin
Tom Heal
Michael Mower
Swen Swenson
John Zenger

Board Members Excused

Craig Carlile
Jonathan C. Coon

Press

Valerie Porter, College Times
Tad Walch, Deseret News

UVSC Staff - Regular Attendees

William A. Sederburg, President
Brad Cook, Vice President Academic Affairs
Cory Duckworth, Vice President Planning & Student Services
Elaine Englehardt, Vice President Scholarship & Outreach
Cameron Martin, Assistant to the President
Karen Olsen, Secretary to the Board
Val Peterson, Vice President College Relations
Douglas Warner, Vice President Finance and Human Resources
Ian Wilson, Vice President Institutional Advancement
Michael Shively, Faculty Senate President
Shad Sorenson, PACE President

Other UVSC Personnel and Guests

James Fenton, Dean, School of Business
Shawna Holter, School of Business Technical Manager
Dee Martin, Dean, School of Technology, Trades & Industry
Brent Turner, Internal Auditor

President William Sederburg called the meeting to order at 7:35 p.m.

Trustee members and guests were hosted at a dinner welcoming Vice President Cory Duckworth earlier this evening.

I. ACTION ITEM

- A. Election of Chair, Co-Chair and Executive Committee member. As contained in Board of Trustee By-Laws, elections are to be held at the meeting immediately following the June meeting. President Sederburg opened for nominations. David Bradford nominated Jack Zenger for Chair with second by Tom Heal. Voting was unanimous. Ron Dallin nominated Dan Campbell for Vice-Chair with second by Michael Mower. Voting was unanimous. Michael Mower nominated David Bradford as Executive Committee member with Swen Swenson seconding. Voting was unanimous. Motion was made by Tom Heal to close with second by Ron Dallin. All were in favor.

II. INFORMATION

- A. President's Report. President Sederburg officially welcomed Karen Ashton to the Board. He also thanked Vice Presidents Englehardt and Warner for their professionalism and abilities. Reorganization will be taking place to best align authority with responsibility. a) Fall semester begins August 27 and flat enrollments are expected. Reasons for this could include demographics with a smaller high school senior graduating class, declining freshman enrollments over the past several years with enrollment increases in upper division, and change in residency requirements. Tuition is still considered low by most students. The 20-year enrollment projection for UVSC is at 48,000, but a slight flattening was predicted, b) There will be a change in the nature of state politics with a new Commissioner of

Higher Education and Governor. President Sederburg will try to meet with the Gubernatorial candidates, c) a quality management initiative will be implemented at the college with extensive college-wide training, d) reorganization will be announced immediately.

Brad Cook. a) Faculty return on August 20. Thirty-six new faculty have been hired; 21 with terminal degrees, b) UVSC has again received national champion status for four-year institutions in the Skills USA-VICA competition. UVSC students received 2 gold, 3 silver and 1 bronze medal in national competition.

Val Peterson. a) The Liberal Arts Building is on schedule with ribbon cutting scheduled for August 25. The move was extraordinary. b) Wasatch campus received a temporary occupancy permit and will be ready for fall classes, c) several remodeling projects are on-going, d) UVSC has a community partnership with Orem City for a proposed baseball field, e) Lonestar concert will be August 22, f) Trustees are invited to the Higher Education Appropriations Sub-committee that will be held at UVSC on August 22 at 9 a.m. in Centre Stage.

Ian Wilson. a) The annual campaign will begin in September and 60,000 individuals made up of parents, former donors, scholarship recipients and alumni will be contacted. A brochure highlighting President Sederburg will be sent, followed by a solicitation letter. The Call Center will then begin contacting these same individuals. In the spring another letter will be sent soliciting for individual schools. b) Investments are up - equity 16 percent and bonds 3-1/2 percent. The Foundation's financial advisor has suggested they move monies from the bond account to a money market. c) Alumni golf tournament was very successful both in funding raising and community involvement.

Elaine Englehardt. a) A report on grants was distributed with 20 grants recently received, b) a very successful London Study Abroad program was held with 43 students. They will be expanding with more interdisciplinary emphases. Four other study abroad programs were held this summer. c) Max Weaver and Peter Meyer are exhibiting at the Woodbury Gallery with an August 15 reception. Upcoming exhibits include the Utah Art Council on October 17 and Navajo Rugs in January.

Cory Duckworth. a) Strategic Planning office has been very active developing strategies for institutional funding, b) Institutional Research has completed an alumni employer satisfaction survey and are compiling data for the 2005 accreditation self-study, c) student services oversees grants submitted and are working on the design for a new student support building, c) Partnerships are working with many different community and state entities in helping students, d) Mark Bezzant is writing two books, one on the history of UVSC and the other on the history of education in Utah, e) the Legacy Polynesian dance company is becoming very renowned, h) students in the 1st Year Experience programs have only a 10 percent drop out rate, and they are hoping for more student enrollment, i) Financial Aid has tripled the amount of financial student aid for UVSC students, with 75 percent of students receiving financial aid, j) Academic Advisement received a superior rating during the recent

pre-accreditation visit, k) the Educational Opportunity Center received a grant for recruiting non-traditional students. UVSC also has the largest deaf student population in Utah, l) the Center for Service and Learning granted 20 Americorp student scholarships for fall, m) Swen Swenson was chosen as the president of the Utah Council for Student Body Presidents, and John Eagleston is the national representative for the Association of Student Advancement Programs, n) UV Experience (new student orientation) will be held August 26, o) an Office of Adjudication Affairs has been created to work with academic integrity issues, p) there is a new Web Center, the financial section of the Banner conversion is on target, and there will be a new student e-mail system implemented this fall.

Swen Swenson. a) Mr. Swenson read the ASUVSC Statement of Purpose, b) student government accomplishments include new student book payment plan, new student government website and a new annual grant for club programming, c) goals include better representation of students (will do survey and have open forums), increased diversity in activities, and connecting students with campus.

Mike Shively. Faculty Senate will begin meeting shortly and hope to accomplish many positive things this year. They are pleased with the tenure document that was written last year.

- B. Introduction of Cory Duckworth, Vice President of Planning, Technology and Student Services, Cory Duckworth, was welcomed. He was introduced earlier this evening at dinner.
- C. Introduction of Cameron Martin, Assistant to the President. Mr. Martin has been Alumni Director for the past 4-1/2 years, worked for Greenbacks All a Dollar and was the first Manager of the McKay Events Center.
- D. Academic Highlight - School of Business. Dean James Fenton presented highlights of the School of Business. a) Their mission includes teaching and applied scholarship, b) It is one of the largest undergraduate programs in the State with 64 faculty members, and 7 departments. There are six four-year degrees, eight AS degrees, nine AAS degrees and three Certificate programs, plus a Center for the Advancement of Leadership and the Entrepreneurial Institute, c) faculty scholarship is being emphasized, along with development of reputation. This will be accomplished by AACSB accreditation, raising academic standards, upgrading curriculum, emphasizing ethics and technology and enhancing creativity. Their goal is to be known for Accounting, Entrepreneurship and International Business. d) Marketing and PR are being emphasized with a new PBS TV program beginning in September, a School of Business magazine, enhanced regional newspaper coverage, building on faculty scholarship and enhancing community and high school relationships, e) their biggest challenges are: achieving accreditation, attracting faculty and upgrading scholarship for current faculty, and increasing the reputation of the school. Dean Fenton said he is anxious for the opportunity to continue to build

the School of Business.

- E. Audit and Compliance Reports Summary. Brent Turner, Internal Auditor was introduced. He has prepared a summary of all audits completed during the year which include operational audits, financial audits - discretionary and money management, and compliance reviews. He has arranged a schedule of annual audits and developed a risk matrix. The newly created Trustee Audit Committee will also identify top risks and suggest solutions.
- F. UVSC Public Opinion Poll. A summary of the poll was included in the agenda. Survey was taken of 500 people in the state. a) 71% felt the quality of higher education is very important, b) 49% said funding is lower in the State of Utah, c) biggest problems in higher education in Utah were identified as: 29% better quality, 7% funding, 6.8% financial aid, 6.8% tuition/fees, d) when asked about UVSC response was: 65% want more liberal education programs, 95% want career oriented programs, 89% want more four year degrees, and 89% want two year degrees continued, e) only 79% had heard of UVSC, f) 12% said tuition and fees were very low, 21% said they were somewhat low and 48% said they were about right, g) 51% did not know UVSC offers four-year degree programs. Survey will be used to develop strategic issues for the institution. Trustee Campbell asked for data on how our primary customers feel about the institutions - employers, parents, and graduates, and their greatest needs.
- G. Web Task Force. Cory Duckworth will be chairing a task force to develop a better college web site. Many of the trustees who have technology experience will be engaged in this process.
- H. Strategic Plan and Institutional Budget. Consultant Jim Phelps met with Trustee Dan Campbell on how to better engage the Board of Trustees in the strategic planning processes. Sam Rushforth and Wayne Mangelson have been asked to chair a task force on planning, budget and evaluation systems. Discussion took place on the importance of Trustees having an opportunity to discuss these strategic issues in an interactive manner and work with college administration to advance college goals.
- I. Payment of Per diem to Trustee Members. In the past Trustee members have donated their Trustee per diem monies to a college fund. Trustee Mower motioned that Board of Trustee per diem monies be deposited in a Trustee Scholarship Fund, to be ratified yearly. Trustee Ashton seconded and voting was unanimous.
- J. Institutional Interest Income 2002-03 Expenditures and 2003-04 Budget. Vice President Warner noted under State statute Trustees are responsible for approving discretionary institutional interest income, this money being separate from the operating budget. Trustees asked about specific items (Wasatch campus fund, Encore performing group, and contingency). President Sederburg explained the contingency includes funds left to the discretion of the President. They are typically used as a

cushion against inflation and investment fluctuations, and are to be used for special opportunities or emergencies. He would like to take the recurring expenses out of the contingency and put them into the operating budget, and increase remaining funds in the contingency for purposes mentioned. Trustee Campbell motioned that Institutional Interest Income Expenditures and Budget be approved as printed. Trustee Mower seconded and voting was unanimous.

- K. Board of Trustees Calendar and Upcoming Events. There have been some conflicts with the August 21 Board of Trustee training which will be rescheduled. Options for dates will be sent to Trustees.

III. GENERAL CONSENT CALENDAR

- A. Minutes of the June 19, 2003 Board of Trustees meeting. Trustee Bradford motioned to approve the minutes of June 19, 2003, subject to the suggested change in IIIA. Trustee Dallin seconded and voting was unanimous.
- B. Human Resources Report. Trustee Bastian motioned to approved the Human Resources Report for May 2003, Trustee Swenson seconded and voting was unanimous.

IV. ACTION ITEMS, Continued

- A. Trustee Audit Committee Membership. The Trustee Audit Committee shall consist of a minimum of three and maximum of six Trustee members, with three non-Trustee members. Committee must be in place by September 1, and Regent training is scheduled for October 30. Chair Zenger asked Trustee Dallin to chair the committee with Trustees Heal and Bastian as members. Trustee Campbell asked to serve. Committee Chair Dallin will ask community members as suggested by Trustees to serve on the committee. As required in policy these individuals will be asked to make certain there are no conflict of interest. Suggestions were Ron Hawkins, Darcy Mott, Dave Nielsen, Kevin Simister and Jeri Olphin, and Chair Dallin will have the ability to add individuals as desired or needed. Chair Zenger noted the importance of having a yearly meeting with the Trustee Audit Committee and outside auditors to review any problems or issues.
- B. Resolution on Board of Trustee Awards of Excellence. Vice President Cook presented the purpose of the award and his suggested proposal for eligibility, nomination, and recognition. The purpose is to recognize faculty and staff excellence with a maximum of ten nominations per year. Proposal is for nominations to be presented to the Board of Trustees in their March meeting. Nomination process will include a letter of nomination, endorsement from their respective Vice President, and vita. Recipients would be chosen by the Trustees and invited to a yearly recognition banquet. Trustees felt there should be statutory requirements and would prefer a February 15 due date for nominations. Trustee Campbell motioned to accept the

proposal with the date change and the addition of Karen Ashton as the Trustee representative to review nominations for selection. Trustee Mower seconded and voting was unanimous.

C. Curricula. Vice President Cook presented the following curricula:

1. Options under the existing AAS degrees in Electronic and Computer Technology and Electrical Automation and Robotics Technology include: a) Integrated circuit layout and design technology in ECT, b) Pre-nanotechnology in ECT, and c) Semiconductor process instrumentation and maintenance in EART. Courses are designed uniquely for industry and conducted on-site. There is no additional costs involved and Micron has pledged funding for the semi-conductor program. Trustee Bastian motioned to approve curriculum options with Trustee Ashton seconding. Voting was unanimous.
2. Integrated Studies Military Science emphasis is currently being offered, but did not receive Trustee approval. It is an interdisciplinary degree where students can choose two 18-hour emphases. This particular emphasis works with the ROTC program on campus where there are currently 160 Cadets. Trustee Ashton motioned this emphasis be approved with Trustee Heal seconding. Voting was unanimous.

D. **Policies.**

1. F-2.5 Tenure Policies and Procedures. One additional change was added to the policy under IV.D.4. Regent Policy requires bona fide program or unit discontinuance be included in reasons for termination of tenured faculty. Trustee Campbell motioned approval of Policy F-2.5 as written with the addition of wording under IV.D.4. Trustee Mower seconded and voting was unanimous.
2. F-2.21 Faculty Excellence Awards. This policy provides criteria for nomination, application, and assessment of candidates for academic schools' full-time and adjunct faculty excellence awards. Trustee Swenson motioned Policy F-2.21 be approved as written, with Trustees Dallin and Ashton seconding. Voting was unanimous.
3. F-7.8 UVSC Sponsored Projects, Guidelines, Policy and Procedure. This policy outlines responsibility and criteria for grant submissions. There are potential title changes within the policy that will be amended. Trustee Campbell motioned the policy be approved with Trustee Bastian seconding. Voting was unanimous.

Regular meeting adjourned at 9:35 a.m. Chair Zenger asked to move to Executive Session. Trustee Heal motioned meeting adjourn to Executive Session, with Trustee Swenson seconding.

Voting was unanimous.

V. EXECUTIVE SESSION

A. **Reorganization.** By policy President Sederburg has the authority to make administrative reorganization changes. He would have preferred to discuss with the Trustee Chair, but at the time there was not one appointed. President Sederburg outlined changes based on aligning responsibility with authority. They are summarized as follows:

- Create position of Assistant to the President
- Budget Office report directly to the President
- Policy management centralized under the Office of the President
- Vice Presidents reduced from six to four
 - Vice President of Academic Affairs - Brad Cook
 - Vice President of Administration and External Affairs - Val Peterson
 - Vice President of Institutional Advancement and Marketing - Ian Wilson
 - Vice President of Student Affairs and Strategic Planning - Cory Duckworth
- Doug Warner will be reassigned as Associate Vice President of Finance and Human Resources and will report to Val Peterson. Elaine Englehardt will be reassigned as a Special Assistant to the President and Associate Vice President for Grants and Federal Government Relations.
- The Vice President of Academic Affairs will be the presiding authority in the absence or unavailability of the President.
- Rusty Butler will be under Institutional Advancement and Marketing
- Athletics will be under Student Affairs
- Marketing will be under Institutional Advancement including College Relations
- Information Technology, Business Office and Human Resources will be under Administration and External Affairs.

This is Phase I of the reorganization and other changes may be needed as vice presidents realign their areas.

President Sederburg has created a College Leadership Council to review issues and resolve them in a team setting. He indicated the college needs to be sensitive to creating more diversity.

B. **Trustee Invitations and Responsibilities.** Trustee Ashton asked about coordinating invitations for campus events and Karen Olsen was asked to coordinate. Vice Presidents were asked to make her aware of invitations that will be sent to Trustees. She will also send a monthly calendar of events to the Trustees and their assistants. Responsibilities for attendance could be divided among the Trustees and President Sederburg will review priorities.

Meeting and dinner format were discussed. President Sederburg would prefer a more business-like setting apart from dinner.

Information reporting will be condensed and most included in the agenda. A critical strategic issue will be chosen to focus on at each meeting, such as university status, athletics, enrollment, key benchmarks, etc. Trustee training will be scheduled.

Executive Committee adjourned at 10:32 p.m.