

UVSC BOARD OF TRUSTEES

June 8, 2006

7 p.m. – SC213c

Board of Trustee Members Present

Karen L. Acerson
Janette Hales Beckham
Dan Campbell
Jason Chaffetz
Timothy R. Clark
Jeff Kahn
Carolyn Merrill
Doyle Mortimer
Tom Powell
Andrew Stone

Board of Trustee Member Excused

Ron Dallin

Press

Anna Hang-Yen, Daily Herald
Laura Hancock, Deseret Morning News

UVSC Regular Attendees

President William A. Sederburg
Louise Bridge, PACE President
Brad Cook, Vice President Academic Affairs
Cory Duckworth, Vice President Student Affairs and Planning
Linda Makin, Director of Budgets
Karen Olsen, Secretary to the Board
Val Peterson, Vice President Administration and External Affairs
Ian Wilson, Vice President Institutional Advancement and Marketing

Guests

Mark Bezzant
Calvin Bond
William Cobb
Kathie Debenham
Doug Gardner
John Goshert
David Jones
Tom McFarland
Bruce Parker
Bryce Ritting

Dinner was held earlier with Wasatch Campus employees Kimberly Beck, Gordon Campbell, J.D. Davidson, Doug Gardner, John Jarvis, Brent Kummer, Barbara McReynolds, Caryl Miles and Katie Young.

I. ACTION

A. Resolution of Appreciation for Michael Mower. Dan Campbell read the resolution of appreciation for Michael Mower who is stepping down as a member of the Board of Trustees. President Sederburg expressed on behalf of the institution how much we have appreciated his engagement with the institution. Michael added it has been an honor to be involved with the college, particularly as a former student, and has enjoyed serving with the Trustees and administration.

B. Introduction and Oath of Office for New Trustees Jason Chaffetz, Thomas Powell and Andrew Stone. Michael Mower introduced Jason Chaffetz. Trustee Chaffetz is the owner of Maxtera Inc, and a former Chief of Staff for Governor Jon Huntsman, Jr. Cameron Martin introduced Tom Powell. Trustee Powell is a Scout Executive for the Utah National Parks Council of the Boy Scouts of America. Andrew was introduced at our last meeting and is the Student body President. Dan Campbell administered the Oath of Office.

C. Resolution for Electronic Meetings. Assistant Attorney General David Jones said under state statute a public body may not hold electronic meetings unless it has adopted an ordinance. He drafted a resolution that would allow one or more members to attend a Trustee meeting electronically. Public notice must also be given. Trustee Powell motioned of approval of the resolution governing use of electronic meetings for the Board of Trustees of UVSC. Trustee Beckham seconded. Voting was unanimous.

D. 2005-06 Revised Budget and 2006-07 Budget. Linda Makin, Budget Director, gave an overview of the planning process and revisions in the budget because of decisions made through the year. Changes were made in the 2005-06 budget due to declining enrollment and the accompanying budget reductions. Budget adjustments were show in a chart for the current fiscal year.

The 2006-07 budget is based on three scenarios – flat enrollment, enrollment decline, and enrollment increase. 18% of the new funding allocation will be held until fall when summer enrollment figures are in and will be allocated based on enrollments. Another \$1 million in funding will be allocated if enrollments are up for fall. Budget is allocated based on strategic directions, legislative intent and 2nd tier funding.

Trustees are also required to approve the Interest Income budget. Changes in the budget over the past year are based on PBA decisions and include funding for the American Bar Association accreditation, Presidential Leadership program for housing scholarships, student fee scholarships for honor students, faculty education fund for those required to get Master degrees, continuing marketing and student recruitment, and policy review. Savings were realized from discontinuance of the University Mall lease.

Trustee Acerson motioned for approval of the 2005-06 revised budget and 2006-07 operating budget (see page 3 on budget packet). Trustee Mortimer seconded. Voting was unanimous.

E. Curriculum. Vice President Cook reviewed each request for curriculum:

a. Music BA/BS/Ed Minor. A Music four-year degree was approved previously, but after going through a rigorous review process it was felt appropriate to return to Trustees for approval of changes. The decision was made to remove the BFA performance degree portion. Request is for a liberal arts degree in music, along with music education and a music minor. This would complete the comprehensive set of fine and performing arts degree offerings.

b. Forensic Chemistry Emphasis. A degree in Forensic Science was approved by the Regents last month. Request is for an emphasis in forensic chemistry, which would give students an additional option.

c. Aviation Management Emphasis and Aviation name change. Request is to change the title of the four-year degree to a BS in Aviation Science, and create two emphasis – one in Professional Pilot and one in Aviation Administration.

d. Gender Studies Minor. Request is for an interdisciplinary minor in gender studies that will approach the discipline from multiple academic areas such as art, media, literature, etc. Courses and faculty are in place. As a stand-alone minor it will be reviewed by the Regents as an information item. Trustees asked why it was called Gender Studies, not Women's Studies. It was noted the name has evolved over the year as the scope of the programs have broadened. Vice President Cook was asked how declining enrollments would affect minors. He said multiple strategies are employed such as not replacing vacant positions, hiring less adjunct faculty, combining courses, etc. Linda Makin added only three courses in this minor are core. Electives are flexible and may not be taught each year. It was noted research on the minor was very extensive.

e. Peace and Justice Studies Minor. Dean Cobb indicated this minor will required one new course - Intro to Peace and Justice Studies. It was developed as a result of interest and a need for academic studies on such topics as Vietnam, post 9-11, and will include interdisciplinary study in mediation, conflict resolution, and humanitarian issues. George McGovern was invited to campus this year as the first speaker in the Peace and Justice symposium. Dean Cobb was asked whether international development was included and he said no, but as the minor grows they will add more dimensions.

Vice President Cook was asked whether these curriculum requests fit into the academic long range planning and he said yes. He also anticipates Regent support. Trustee Beckham motioned for approval of the Curriculum requests as outlined. Trustee Clark seconded. Voting was unanimous.

G. Policies.

a. Fund Raising, Solicitation Clearance and Cultivation.

b. Coordination of Sponsorship.

Vice President Wilson said both policies put into place procedures that will enable the college to work effectively with donors. They will coordinate and clear names of those that individuals that different areas on campus would like to approach for fund raising purposes. Account managers are assigned to prospective donors. The Sponsorship policy outlines IRS regulations for those who are interested in sponsoring and advertising for events, and will be helpful as his area begins the capital campaign. Question was asked whether those who are approached for advertising are coordinated the same as prospective donors so they are not approached multiple times, and Vice President Wilson said they want to be informed. Policy change was made under Policy II.C. to change wording to "Advertising is *coordinated with* the office" rather than "not processed" through the office.

Trustee Powell motioned for approval of the Fund Raising, Solicitation Clearance and Cultivation policy and the Coordination of Sponsorship policy as amended. Trustee Acerson seconded. Voting was unanimous.

c. Special Purpose Organizational Units. Vice President Cook explained this policy grew out of a request from the Regents to define organizational units. Entities on campus will be required to use this policy as they create organizational units, as the name can have many implications including fiscal.

d. Tenure Policies and Procedures (F-2.6). The changes requested are 1) added language on page 3 that state "faculty members whose appointment the college has chosen not to renew are not eligible for tenure", and 2) changes in dates to align with dates in Regent policies and those at other institutions. Bruce Parker summarized the date changes that will impact faculty and approvers of tenure.

e. Animal. The revised policy has greater definition and restrictions as to the types of animals allowed on campus, and also licensing requirements.

Trustee Mortimer motioned for approval of the Special Purpose Organizational Units, Tenure Policies and Procedures (F-2.6) and Animal policies. Trustee Powell seconded. Voting was unanimous.

f. Tuition and Fee Waivers for Employees and Dependents. Vice President Peterson explained the major change in the existing policy is the strike out of the word resident, which brings us in line with Regent policy and clarifies issues for employees applying for waivers.

g. Employment of Relatives "Nepotism". Policy states that no relative can work within an employee's line organization. It is not retroactive and will be grandfathered.

h. College Telephone Usage. Request is for change in policy in regard to cell phones to bring the college in line with IRS code for cell phones to be a reimbursable business expense. Employees will now own the cell phone and be eligible for a stipend to salary to cover the cost of the phone for business use as determined by their supervisor, with four levels of reimbursement. Trustee Chaffetz asked the extent of phone usage and was told there are currently 752 phones. He explained the process they have used in state government on use of phones. IRS code says a business phone is to be used for business only and any personal use would have to be documented by the employee and reimbursed, and would also be subject to freedom of information exposure. The new policy will remove these issues.

Trustee Beckham motioned for approval of the Tuition and Fee Waivers for Employees and Dependents, Employment of Relatives "Nepotism", and College Telephone Usage policies. Trustee Stone seconded. Voting was unanimous.

II. GENERAL CONSENT CALENDAR**A. Minutes of April 13, 2006, Board of Trustees meeting**

- B. Investment Report for March and April 2006.** Interest rates continue to rise.
- C. Human Resources Report for March and April 2006.**
- D. UTA EduPass.** This is the second payment of the UTA bus contract and because of the amount requires Board of Trustee approval. There are around 2500 students utilizing this benefit on a regular basis. Benefits to students are minimal transportation costs and increased parking space.

Trustee Chaffetz motioned for approval of the General Consent Calendar. Trustee Acerson seconded. Voting was unanimous.

III. INFORMATION

A. Trustee Ad Hoc Committees. A handout was distributed in draft form that shows the Trustees that have been asked to chair the individual ad hoc groups, and UVSC staff that will assist them. A brief charge was included, but as the groups meet they might have ideas on different directions and scope. Trustee Chaffetz asked about reporting and was told reporting will be done on a quarterly basis or as needed, and Trustees will be asked to contact their UVSC liaisons about meeting. It was asked that all Trustees be notified of meeting times. Chairs were asked to notify Karen Olsen who will disseminate the information.

B. Board of Trustees Self-Assessment Survey. Trustees were asked to complete the self-assessment survey within the next two weeks and indicated even the new Trustees will have valuable input. Karen Olsen will have the survey altered so it can be completed electronically and send to members, and also collect the surveys.

C. Strategic Directions and Community Forums. Cory Duckworth and Kathie Debenham, co-chairs of the Strategic Directions Advisory Committee, and Mark Bezzant, staff support, presented the strategic directions developed for this year. The committee consists of 30 members who have worked well together and given valuable input. Their charge this year was to refine and streamline and recommend benchmarks for measurement. They started the process with a SWOT analysis, which served as a basis to refine the strategic directions. Kathie Debenham reviewed the directions and changes for this year. Language was refined to provide more of a focus and incorporated student success and student centeredness. The six directions are: a) Attract, recruit and retain students through providing a successful higher education experience, 2) Support an integrated campaign to promote a consistent, positive image and aware of UVSC, 3) Expand and strategically reallocate institutional resources, 4) Attract, retain and develop exceptional faculty and staff, 5) Pursue a regional state university mission, and 6) Provide a distinctive educational experience for UVSC students. Each direction includes internal and external guidelines. These recommendations are to be reviewed by the Trustees, and then taken to community forums for input. They will be approved in the August Trustee meeting. Chair Campbell asked that the Trustees have a half day retreat where they can discuss the strategic directions to be better prepared for the community forums.

Vice President Duckworth distributed a handout on the Community Forums. He indicated the executive staff felt we should go in a different direction this year and target specific groups to bring a different level of conversation. The three identified areas of business, education and public sector leaders would be hosted by a Trustee, and personal invitations would be sent. Other issues of community interest would include university status, concurrent enrollment, declining higher education participation rates, along with the strategic directions.

D. Ira Fulton Match. Vice President Wilson reviewed the meeting with Ira Fulton and his direction and philosophy of fundraising. He strategically invests in areas that will expand fund raising activities and is willing to match any contribution up to \$1000 per person for funds raised by Deans, student government and athletics from five donor groups – faculty, staff, students, alumni and board members. Contributions will be matched from May 1 through the end of December 2006 and must be cash donations. These groups are in the process of setting targets, which must be achievable or donations will not be matched.

Dr. Wilson reiterated we want this to be successful, particularly on this first effort. Trustees and Foundation members can donate to a specific area or develop their own goal. We want to convey the message that leadership in the college is contributing.

E. New Library Building. President Sederburg presented a rendering of the building and exterior elevations. He discussed proposed changes to both the interior and exterior. The architects are incorporating these changes and final renderings should be ready within the next weeks for public view. The building is designed for a twenty year future and space will be used for classrooms that will eventually be converted to library space. Trustee Kahn said they are planning a series of focus meetings next week to raise the additional monies for the library. The slogan is “four walls with tomorrow inside.”

F. President’s Report. President’s Report was distributed as a handout. Trustee Beckham read the motion for approval to hold an executive session to consider transactions permitted under the Utah Open and Public Meetings Act. Trustee Mortimer motioned to move to Executive Session and Trustee Powell seconded. Voting was unanimous.

Regular meeting adjourned at 9:20 a.m.

H. Rank Advancements. Trustee Powell motioned ratification of rank advancements previously approved through e-mail for faculty who have less than a Master degree and have met requirements as outlined in policy. Those approved were Chris Boggess, Diana Fallis, Dewayne Erdmann, David Adams, Robert Campbell, Max Christofferson, Don Wilson, Kelly Baird, Paul Bean, Eric Linfield, Dean Bohl, and Steve Smith.

I. Sabbatical
Trustee Acerson motioned approval of Sabbatical Leave Request for Jon Turner, Art and Visual Communications Department, for the 2006-07 academic year. Trustee Beckham seconded. Voting was unanimous.

J. Other. Chair Campbell reviewed to a letter sent to all Trustees by a local community member. When he talked to the individual personally he indicated the person in question should not present concerns before the Board but could better address them at the Community Relations Council, of which he is a member. He was told to put his issues in writing, which he did.

Appointments for Board Leadership

Tom Powell was asked to serve on the Audit Committee and Tim Clark to be appointed as Secretary to the Board and serve on the Executive Committee. Trustee Mortimer motioned for approval of these appointments. Trustee Beckham seconded. Voting was unanimous.

Meeting adjourned at 9:45 p.m.

IV. EXECUTIVE SESSION

A. Sabbatical Request. Request is for faculty member, Jon Turner to receive a sabbatical for the upcoming academic year, which has been recommended by his dean and chair. It will be a clear benefit to the institution as he will be training in new techniques in digital art.

Trustee Acerson motioned to move to Open Session to approve rank and sabbatical requests. Trustee Beckham seconded. Voting was unanimous.

Executive session adjourned at 9:25 p.m.