UVSC BOARD OF TRUSTEES
October 19, 2006
7 p.m. – SC213c

Board of Trustee Members Present
Karen L. Acerson
Janette Hales Beckham
Jason Chaffetz
Timothy R. Clark
Jeff Kahn
Carolyn Merrill
Doyle Mortimer
Tom Powell
Andrew Stone

Board of Trustee Members Excused
Dan Campbell
Ron Dallin

Press
Laura Hancock, Deseret Morning News

UVSC Regular Attendees
President William A. Sederburg
Louise Bridge, PACE President
Steve Clark, Faculty Senate President
Cory Duckworth, Vice President Student Services
Jack Jenks, Associate Vice President Advancement/Marketing (for Val Hale)
Linda Makin, Director of Budgets
Cameron Martin, Assnt to President for Institutional Development/Planning
Karen Olsen, Secretary to the Board
Val Peterson, Vice President Administration and Legislative Affairs
Jared Sumsion, Coordinator Constituent Affairs
J. Karl Worthington, Interim Academic Vice President

UVSC Guests
Mark Bracken, Co-Chair Faculty Workload Committee
Bill Evenson, Associate Dean Science and Health, GE Committee Chair
David Jones, Assistant Attorney General
Tom McFarland, Dean School of Computing and Technology
Chris Taylor, Associate Vice President Marketing and Advancement
Ian Wilson, Foundation Director

Dinner was held earlier with members of ASUVSC (student government leadership) – Katie Anderson, Steve Anderson, Brianna Barton, Amy Brockman, Kyle Brown, Kellie Carter, Kris Coles, Justin Davies, Jeff Engh, Judd Fitzgerald, Shelby Hansen, Ken Hoglund, Kelly Loeper, Marissa Neumann, Philip Oberg, Nick Parnley, Reed Rogers, T.J. Warner, Joey Watkins, Courtney Welch.

I. ACTION

A. Adoption of By Laws for Utah Valley State College. David Jones, Assistant Attorney General, explained the proposal to adopt By Laws for the college. The college, for tax purposes, are making an application to become a 501(c)3 corporate non-profit entity. College By Laws must be submitted with this application. The By Laws indicate the purpose of the college and what would happen to college accounts if the college were dissolved. This does not conflict with the Trustee By Laws, but could replace the current Trustee By Laws if determined. It was noted under Article V it says past President of the Foundation and should read “current Chair of the Foundation shall be non-voting member of the Board of Trustees.” Trustee Powell motioned that Trustee By Laws be amended to indicate current Chair of the UVSC Foundation is a non-voting member. Trustee Mortimer seconded. Voting was unanimous.

Question was asked about legislation that allowed a state institution to participate in intellectual property and if it is consistent with Article II and Article XI of the proposed By Laws. David Jones indicated a constitutional amendment allows all colleges to enter into agreements with employees to share in intellectual property benefits of any kind. Articles in the By Laws do not prohibit this. Article II is designed to be broad, and the IRS reviews corporations or entities to ensure they are truly non-profit. Any royalties would still be realized as it does allow the college to participate in that revenue stream. Any earnings would be considered individual earnings, rather than earnings to the college. Trustee Powell motioned for adoption of the By Laws for Utah Valley State College as written, and that wording be consistent with the By Laws of the Board of Trustees, noting the change under Article V current Chair of the UVSC Foundation as a non-voting member. Trustee Acerson seconded. Voting was unanimous.
B. Faculty Workload Policy. Dr. Worthington explained a broad-based committee has been rewriting the faculty workload policy for the past two years. Committee Co-chair Mark Bracken gave an overview of the work of the committee, committee membership, and their charge. There is a reporting responsibility for faculty workload to the Board of Regents and the State. As the college transitioned from community college to a four-year institution there was a change in focus for faculty and teaching. The committee focused on these four core values: transparency of workload, equity across the institution, flexibility for faculty and departments, and accountability for workload. They developed a form to track: a) Instructional (teaching), b) Academic (scholarship, research, creative activities), and c) Governance (academic and institutional governance) workload hours. This system is designed to be flexible as each individual faculty member is assigned workload hours based on their needs and needs of the department by working collaboratively with the department chair and dean. President Sederburg noted the significance of the policy in allowing accountability on an annual basis and being able to provide workload data for state reporting. Steve Clark said the policy was developed through much hard work and collaboration and is designed as a planning document. Trustee Merrill motioned to approve the Faculty Workload Policy. Trustee Clark seconded. Voting was unanimous.

C. Global/Intercultural Requirement. It was decided to hold this agenda item until the November meeting to allow time for review by student leadership.

D. Scheduling Policy and Deletion of Policy D-5.4 Student Center Rentals. The Scheduling Policy was written to create a central scheduling office, and this has been done. The Scheduling Policy also incorporates scheduling in the Student Center, and outlines fees, use by non-college entities, and providing of certificate of insurance. An addition was made under Section D of Procedures, “standard setup for wedding receptions in the college courtyard.” There is no standard setup required in other areas. Question was asked if there are any exclusions for renting space on campus. Vice President Peterson said it is a public institution so is for public use. The only exceptions would be for profit-making entities or anything illegal or immoral. Also, food consumed must be ordered through campus dining services. Trustee Powell motioned to approve the Scheduling Policy and delete the Student Center Rental Policy as amended with the inclusion of in the college courtyard under Procedure D. Trustee Acerson seconded. Voting was unanimous.

E. Lease Purchase Agreement for Building L. Vice President Peterson explained the proposed lease purchase of Building L in the Canyon Park Technology Center has been approved in concept by the Trustees previously, for use by Culinary Arts. The UVSC Foundation has agreed to purchase the building on a lease/purchase agreement with the college for $2 million for twenty years. The payment would be $186,000 per year which would be offset by the entities who use the facility: a) operation of retail food service in collaboration with campus dining services and third year culinary students ($80,000/year), b) expansion of Culinary Arts program ($158,000/year), c) Small Business Development Center, Utah Manufacturing Extension Partnership and possibly USTAR space rental ($30-50,000/year). This would cover all O&M and the mortgage payment. Originally the purchase price was $3.5 million. After appraisal the remaining $2.6 million of the asking price will be donated by the owner to the college through the college Foundation. When the lease is paid over the twenty years, the building will be owned by the college. An interest rate of 6% for the first year and 7% the remaining nineteen years was negotiated with the Foundation. This will allow the Foundation to return monies to the endowment and also make a return on investment. Jeff Kahn said the Foundation Executive Committee has approved the lease/purchase agreement. Dean McFarland noted approximately 1/3 of the revenue will be from the Culinary Arts program and this will provide unconventional activities for students in the program to practice their craft. They are also confident they will be able to generate the needed income for their portion of the payment. President Sederburg added the college is committed to provide food service for two years, at which time if there is not sufficient revenue the building could be sold. Trustee Acerson motioned for approval of the Lease/Purchase Contract of Building L at Canyon Park Technology Center. Trustee Chaffetz seconded. Voting was unanimous.
F. Institutional Interest Income. Linda Makin, Budget Director, explained Regent policy requires the Board of Trustees to approve budget revisions and accept the Institutional Interest Income report. She reviewed a summary of the income and expenses and the revisions of the 2006-07 budget. Interest income has gone up, so areas have been identified for additional funding. Trustee Powell asked about the University Mall lease and was told those classes have been transferred to the National Guard Building. The Woodbury Gallery, Leadership Center, and portions of College and Wasatch Campus Marketing have been moved to institutional interest income with no change in funding in order to free up appropriated money for other areas. It was noted the flat enrollment scenario has now been funded. Trustee Clark motioned to accept the report and approve the revised budget for institutional interest income. Trustee Powell seconded. Voting was unanimous.

Trustee Powell asked about the result of revising the credit card procedure. Vice President Peterson said it was successful with few complaints and will realize a savings of approximately $600,000. Andrew Stone said students expressed the same feelings, and noted it is in the interest of students to not have opportunities for credit card debt. Vice President Duckworth noted it was well managed and communicated well. Short-term loans were available to help with the process.

G. Trustee Task Force for Academic Programs. This item will be studied by the Trustee Executive Committee.

H. Curriculum. Academic Vice President Karl Worthington reviewed curriculum additions and changes for Trustee approval. None are new bachelor degree programs and most make use of existing curriculum to provide additional options for students.

a. Minor, Creative Writing. Bachelor degree in English has an emphasis, so this minor will use existing courses.

b. Minor, Humanities. Emphasis, Humanities. Humanities minor will be stand-alone as there is no Bachelor degree in this area. Three additional courses will be added to complete this minor and also a Humanities emphasis in Integrated Studies.

c. Emphasis, Environmental Studies. A minor was previously approved in Environmental Studies and this emphasis will utilize the same courses.

d. Emphasis, Anthropology. An emphasis in Anthropology will be added for Integrated Studies.

e. Emphasis name change to Geology from Earth Science. This change was made to use the term for the emphasis that is most familiar to students.

f. Certificate in Water and Wastewater Operations. The college has a role in state training in this area. Salt Lake Water Conservancy District requested a certificate program for training current and prospective employees and is available for others.

Question was asked how the need for a program is assessed. Dr. Worthington replied they have worked from the list of the 100 most popular bachelor degrees in the U.S., and have determined local interest and need by surveying lower division students, etc. President Sederburg noted the need to provide a comprehensive set of degrees. Question was asked how the college will balance what remains here or what goes to the MATC as we move toward university. Dr. Worthington replied any degree or certificate that is credit bearing will remain at the college. MATC courses are competency based and do not transfer to a degree program. Dr. Worthington will provide the Trustees with the academic planning matrix for new degrees. Trustee Mortimer motioned to approve all curriculum requests. Trustee Stone seconded. Voting was unanimous.

I. Land Purchase. Motion was made by Trustee Clark to add this item to the agenda. Trustee Acerson seconded. Voting was unanimous. A .221 acre piece of property directly behind the Wee Care Center on campus is available for purchase. This is an opportunity to acquire this property which would allow flexibility for the Wee Care Center including expansion of the parking area. The asking price is
$125,000, which has been agreed upon contingent on approval of the Trustees and appraisal of the property. Property would be purchased with institutional interest income, and would help preserve the campus footprint. Trustee Mortimer motioned to approve the purchase of the .221 acres adjacent to the Wee Care Center on campus. Trustee Chaffetz seconded. Voting was unanimous.

II. GENERAL CONSENT CALENDAR
   A. Minutes of August 10 and August 14, 2006 Board of Trustees Meetings.
   B. Investment Report for July and August 2006. Monthly beginning value and total of all investments will be corrected on the August report.
   C. Human Resources Report for July and August 2006
   D. Annual Liability Risk Management Payments to State of Utah. Vice President Peterson asked that this item be approved in perpetuity. Trustees have not approved these expenditures in the past but under the revised purchasing policy all expenditures over $150,000 must be approved. This is an annual required payment. Trustee Powell motioned to approve the General Consent Calendar with corrections. Trustee Merrill seconded. Voting was unanimous.

Trustee Mortimer asked why the Foundation Board Chair is a non-voting member and was told it is in state statute as a means to provide division between entities and prevent conflict of interest.

III. INFORMATION
   A. Task Force Reports

   Underrepresented Student Populations. Trustee Acerson reported as task force co-chair she was able to meet with many students and staff. Also on the task force are Carolyn Merrill, Michelle Lundell and Robert Loveridge. She discussed services for underrepresented groups: 1) Women. Turning Point, professional clothing source, WeeCare day care facility, are some of the services targeted for women. Task Force recommendations are to: a) fund grants providing these services after the grant is discontinued, b) expand day care program, and c) use programs such as “Expanding Your Horizon” to recruit more women. 2) Ethnic. Multicultural Center fills many needs for these students. Recommendations are to provide: a) more scholarships for out-of-state students, (President Sederburg noted Regents and state policy makers have been asked to review the differential between out of state tuition costs and actual costs and suggested Trustees contact the Regents to have this policy changed), b) expand multicultural center (Vice President Duckworth said they hope to do this when the library is built and space is vacated), c) build a Native American Cultural Center at UVSC similar to the Polynesian Cultural Center at BYU-Hawaii, d) provide more funds for advisors and recruiters, e) provide cultural sensitivity training for faculty and staff. 3) Non-Traditional Students. Most non-traditional students attend in the evening and would like more course offerings available. 4) First Generation Students. Many are at risk of non-completion because their parents do not understand the college system to help them. a) TRIO funding for these students is limited so recommendation is to supplement federal funds. 5) Students with Disabilities. Recommendation was to hire a full-time deaf interpreter, which would save money in hourly costs. The overall recommendation is to make students aware of the services that are provided to under represented student groups.

   Fundraising. Jeff Kahn reported on the work of the task force which also included Tom Powell and Ian Wilson. Their charge was to get the Board of Trustees more engaged in fund raising. They felt Trustees could take a similar approach as the Foundation Board in this fund raising effort. Their recommendations are: 1) Participate in the Fulton Challenge. Fulton’s will match up to a $1000 of contributions that are made by different entities including Trustees and hoped that all Trustees would be able to participate in this beyond any other contributions they are making. Trustees asked for information on how to contribute which Jack Jenks will do. 2) Most governing boards have an expectation of financial contributions and it was recommended that the Board of Trustees either individually or as a group make an annual goal for
contribute and how to achieve. 3) Recommend 3-5 names of individuals who the college development officers could contact to begin “friend-raising” and cultivation. It was noted Trustees will be allowed to determine the area where their contribution would go, and because of the make up of Trustee appointments no dollar amount should be set. Jack Jenks will work with the Trustees to reach goals within the college. Trustee Chaffetz felt it was redundant to reiterate what was agreed upon in the previously approved By Laws which indicate the obligations of Trustees. Trustee Powell motioned to pass a resolution to encourage Trustees to fulfill their obligations by a) participating in the Fulton Challenge, b) participate regularly by monetary contributions to the college, and c) help build friends for the college through working with the Development Office. Motion was tabled. Trustees noted this does not change the responsibilities of the Trustees and their support of the By Laws.

**Economic and Work Force Development.** Trustee Mortimer reported on the task force along with co-chair Jason Chaffetz and Cameron Martin. A subcommittee has been formed to discuss direction of the college in economic development and felt the institution could be a large partner in state economic development. A trip is planned to visit Northern Kentucky and learn about how they developed an economic development stewardship audit process as they are a leader in the country in this area. UVSC has been given the charge to host one of the USTAR centers. They are reviewing economic development in Utah and Wasatch counties and will then approach the details in working with state government.

**University Status.** Tim Clark presented findings in working with task force members Val Hale, Ron Dallin and Andrew Stone. They focused on two initiatives: 1) case study which is being converted to a marketing brochure. This is intended for the general public to understand the case for university status, 2) make certain we have sound support from all the major constituencies in the valley and beyond. There is a time line in meeting with legislators, education and change leaders before the bill for university is introduced.

B. **Trustee Meeting Schedule for 2007.** The calendar for the upcoming year was included in the agenda. It was noted the November 2006 Trustee meeting is being moved to November 19.

C. **Budget Update.** Linda Makin, Budget Director, presented a budget update. Last year a tuition revenue short-fall of approximately $5 million was realized. The college weathered the storm and did that by reductions. Even with reductions total revenues increased for the year. Funding for 2006-07 was approved with a phased-in model. Funding has been realized up to Phase II of the model. These funded items were listed in the agenda, along with some funding adjustments, as enrollments are up slightly, but closer to flat. Enrollments have been declining since 2002-03, but the hope is they will begin increasing in the near future. Non-resident enrollment declined by 80 students, resident enrollment increased by 226 students, which translates to a decline in total tuition revenue. Credit card savings were used to replace the decrease which has enabled revenues to remain flat.

D. **Spellings Report.** President Sederburg said he thought Trustees would be interested in what the recommendations of the Spellings report mean for governing boards. The report has received much attention at the national level.

E. **Commencement Speaker.** Jack Jenks has worked with the Advancement and Marketing staff and others to forward a list of possible names for commencement speakers and honorary degree recipients. Trustees were asked to review for approval at the November Trustee meeting.

F. **President’s Report.** President Sederburg reviewed progress towards University status and possible timelines. A group called Friends of UVSC will be working on private support. Faculty Senate has written a resolution of support, and PACE, ASUVSC and Dean’s Council will do the same. A report on the case statement and mission will be given in the November Trustee meeting.

Meeting adjourned at 10:35 p.m.