I. ACTION

A. Resolution of Appreciation for Janette Hales Beckham. Vice Chair Greg Butterfield read the resolution of appreciation for Trustee Janette Hales Beckham, who has served faithfully on the board from 2004-2011. She was thanked for her service and contribution to the board and to UVU.

B. Oath of Office for Christopher Loumeau and Curtis J. Morley. Vice Chair Greg Butterfield administered the Oath of Office to new Trustees Christopher Loumeau and Curtis J. Morley.

C. Nomination for Board Chair and Vice Chair. Karen Olsen, Secretary to the Board, read the nomination from Chair Steven J. Lund (who was unable to be in attendance this evening), for the office of Chair and Vice Chair. Greg Butterfield was nominated for the office of Chair, and Doyle Mortimer for the office of Vice Chair. Further nominations were called for, and with none received, Trustees voted unanimously in favor of the nomination. According to the Bylaws, the Chair and President will confer on an appointment for the third member of the Executive Board, formerly titled Secretary. They asked for possible naming titles for the third member that would not confuse this appointment with that of the support secretary of the board, Karen Olsen.

D. UVU Food Court Contracts. Vice President Peterson said the request is to approve a contract for Costa Vida for the Food Court. Contract for a Subway restaurant was approved by the Executive Committee in April and will require ratification. Contract terms are $21.05 per square foot and 2% of gross, with a ten year term. Trustee Merrill approved the food court contract for Costa Vida and ratification of contract for Subway. Trustee Hawkins seconded. Voting was unanimous.

E. MATC Lease-Wasatch Campus. Vice President Peterson explained the MATC built an automotive training building at the Wasatch Campus that has been leased back to them for the past ten years. Lease expires on July 30. Request is to renew lease for ten years, with a five year renewal, at $10,000 a year for operation and maintenance of the building. Trustee Beckham motioned for renewal of the lease of the automotive building at the Wasatch Campus to the MATC. Trustee Merrill seconded. Voting was unanimous.
F. **Northeastern Utah Educational Services (NUES) Agreement-Wasatch Campus.** Vice President Peterson said NUES has been located in the old Wasatch High School building that was sold, which requires them to find a new location. Request is to approve lease of 1800 square feet in the basement of the Wasatch Campus at a price of $9 a square foot for a five-year term. Questions: 1) Will this impact future space needs at Wasatch? No, we feel it is a good use of the building and space, they will also provide IT support free of charge. The building is under-used, and NUES will be a good partner. 2) Will growth in the next five years increase need? There is still room to grow, and it is felt we will not need this additional space. Trustee Hawkins motioned for approval of the contract for the lease of 1800 square feet of space at the Wasatch Campus to Northeastern Utah Education Services. Trustee Loumeau seconded. Voting was unanimous.

G. **Power Easement-Wasatch Campus.** Vice President Peterson said Heber Light and Power have a substation located on the Wasatch Campus. They are asking for an easement to locate underground power which will run 124 feet across the northeast corner of the property. They will pay $1500 for the easement. Appraisal was provided which indicates a fair offer. It is a piece of property that will never be used because of its location, and is a gesture as a good neighbor. Trustee Morley motioned for approval of the property easement at the Wasatch Campus for Heber Light and Power. Trustee Loumeau seconded. Voting was unanimous.

H. **UDOT Permanent Easement.** Vice President Peterson referred to the discussion of the UDOT permanent easement at last Trustee meeting. Request is for .24 acres of property as part of the UDOT core project for a permanent easement on behalf of Rocky Mountain Power. This will provide an easement for power lines that will cross UVU property. They will provide funds of $17,000 to redo and maintain foliage. Question was asked if 50 foot poles will compete with the baseball stadium, which they will not. Trustee Hawkins motioned for approval of a permanent easement of .24 acres for UDOT between University Parkway and College Drive. Trustee Loumeau seconded. Voting was unanimous.

I. **Policies**

   1) **132. University Data Collection and Research.** Linda Makin explained the revised policy is very different from the original, and has entailed a long process to develop language that communicates having correct data without imposing unfair limits. Questions and comments: 1) Spell out IRI in 4.1.3. 2) What is being done to protect the information data gathering and to protect privacy? This is covered in another set of policies. 3) Is 4.1.2 redundant? It is there as a reminder that even though it is public domain, need to cite, if used. Trustee Beckham motioned for approval of Policy 132. University Data Collection and Research. Trustee Merrill seconded. Voting was unanimous.

   2) **135. Use of Copyrighted Materials.** Linda Makin explained this is a request for a temporary emergency policy. The Higher Education Authority Act was reviewed for compliance and it was discovered that federal law requires it be stated in policy that students or employees who engage in copyright infringement may subject themselves to civil and criminal penalties. Policy will be effective for up to one year, and in the meantime will go through the regular policy review process for long term approval. Trustee Mortimer motioned for approval of Policy 135. Use of Copyrighted Materials. Trustee Merrill seconded. Voting was unanimous.

   3) **360. Family Medical Leave Act.** The original policy was very detailed, with changes to the Family Medical Leave Act occurring over time. It was felt it would be better to be in accord with federal law, and remain in compliance, by referencing federal law. The request is for temporary emergency status to be in immediate compliance with the FMLA Act. The policy has been reviewed carefully by the Attorney General, who recommends this approach. Questions and comments: 1) how is this change communicated to staff? Mostly through education of supervisors who educate employees and work closely with HR when opportunity for leave arises. 2) Are benefits offered beyond the FMLA Act? UVU’s policy that applies to death of an employee goes beyond the act. 3) How are employees made aware of leave? Each full-time employee’s pay stub shows available leave. 4) What is the financial impact? This policy has the same impact as the previous policy. Trustee Morley motioned for approval of Policy 360. Family Medical Leave Act (FMLA). Trustee Hawkins seconded. Voting was unanimous.

   4) **503. Registration Processes.** Vice President Duckworth said this policy was written to bring policy in line with practice. This policy talks about what happens when a student fails to withdraw in a timely manner (W goes on transcript). Michelle Taylor, Associate Vice President of Enrollment Management, said there was more detail in the original policy, and it was difficult to change when new processes were enacted. Policy now refers students to the student timetable, which is published each year and is available on the web. Questions and comments: 1) how are changes to data communicated? Timetables are posted on the web and sent out well in advance to all students. 2) Is the appeals process published on the web? Yes, along with the required forms. 3) Has this been benchmarked against best practices? Yes. Trustee Morley motioned for approval of Policy 503. Registration Processes. Trustee Merrill seconded. Voting was unanimous.
5) 521. Undergraduate Academic Standards. The requested policy parallels current practice, and has been developed over the past 4-5 years. It describes what happens when a student’s GPA falls below a 2.0, details a system of sanctions, and provide the means to receive counseling and direction to achieve success. Jan Klingman, policy steward, explained how they provide each student an opportunity to achieve success. She noted 15-18% of students are on some level of academic warning or probation. At beginning levels, they work with advisors and with continuing probation they receive additional help. This has helped students achieve greater success in overcoming challenges. Questions and comments: 1) Are workshops held regularly? Yes. There are three delivery methods – weekly on-campus both day and evening, on-line and by workbook. After completing, a student must meet with an advisor to write a plan for success. 2) Are percentages of students needing help going down? Numbers have decreased the last two semesters, even as enrollment is increasing. 3) Are there common threads? Yes, such as financial difficulty, emotional health, learning disabilities, and under-preparation. All issues are addressed by identifying the particular challenge and offering resources. 4) It appears you are being proactive. Yes, workshops are being held for 1st Year Experience, along with StrengthQuest to help incoming freshman. More academic advisors have been hired to decrease the advisor/student ratio. Jan’s office coordinates with all advisors to ensure students get the attention and help needed. 5) How many are eventually suspended? Around 100 per semester, but they also have an opportunity to reapply to return. About half of this number return and are successful. 6) In the old policy version, it refers to academic distinction. Why was this removed? This portion of the policy will be included in another policy. Trustee Beckman motioned for approval of Policy 521. Undergraduate Academic Standards. Trustee Morley seconded. Voting was unanimous.

6) 510. Graduate Admissions. Vice President Wilson said this policy refers to admission requirements for graduate programs, which are not open admission. Requirements are established through individual schools and colleges, with minimum requirements listed. Questions and comments: 1) Is there enough detail in these policies? It was highly discussed whether to include more detail. The reason it is much shorter is because the criteria differs from program to program. Addition to 4.1 will say “committee, including graduate level faculty, appointed by the Dean…” Trustee Mortimer motioned for approval of Policy 510. Graduate Admissions with proposed new language. Trustee Morley seconded. Voting was unanimous.

7) Graduate Credit and Transcripts. Vice President Wilson noted this policy make reference to how we accept graduate credit and how much would be accepted from other institutions. A certain number of credits have to be taken at UVU, and a minimum GPA is required to graduate. Also credit taken over six years prior will not be accepted into a master’s program. Trustees expressed concerns on the number of credits that can be transferred into a graduate program, and the appeal process for graduate credit. Because of these concerns, the policy will be returned for further review.

J. Curriculum Program Reviews. Vice President Wilson said three year follow up reports are required by the Commissioner’s Office for any new degree. Program reviews are done as part of a five-year review of programs.

1) 3 Year Follow-up Report: BS Dental Hygiene. Dean Rushforth explained the Dental Hygiene AAS degree students in the last eleven years have never finished less than 5th best in the country, and it is a superb program. The school felt it would be beneficial to offer a BS degree, but estimates for demand have fallen short. They have put together a committee this summer to examine the BS degree in Dental Hygiene very carefully and will discontinue if appropriate. Many private schools have opened in the immediate area, which has impacted enrollment.

2) 3 Year Follow-up Report: Master of Education. Mary Sowder explained this is our first master degree, which has been very successful, with much growth and potential. This summer we are accepting the 4th cohort in the program. The program has grown each year, with 61 students in this summer’s program. Asked the hiring record for graduates? Dr. Sowder explained most students are practicing teachers, so there are not hiring issues with the program.

3) 3 Year Follow-up Report: AAS Technology. This degree provided an option for students to come with a variety of technology courses, and is used to articulate with UCAT to transfer credits. Last month at the Board of Regents other institutions had similar degrees approved. Dean Carey said they reviewed the Apprenticeship program and very few students were graduating – many were receiving their journeyman license and going to work. The Apprenticeship program was transferred to the MATC, but there was concern these students would not be allowed to earn a degree. The AAS degree in Technology allows options to do that and can be matriculated into the Bachelor of Technology Management program.

4) Program Review: Community and Continuing Education. Diana Hunter reported on the review, and Brian Birch attended as the Associate Vice President with supervisory responsibility for this area. Ms. Hunter explained they did extensive review of the program by an external consultant, and also did internal review. In 2008 she was given the charge to be self-supporting. They strive to offer programs that are of demand to the community. Questions and comments: 1) the report is long and appears sometimes we try to do too many things. Ms. Hunter replied they recently cut one program, eliminating Elderhostel that was comprised of mostly out of state participants. 2) it
appears there is overlap with programs being offered in the community. Ms. Hunter replied the consultant told them to focus on what they do best and let demand dictate what is offered.

Trustee Mortimer motioned for approval of the 3-year follow up reports for the BS degree in Dental Hygiene, Master of Education, AAS in Technology and the program review for Community and Continuing Education. Trustee Morley seconded. Voting was unanimous.

K. 2011-12 Operating Budget. This year the Budget Office was charged with producing a more in-depth budget report that would enable an outside reviewer to see the impact of revenue and expenditures. Budget briefs have been given to the Trustees on compensation, 2nd tier tuition, outcomes of the PBA process, all of which were big drivers of the budget.

1) Appropriated Budget. Appropriations come from tax fund revenue which is down this year, and tuition revenue which has increased based on growth. Other initiatives were highlighted, and we have made progress on each of the core themes.

2) Auxiliaries Budget. Main sources of auxiliary revenue are sales and services, plus student fees and other income that is targeted to support the maintenance of the student center. Auxiliaries are profit generating to support bond payments.

3) Institutional Discretionary Budget. We have reviewed what is being funded from this source, and have enough resources for one more year of funding. Plan is in place if revenue continues to decrease. The appropriate budget is not required to be approved by Trustees, but we ask for approval on all three budgets.

Ms. Makin said the Commissioner’s Office has commissioned a study of equity and UVU is hopeful that the numbers will indicate what we know – that we are poorly funded. President Holland said the study is in response to approval of the mission-based funding bill that was supported by the Utah County delegation, and had much help in passing with backing from the Trustees. The amendment stipulates that the system come forward with a plan to deal with historically unfunded growth and equity issues. We are watching closely.

II. CONSENT CALENDAR

A. Minutes of April 21, 2011 Board of Trustee meeting.
B. Human Resources Report for March and April 2011
C. Investment Report for February and March 2011
C. UDOT Permanent Easement.
D. 2010-11 Institutional Discretionary Budget Revision. Ms. Makin noted changes in institutional discretionary budget: 1) changes in funding level for scholarships, 2) improvements to the institutional residence with new flooring in the dining room, refinishing of other wood flooring, and bathroom remodel. A full report of funding for the institutional residence will be presented in the fall before being submitted to Regents.

E. Oracle Agreement. Vice President Peterson explained annually we have an Oracle “true-up” based on headcount of students. This year Oracle gave us the opportunity to purchase RAC and do true-up with a discount for the state as a whole. We know that we need the RAC, which allows us the ability to grow our system without adding additional hardware. This is needed during peak registration times. Questions and comments: 1) Has the university looked at other resources, such as open sources? UVU is Banner enterprise which fits on Oracle. This decision was made by the system as a whole. UVU has expended about $12-14 million on Banner and should have 14-15 more years before a new system will be required.

Trustee Merrill motioned for approval of the Consent Calendar. Trustee Beckham seconded. Voting was unanimous.

III. INFORMATION

A. Campus Report. President Holland gave the campus report. 1) Doing Business With China Conference hosted by the Woodbury School of Business had 150 participants from around the state. Manny Mendenez was the keynote speaker. We signed an agreement with the China Scholarship Council, along with an agreement with representatives from China’s top trade association. Since then we have been contacted by 2-3 businesses who have asked to partner with us on several projects. We have agreed to continue the conference for at least one more year. 2) Pre-med conference for students interested in medical careers was hosted and run by our students. Keynote was given by Elder Russell M. Nelson to a packed hall, after a day of break out groups and sessions. It was noted May is a difficult time for high school students to participate, but it primarily for college students in the programs. 3) New hires in
Advancement: Associate Vice President of Development, Jane Urbaska, who has 15 years of experience at the University of Idaho, University of Virginia and University of Wisconsin; Associate Vice President of Donor Engagement is Carla Beecher who will oversee campus communication for fundraising objectives, write, market and coordinate integrated effort. She has 20+ years of experience in Advancement and comes from Loyola University and Chicago College of Medicine. We are close to hiring a senior director of development. Three other new advancement employees: Chief Researcher, Julie Shumway; Director of Annual giving, Justin Farrell; and Event Planning, Jessica Ballard. 4) Visited Calvary Baptist Church with Pastor France Davis. Met and discussed reaching out to African American community. We will be developing a college and career fair for these students, 5) WAC update. President Holland said we thought we had a good chance to get into the WAC without a football team, which would allow us to participate in a competitive nationally based conference. There was great interest on the part of the WAC, and they have indicated they will be looking at other non-football schools in the future. We also had much support from influential people in the state, along with the press. Vice President Duckworth said the final decision is made by the presidents, and President Holland represented UVU well. There is still much movement among conferences. We will look at other avenues to pursue, and are optimistic as our story is very compelling. Trustees asked if there is anything they could do, and President Holland said he will keep them informed of other opportunities. 6) UEM (Unique Educational Mission) Update. We are starting to roll out after having done more internal reviews with faculty and Deans, but it is still being refined. There was great support for structured enrollment and the move to develop graduate studies office and community college programming. 10 year master plan has firm support, and we are reviewing distance education, weekend and evening, summer school, and building expansion to meet needs. 7) Keeping informed. Discussed what the university can do to keep Trustees better informed. University Marketing prepares a monthly report that could be used in different ways to keep Trustee better informed. It was decided Trustees will be sent press releases as soon as they are available, have information available for monthly report on google.docs to share, and send e-mail with top news highlighted in red.

B. Core Themes, Objectives and Indicators. Linda Makin explained that the core themes, objectives and indicators will be submitted to our accrediting association as part of the accreditation review process. Indicators will provide a way to create a dashboard of information as we move forward. The First Year accreditation report is being developed, and will be part of a seven-year cycle. The first year establishes goals and planning, and the next years are spent accomplishing goals. She distributed copies of UVU at a Glance and the latest Fact Book and indicated next year there will be sections on indicators included in these publications.

C. Thank you to Mark Wiesenberg. Mark’s term as PACE President is ending on June 30. Mark thanked the Trustees for their efforts on behalf of staff, including the nominating of deserving staff for awards of excellence. President Holland added Mark has done a great job as PACE President. He also served as Interim HR Director while helping chair a committee for the replacement. Together he and Ron Price are taking HR to the next level.

Trustee Beckham motioned to hold an Executive Session to discuss items covered under the Open and Public Meeting Act. Trustee Loumeau seconded. Voting was unanimous.

Meeting adjourned at 10:20 p.m.