

# UVU BOARD OF TRUSTEES

December 4, 2014

4 p.m. – SC213c

## Board of Trustees Members Present

Karen L. Acerson  
Curtis B. Blair  
Tyler Brklacich  
Taran K. Chun  
James N. Clarke  
Elaine S. Dalton  
Terry E. Shoemaker  
R. Duff Thompson

## Board of Trustee Members Excused

Greg S. Butterfield  
Anne-Marie W. Lampropoulos  
Steven J. Lund

## UVU Regular Attendees

President Matthew S. Holland  
Marc Archambault, Vice President Development and Alumni  
David Connelly, Faculty Senate President  
Cameron Martin, Vice President University Relations  
Brett McKeachnie, PACE President  
Fidel A. Montero, Chief of Staff  
Karen Olsen, Assistant to the Board  
Jeffery E. Olson, Sr. Vice President Academic Affairs  
Val Peterson, Vice President Administration and Finance  
Michelle Taylor, Vice President Student Affairs

## Guests:

Talitha Hudgins, Associate Dean University College  
Deborah Marrott, Chair of Basic Composition & ESL  
Andrew Stone, Assnt. Vice President Recruitment & Outreach  
Chris Taylor, Associate Vice President University Marketing/CIO  
Forrest Williams, Dean University College

## I. ACTION

### A. Curriculum.

- 1) **Bachelor of Science in Entrepreneurship.** This has been offered previously as an emphasis within the Bachelor of Science in Management program, with much interest from industry and students to offer as a degree. Experience and courses are in place.
- 2) **Bachelor of Science in Mechatronics Engineering Technology.** This degree was previously approved but pulled for revisions to improve cost effectiveness. Updates have been made.
- 3) **Bachelor of Science in Animation and Games.**
- 4) **Bachelor of Science in Digital Audio**
- 5) **Bachelor of Science in Digital Cinema**
- 6) **Bachelor of Science in Web Design and Development**
  - a) **Emphasis in Web and App Development**
  - b) **Emphasis in Interaction and Design**
- 7) **Bachelor of Science in Information Management.**
- 8) **Deletion of Bachelor of Science in Digital Media**

The Bachelor of Science in Digital Media has been very broad and most employers are requesting specific degrees. Students already in this program can complete as started, with new students choosing a specific area. It was noted an Adobe digital analytics competition was held with 90 teams from around the country. UVU had the only undergraduate team and placed second above students from MIT, Harvard and in-state schools in creating a website after analyzing data from an actual business. Trustees expressed support knowing these are in demand by industry.
- 9) **Minor in Geography.** There has been an increase of interest in geography because of the importance of GIS in multiple areas. This minor will give students experience with GIS and related systems that will provide value in the employee market.

Trustee Shoemaker motioned to approve Bachelor of Science in Entrepreneurship, Bachelor of Science in Mechatronics Engineering Technology, Bachelor of Science in Animation and Games, Bachelor of Science in Digital Audio, Bachelor of Science in Digital Cinema, Bachelor of Science in Web Design and Development with emphases in Web and App Development/Interaction and Design, Bachelor of Science in Information Management, Minor in Geography and deletion of the Bachelor of Science in Digital Media. Trustee Clarke seconded. Voting was unanimous.

**10) Split of Basic Composition/ESL Department into Departments of English Language Learning and Basic Composition.** Dean Forrest Williams said there is a big need in our service region for English as a Second Language education. These proposed departments already function very independently and this request will bring us in line with current practice. ESL is soft-funded and Basic Composition is funded with state appropriations. Because of this lower tuition can be charged for ESL courses and the faculty in this area are not granted tenure. They have looked at offering three-year renewal contracts for faculty in ESL. ESL FTE increased with the move to soft funding and there is a good funding reserve. They are within \$100 of resident student tuition so it is more competitive with other private and university programs. The current program director will be given a title change with stipend. They also anticipate much growth in ESL. Basic Composition includes developmental courses which are all housed in University College. Trustee Acerson motioned to approve the split of the Basic Composition/ESL Department into the Departments of English Language Learning and Basic Composition. Trustee Blair seconded. Voting was unanimous.

**11) Three Year Review of Bachelor of Science in Environmental Science and Management.** There are 53 majors in this bachelor program and it is accomplishing what was anticipated. Trustee Shoemaker motioned for approval of the three-year review of the Bachelor of Science in Environmental Science and Management.

Discussion and questions: 1) what is the viable number of students in a program? Courses are generally shared with other programs. Costs are determined for credit per student and take into consideration resources going toward a particular program. Any new degree proposal requires a financial section that includes cost of new courses, labs, etc. The three-year report format requested by the state doesn't provide all relevant data, however, and most costs are built in up front. 2) How do you determine when there are enough degrees offered? The number of degrees is deceiving because many are subsets of other degrees. We have very few bachelor degrees compared to other institutions our size. 3) What are other key areas of industry demand, and what majors are in high demand that are unable to produce enough graduates? UVU has identified data sources where we monitor business listings and can then identify areas of non-credit, certificate and degree programs for job opportunities within our service region, state and nationally. We also meet with GOED, and review Labor Department data to project what is going to be needed in each of these areas. Academic Affairs and the Deans will use this data to identify priorities for programs. We are also investing in technology areas with acute equity funding.

## **B. Policies.**

**1) Policy 115. Minors on Campus (temporary emergency) with deletion of Policy 159. Restrictions for Children Visiting Campus.** This policy and deletion is through the emergency process which allows development of a policy that is reviewed by PC and Trustees to be approved for the space of one year for policies that may put the institution at risk. At the same time, the policy goes through the regular review process as an education opportunity and for feedback from campus groups. It will then come back to Trustees for final approval as standard policy within that year.

VP Peterson said as we don't currently have a policy that defines how we deal with minors on campus. Policy is based on best practice, laws and regulations, and is very comprehensive in identifying process, required employee training, and background checks to ensure that anyone who works with minors in any capacity meets these standards (such as having two adults present around all minors). This will apply to all areas of the university. Trustee Acerson motioned to approve Policy 115. Minors on Campus, and delete policy 159. Restrictions for Children Visiting Campus. Trustee Clarke seconded. Voting was unanimous.

**2) Policy 141. Cost Transfers for Sponsored Programs.** VP Peterson said this policy outlines valid expenditures of a sponsored program that must be in the system within 90 days. If it is over 90 days, expenditure must be approved by an Associate Vice President or Dean. This identifies the protection of following procedure in a timely manner according to federal guidelines. Trustee Blair motioned for approval of Policy 141. Cost Transfers for Sponsored Programs. Trustee Clarke seconded. Voting was unanimous.

**3) Policy 321. Employment Classifications and Work Limits and 4) Policy 639. Adjunct Faculty.** VP Makin explained two years ago Trustees approved a temporary emergency policy for each of these areas as part of federal PPCA rules to respond to work limits and risks for medical benefit costs. It was revised a year ago as temporary emergency as a result of further federal changes. This is the final version, with slight wording changes, that has gone through the campus review process. Trustee Brklacich motioned for approval of Policies 321. Employment Classifications and Work Limits and Policy 639. Adjunct Faculty. Trustee Chun seconded. Voting was unanimous.

**5) Policy 502. Determination of Utah Resident Status for Tuition Purposes.** Andrew Stone explained this is the residency policy for UVU. Residency is regularly updated by the State and Board of Regents, which has then required changes to our policy. This policy notes we are in compliance with these rules, and also how they apply for residency determination. Dr. Stone explained the process, particularly for appeals, and rules for maintaining residency (such as not living out of state more than 30 days in a row). Regent policy and state statute define how to acquire residency and is referred to in policy. Information is available for students in the Residency Office. International students are not eligible for residency. Many out of state students who don't wish to have residency apply for the Western Undergraduate Exchange program which allow for tuition at 1.5 times in-state rate. Summer tuition is charged at in-state level for all students. Trustee Shoemaker motioned for approval of Policy 502. Determination of Utah Resident Status for Tuition Purposes. Trustee Acerson seconded. Voting was unanimous.

**6) Policy 522. Undergraduate Credit and Degrees.** This policy establishes minimum credit hours to obtain degrees, diplomas and certificates. This will now align process with practice and Regent Policy. Policy received extensive feedback from Academic Affairs Council and Faculty Senate. Trustee Acerson motioned for approval of Policy 522. Undergraduate Credit and Degrees. Trustee Shoemaker seconded. Voting was unanimous.

**C. Approval of Trustee Stipend for Scholarship.** In the past Trustees have donated their stipend towards Trustee scholarships. Trustee Thompson motioned for approval of continued donation of meeting stipends to a Trustee scholarship fund. Trustee Brklacich seconded. Voting was unanimous.

## **II. CONSENT CALENDAR.**

**A. Minutes of October 9, 2014 Board of Trustee meeting.**

**B. Investment Report for August, September and October 2014.**

**C. Human Resources Report.** VP Makin explained the new format for the HR report. It includes trends and information on work force. She invited Trustees to let her know other things they would like to see. This will be presented as an annual report. She noted Utah Business magazine listed UVU as the largest employer in Utah valley and the 8<sup>th</sup> largest in the state. Trustee

observations and concerns: 1) increase in turnover from 6.9 to 10%, 2) skewed heavily to male executives (referred to Susan Madsen's report on female executives), 3) progress made on salary equity, but still remain behind on executive classification.

**D. Institutional Discretionary 2013-14 Actual Budget and 2014-15 Revision I.**

We are required to approve actual expenditures, as well as revisions. Investment income is at a low level, so appropriated expenses have been moved from this fund.

**2013-14 Auxiliary and Service Enterprise Report**

Yearly approval required for Auxiliary and Service Enterprise areas. Appropriated variance report was requested by Trustee Hawkins and has been included. Our goal is to break even with Dining Services. In 2013-14 they paid back \$175,000 to the institution in direct costs, and rental agreements generated another \$64,000. With those there was a \$27,000 profit. Our Dining Services director is retiring and we are in the search process for a replacement. We also have a request to add an accountant for this \$3.8 million enterprise. Labor is as low as possible, using mostly student employees. It was noted food costs are a little high.

**2013-14 Appropriated Budget Variance Report**

Trustee Blair motioned for approval of the Consent Calendar. Trustee Thompson seconded. Voting was unanimous.

**II. INFORMATION**

**A. Campus Report.**

President Holland reported: 1) History can teach us many lessons and a review of history is often helpful in comparing the present with the past and planning for the future. President Wilson Sorensen, in the *Miracle of Utah Valley* said this campus was planned for 6,000 students and we have reached and exceeded that limit. President Holland referred to predictions by Arvo Van Alstyne in 1981 for the year 2018, many that are coming to fruition. He is also grateful for the community and trustees who have helped make this institution into what it is today. 2) Deseret News recently reported on Urban Mechanics, which is also getting national attention for an innovative program where students help a city solve problems by providing innovative solutions. This emphasizes our commitment to engaged learning. 3) Vivint partnership. We recently held the ribbon cutting for the sales center program in partnership with Vivint. It is very high tech and is already having impact. One of our students recently won 1<sup>st</sup> place in a regional competition. 4) Other student success. Sales and Marketing students recently took 1<sup>st</sup> place in a national competition. A student team also took 2<sup>nd</sup> place in a national Adobe competition. 5) PBA. In our recent mid-year evaluation report from Northwest Accreditation, one key thing they mentioned is how our planning and execution is tied together, and aligned with our core themes, including our core focus of student success. They wrote, "I have never seen anything quite as well done in higher education." They were also surprised how core themes and administrative imperatives were filtered throughout the institution, with everyone aware of themes and how they are tied to budget and assessment. 6) Emergency Response. We continue to work hard to manage risk and have made significant progress on emergency response. We have had multiple trainings on active shooter and have learned much. We hope it never happens, but will be better prepared. There is a campus emergency preparedness committee and ongoing strategic and management activities. 7) Manage risk. We are in the process of hiring General Counsel with 89 applicants currently being vetted. We have a clean state audit, and have an increased emphasis on internal audit procedures. We have a compliance committee for state and federal regulations. We will have training in President's Council on the culture of compliance to be filtered across the university. 8) One issue nationally is sexual assault. President Holland showed the national video with a similar one being produced in-house. We are currently developing a sexual assault prevention campaign, which Trustee Brklacich and the students have spearheaded. Elizabeth Smith will be speaking next week, which will be the kickoff for the awareness campaign in taking the pledge from the White House and developing a comprehensive plan to educate students and employees on what it is, how to avoid, and how to be part of the solution. We are working hard to respond in the right way to communicate to the university. 9) Classroom building ribbon cutting will be December 18 at 3 p.m. It is being held early while Speaker Lockhart is still in office, as she played a significant part in its approval. It will be held in the connecting hallway between the library and the new building. There will be a short program and tours of the building. The first two floors will be completed for use spring semester. 10) Inclusion initiative. Dr. Kyle Reyes has lead the development over the past year of a university inclusion plan, which is now moving into the executive phase. Dr. Reyes distributed and reviewed the plan and explained UVU was doing many good things, including receiving national awards for our programs, but it was somewhat piecemeal. He has met with all campus leadership, held two campus-wide conversations and looked at best practices across the nation. He reviewed the strategies to ensure we stay focused on access as part of our regional mission. Our goal was to have a plan that was achievable. There are now quotas, and each department is setting their own goals with many good initiatives, which has also been a framework for conversations. Each goal has an objective and action steps. Report also includes glossary of definitions. We are currently reviewing hiring guidelines and practices for diversity and inclusion and have done training with departments. Trustee Brklacich said students feel welcomed by administration and student leaders, and are having success with much support.

**B. Legislative Report.**

Vice President Martin distributed the pocket facts and legislative priorities card and encouraged Trustees to share with others. We are meeting with local legislators to share our message and objectives. We are also thanking them for the acute equity funding and accounting for its use. Our priorities align with system priorities: compensation, mission-based funding (student participation and distinctive mission). Capital facility priority is the Art building. We are fairly low on the list and the system will be pushing for STEM buildings, but we are hoping for planning money this year. We will also be referring to the president's five-year report that is on the website when meeting with legislators to add to the image and credibility of the institution.

**C. Foundation Report.** Trustee Clarke said there is a lot of good movement in the Foundation. Trustee Blair was on the cover of the recent Foundation report which focuses on UVU interns that are being hired for companies. Number of pledges is down, but totals are up. Quantity and size of gifts is substantially up by 41%. We have received 22 gifts over \$100,000 totaling \$1.5 million, with three of those greater than \$100,000 totaling \$2 million. Foundation will be meeting next week to make decisions on allocation of Foundation funds. A donation for the Autism study program was a result of the business engagement strategy. \$12.5 million has been raised for the arts building, but public announcement has not been made.

**D. Faculty Senate Report.** Postponed for next meeting

**E. 2015 AGB Conference.** Trustees were invited to attend the annual AGB Conference.

Trustee Thompson motioned to adjourn. Trustee Clarke seconded. Meeting adjourned at 6:13 p.m.