

UVU BOARD OF TRUSTEES

June 19, 2014

4 p.m. – SC213c

Board of Trustees Members Present

Karen L. Acerson
Tyler Brklacich
Curtis B. Blair (by phone)
James Clarke
Elaine Dalton
Anne-Marie Lampropoulos
Fidel A. Montero
Terry E. Shoemaker (by phone)

Board of Trustee Members Excused

Greg S. Butterfield
Steven J. Lund
R. Duff Thompson

UVU Regular Attendees

President Matthew S. Holland
Marc Archambault, Vice President Development and Alumni
David Connelly, Faculty Senate President
Linda Makin, Vice President Planning, Budget & HR
Cameron Martin, Vice President University Relations
Brett McKeachnie, PACE President
Karen Olsen, Assistant to the Board
Val Peterson, Vice President Administration and Finance
Kyle Reyes, Special Assistant to the President
Shad Sorenson, Associate Vice President Student Life/Dean of Students
Ian Wilson, Sr. Vice President Academic Affairs

Guests:

Kat Brown, Associate Academic Vice President
Phil Clegg, Director Student Leadership and Involvement
Melinda Colton, Director Public Relations

I. INFORMATION

A. Campus Report

President Holland presented campus report. 1) Farewell to Ian Wilson. We have had some very touching exchanges and a campus reception with a packed house, which is well deserved. He served many years as Dean, Interim Vice President and now Sr. Vice President and contributed much to UVU. Dr. Wilson said it has been a wonderful experience as the university has evolved from a state college to university and is a great institution with great faculty and staff. It is important to realize the impact Trustees have as we look to you for advice and direction. 2) Welcome to Dr. Jeffery Olson. Dr. Olson will be replacing Dr. Wilson as Senior Vice President for Academic Affairs. He comes from St. Johns University where he has 18 years of experience. He has a Ph.D. from Stanford, and has published much research on finances and the nature of leadership in higher education. He attended the executive leadership retreat and has already added value in bringing ideas and priorities. 3) New Chief of Staff. Welcome to Fidel Montero as New Chief of Staff (see below on appointment as Trustee Secretary). 4) Land Purchase. President Holland highlighted the headlight in today's Herald announcing the land purchase of an additional 125 acres in Vineyard. This additional 125 acres of new land will double the campus footprint. VP Peterson said it allows us to think about possibilities for the university as we grow and expand. The land was not as appealing at first, but the area is growing with 1000 apartments under construction and 400 townhomes, with a planned Larry Miller Megaplex. Currently there is ten acres dedicated to intramural play. This give us 225 acres next to a planned FrontRunner stop. Dr. Peterson was commended on his work in making this happen. 5) UVU Commercial. UVU soccer commercial was shown that is being played locally during the World Cup. It was produced on campus with our men's soccer coach as narrator and the UVU men's soccer team. It has received much attention through social media, and we are hoping for national recognition of this and the Olympic commercials. 6) Shad Sorenson has accepted the position as the new Superintendent of South Summit School District, effective July 1. He has been at UVU for 16 years as an employee and as a student.

B. Foundation Report.

Trustee Clarke reported significant results in yearly comparison to May 31 of last year. The numbers of cash gifts and new pledges fell by 1% and 18% respectively, but dollars raised and pledged during this period grew by 6% and 3% (\$2.64 million) respectively. Gifts and new pledges of cash, stock, property, and in-kind contributions have reached \$5.76 million, up 2%, and we anticipate exceeding \$6 million by the end of the fiscal year. We have exceeded fiscal year scholarship target of \$1.5 million by raising more than \$1.98 million and hope to reach \$2 million.

Scholarship Ball was scheduled for October 11, but we just received word the Governor's Gala is scheduled for the same evening, so are looking at the date of October 25. Four top sponsorships have been filled, with two \$5,000 level sponsorships remaining. Half of the tables have already been reserved.

C. Audit Committee Report. Meeting was rescheduled.

D. Honorary Degree and Commencement Speaker Process

VP Martin said at this time of year we start looking at Commencement speaker and honorary degree recipients for next year. Trustees were given a copy of the memo that was sent to the campus community for input. Choosing honorary degrees is a statutory responsibility of the Trustees and historically we have given the commencement speaker an honorary degree. Information contains guiding principles and criteria which is used to evaluate those nominated. There will be an on-line form to actively seek nominations, particularly to recognize outstanding people in the community who have distinguished themselves in service, as well as individuals who have a propensity to give to the university. Trustees were encouraged to nominate individuals for honorary degrees.

II. ACTION

A. Oath of Office for Tyler Brklacich. Trustee Brklacich was administered the Oath of Office by Trustee 1st Vice Chair, Elaine Dalton. Tyler was welcomed to the Board, and will be serving as Student body President for 2014-15.

B. Appointment of Trustee Secretary. President Holland announced today the appointment of a new member of his administrative team, Fidel Montero, as Chief of Staff. Kyle Reyes has served in this similar position for the past five years and has provided outstanding leadership. With the new administrative reconfiguration, there will be very different responsibilities including role as Secretary to the Board of Trustees to help with its management with greater complexities and demands. Karen will remain as administrative support, and will also help move the board forward. Dr. Montero will now have to resign from the Board as he cannot hold an internal position and maintain a position on the Board. Trustee Clarke motioned that Fidel Montero be appointed as the Secretary to the Board. Trustee Shoemaker seconded. Voting was unanimous.

Dr. Montero expressed his thanks for the trust in him to come into this administrative position. He had been contemplating his future and had been offered several positions in public education administration, but this new position will connect what he has done in public education with his desire to contribute to higher education in a place that is changing the course of higher education, and to work with this great team. It will be hard for him to leave Alta High and K-12 and the people there.

This move becomes easier as we are not losing Dr. Reyes' talents and abilities and pay tribute to the great job he has done. Kyle said about 11 years ago he got a start at UVSC in Upward Bound and found his passion in creating access opportunities for underrepresented students to succeed, graduate and contribute to society. It has been an honor and privilege to work with President Holland, but he is excited to get back into the classroom. He will be teaching teachers how to be more inclusive and be able to immerse himself in teaching and research, along with providing support to the university for inclusion and inclusivity initiatives to keep our commitment to that core theme. He has collaborated with Dr. Montero for many years and said his experience in system analysis, critical thinking and K-12 will be invaluable.

C. By-Law Revision.

Vice Chair Dalton explained this bylaw change is necessary because of a recent Regent policy change that requires all Trustee bylaws to have a section on Conflict of Interest. This language has been reviewed by Chair Lund and Assistant Attorney General, David Jones. Trustee Lampropoulos motioned for approval of the change in Bylaws to include conflict of interest. Trustee Acerson seconded. Voting was unanimous.

D. Budget Approvals.

Vice President Makin provided an overview of budgets that require Trustee approval, also the operating budget that is not required to be approved, but should be reviewed as best practice.

- 1) **2013-14 Education and General Operating Revenue Revision.** Changes are a result of funding received from the Utah System of Higher Education, and are in compliance with the Division of Finance. There was no revision to dedicated credits or tuition revenues because we didn't have additional student growth.
- 2) **2013-14 Revision and 2014-15 Initial Institutional Residence Budget.** Last summer the Trustees approved the 2013-14 budget, which is also approved by the Board of Regents. Revisions to current year are: increase of two utilities on an on-going basis; increase in miscellaneous repairs and furnishings, new furniture and equipment; and remodeling addition. Initial remodeling budget was \$130,000 and ended up at \$141,000. Regents and Commissioner's Office have been appraised, and funding was through donated funds. New-year budget will reflect the cost of maintaining the institutional residence.
- 3) **2014-15 Initial Operating Budget.** VP Makin thanked her budget staff for their hard work in putting together the \$200 million budget. It is a compilation of decisions by Trustees, Regents, Legislature and Cabinet over the past year and becomes operational on July 1. Other funds, such as grants and financial aid are not included.
 - o **Education and General.** This is the primary operational budget of the university. Largest change was the legislatively appropriated \$25.2 million in new state tax funds. Other changes are a result of revenue declines, non-resident waivers, write-offs and changes in admission requirements and payment deadlines. Result is increase of state funding from 41% to 48%, with a dramatic change in tax funds per student. We project a slight enrollment increase this year with undergraduate remaining flat, and an increase in graduate programs with the addition of a daytime MBA program. Also highlighted are tuition and fee decisions made by Trustees and Regents in March, internal allocation process through PBA (with all decisions are listed in the budget book and on the web in a very transparent process with investment in our mission and core themes), salaries and benefits. Salaries increased more than benefits as we invest in personnel and contain benefit costs. There was also a large increase in current expense because the majority of the increased state funding was put there in anticipation of allocation in the fall for personnel.
 - o **Educational Disadvantaged.** This is a line item from the legislature and the only change is increased compensation
 - o **Institutional Discretionary.** Primary source of revenue is institutional interest income. That revenue is not rebounding from the economic downturn, and remains between \$6-800,000. New investment has been made that should have a positive outcome. We will spending time looking at revenue streams and will present revised budget at a future meeting
 - o **Auxiliaries.** Decline is a result of enrollment decrease and book seller competition.

- **Student Life.** Student Life and Wellness has increased with a budget built to go from March through June. This is the first budget for the entire cycle and includes sales and services. Student fees, revenues and expenses in student programs are going down because these have been moved to Student Life and Wellness.
 - Decline in Athletics is because last year we made significant capital facility investments, including ribbon and scoreboard in UCCU Center, and \$50,000 for travel. Ongoing budget is \$5.3 million.
 - Student Health Services have shifted programs, revenue and expenses.
- **Community and Continuing Education.** They are struggling because there is much competition for similar services, plus Alpine District is now charging for space. They are looking at models for the future.

Trustee Clarke motioned for approval of all institutional budgets as outlined. Trustee Brklacich seconded. Voting was unanimous.

E. Revision to Inclusive Core Theme Objectives.

VP Makin explained UVU's mission statement, core themes and administrative imperatives were developed in President Holland's administration, with Northwest accreditation requiring them shortly afterwards. Since then we have developed indicators and measures with input from the Board. Last year Kyle Reyes headed a planning process for inclusion with a four-year rolling strategic plan. There were many conversations across campus where these were vetted and objectives developed. Objectives were reviewed by President's Council, and University Planning and Advisory Council and had considerable review by the Inclusion Planning Committee. These revised objectives will be used in the planning and assessment process. Trustee Acerson motioned for approval of revisions to Inclusive Core Theme Objectives. Trustee Shoemaker seconded. Voting was unanimous.

F. Calendar Approvals

1) 2016-17 Academic Calendar.

VP Wilson noted significant changes in the academic calendar: a) implementation of a full week break in both fall and spring. b) move of spring break to first week of April to align closer with local school district spring break schedules. This will result in a break two weeks before the end of each semester. c) 72 instructional days in an academic semester, d) at least one week between each semester to give faculty time to complete and post grades, e) Monday first day of semester. New proposal is to implement beginning summer 2016-17 two six-week terms and a 12 week term. Weekend College will be 10 weeks. We have some flexibility with certain courses, particularly labs. They have compared other institutions who vary from 5.5 weeks to 7 week terms, so we are in line. Trustee Lampropoulos motioned for approval of the 2016-17 academic calendar. Trustee Blair seconded. Voting was unanimous.

2) 2016 Staff Holiday Calendar.

Brett McKeachnie said staff are given 12 vacation days a year, and follow closely the academic calendar and designated state holidays. There is only one date that is flexible, which this year could be either December 22 or 27. PACE Board discussed and recommended December 27. Trustee Acerson motioned for approval of the 2016 staff holiday calendar. Trustee Lampropoulos seconded. Voting was unanimous.

G. UTA Contract.

VP Peterson said a new three-year UTA contract has been negotiated. Our current contract is at 74 cents per trip and UTA wants the UVU contract to be closer to other state institutions. Proposal is: Year 1- 89 cents, Year 2- 97 cents and Year 3- \$1.05 per trip. Weber is currently paying \$1.10 per trip. Contract terms are \$945,000 first year, \$1,059 the second year and \$1,165 the third year. UTA will also provide more service by taking over the campus shuttle service, which will provide new buses with shuttle services in both directions. About 5600 students currently have bus passes, with annual pass of \$70. New prices will be \$80 first year, \$90 second year and \$100 third year. A student pass per month is \$75-80. Student fee is \$6.85 per semester per student, and all students benefit as those who don't purchase the pass have more available parking. There has been a large increase of students from south Salt Lake riding FrontRunner. This is a premium pass which includes FrontRunner, Trax and all busses. We will be the second largest contract with UTA in the state behind the University of Utah. Trustee Clarke motioned for approval of the three year contract with UTA for years 2014-17 as outlined. Trustee Acerson seconded. Voting was unanimous.

A. Sabbatical Requests for Spring Semester 2015.

Trustee Acerson motioned of approval of sabbaticals for spring semester 2015 for JaNae Hass, History & Political Science; Laura Hamblin, English & Literature; Jill Jasperson, Legal Studies; and Dennis Potter, Philosophy & Humanities. Trustee Lampropoulos seconded. Voting was unanimous.

B. Rank Advancement

Trustee Clarke motioned for approval of rank advancement for Jonathan Anderson to Assistant Professor in Developmental Math. Trustee Blair seconded. Voting was unanimous.

C. Policies

1) 302. Hiring of Staff and Student Employees (revision)

VP Makin said these policies have been through a rigorous approval process through all campus groups. Policies 303, 305 and 307 were combined into Policy 302 to become clearer. Three policies will be deleted.

303. Hiring of Hourly and Contract Positions, Career Promotions and Employee Assignment (deletion)

305. Non-Faculty Positions: Posting and Waiver of Posting (deletion)

307. Criteria for In-House Applicants (deletion)

Trustee Clarke motioned for approval of Policy 302. Hiring of Staff and Student Employees and deletion of Policy 303. Hiring of Hourly and Contract Positions, Career Promotions and Employee Assignment, Policy 305. Non-faculty Positions: Posting and Waiver of Posting and Policy 307. Criteria for In-House Applicants. Trustee Brklacich seconded. Voting was unanimous.

2) 504. Excessive Credit Hours Earned Tuition Surcharge

AVP Shad Sorenson said several years ago the Regents developed a policy for the system that indicated students who had over 150% of the credits required for their major would pay non-resident tuition. Problems occur when students take concurrent enrollment or developmental courses. It wasn't being fairly implemented across the system, so the Regents gave institutions the right to have a policy that would work within their individual missions. Trustee Acerson motioned to approve Policy 504. Excessive Credit Hours Earned Tuition Surcharge to guard against the over-accumulation of credit hours. Trustee Lampropoulos seconded. Voting was unanimous.

3) 511. General Student Fees

Trustee Brklacich said we were requested by Regents to create a policy that outlines use, increase and decrease of yearly student fees. UVU's procedures was used as a model within the system, and Phil Clegg was commended for his role in developing these procedures. Approval process for student fees goes through student government, President's Council, Trustees and then Regents. This policy outlines the policy and procedures. Trustee Brklacich motioned for approval of Policy 511. General Student Fees. Trustee Blair seconded. Voting was unanimous.

4) 546. Student Consumer Complaints

VP Peterson said this policy allows students to have an avenue for complaints under the US Department of Education Compliance Act with the Utah Division of Consumer Protection. The Utah Consumer Sales Practices Act-R152 applies as we provide distance education in other states, and allows for a process for student complaints. Policy was drafted by the state Attorney General's office. Trustee Lampropoulos motioned for approval of Policy 546. Student Consumer Complaints. Trustee Acerson seconded. Voting was unanimous.

5) 610. Credit Hour

Sr. VP Wilson said this is a new policy that provides definition of a credit hour. Higher education is increasing regulations, and the US Department of Education requires we maintain a credit hour policy. It can be modified for lab courses, hours in classroom and outside hours for homework. Trustee Clarke motioned for approval of Policy 610. Credit Hour. Trustee Lampropoulos seconded. Voting was unanimous.

III. CONSENT CALENDAR.

A. Minutes of March 27, 2014 Board of Trustee meeting.

B. Human Resources Report for March and April 2014

B. Investment Report for March and April 2014.

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

IV. EXECUTIVE SESSION

Trustee Acerson motioned to hold an Executive Session under the provisions of the Open and Public Meeting Act to discuss personnel issues. Trustee Clarke seconded. Voting was unanimous.

Trustee Acerson motioned to return to Open Session, Trustee Lampropoulos seconded. Voting was unanimous.

Meeting adjourned at 5:57 p.m.