

UTAH TECH UNIVERSITY MINUTES OF THE BOARD OF TRUSTEES MEETING

Friday, January 26, 2024
Zions Bank Room, Holland Centennial Commons 537

DRAFT MINUTES

TRUSTEES PRESENT

Tiffany Wilson, Chair
Betty Barnum
Ginger Chinn (virtual)
Mitch Cloward
David Elkington (virtual)
Patricia Jones
Colleen Kvetko, Vice Chair
Deven Macdonald
Jose Toral-Martinez-Martinez

TRUSTEE ABSENT

Richard Holmes

UNIVERSITY REPRESENTATIVES PRESENT

Courtney White, Interim President
Christine Arlotti, Executive Assistant to Administrative Affairs
Brenda Armstrong, Associate Professor of Dental Hygiene/Department Chair
Del Beatty, Vice President of Student Affairs
Ken Beazer, Executive Director of Athletics
Eliezer Bermudez, Dean of the College of Health Sciences
Cindy Biehahn, Director of University Advancement Services and Foundation Relations
Theresa Bondad, Assistant to the President
Becky Broadbent, General Counsel
Cheryle Caplinger, Executive Director of Strategic Partnerships/Innovation District Project Manager
Dottie Catlin, Executive Director of Career Services
Julie Chew, Faculty Senate President
Aaron Davis, Associate Dean for College of Science, Engineering and Technology
Darlene Dilley, Associate Provost for Enrollment Management
Travis Ficklin, Associate Professor of Exercise Science - Biomechanics/Department Chair
Bryant Flake, Executive Director of Budget and Planning Operations
Joe Francom, Professor of Computer Science/Department Chair
Chris Guymon, Associate Provost for Academic Programs and Operations
Jeffery Jarvis, Dean for College of the Arts
Scott Jensen, Executive Director of Business Services
Michael Lacourse, Provost and Vice President for Academic Affairs
Stephen Lee, Dean for College of Humanities and Social Sciences
Sheila Longpré, Associate Professor of Occupational Therapy/Program Director
Marc Lundstrom, Executive Director of Utah Tech Online
Paul Morris, Vice President of Administrative Affairs
Natalie Nelson, Assistant Attorney General (assigned to Utah Tech)
Matt Nickodemus, Executive Director of Institutional Effectiveness
Kelly Peterson-Fairchild, Dean for Library and Open Learning Services; Associate Librarian
Jared Rasband, Senior Associate General Counsel
Travis Rosenberg, Executive Director of Human Resources
Brenda Sabey, Dean for College of Education
Stacy Schmidt, Assistant Director of Public Relations/Publications

Helen Tate, Associate Provost for Academic Success/Dean of University College
Ali Threet, Assistant Vice President and Dean of Students
Tiffany Vickers, Assistant Professor of Population Health/Program Director
Mark Walton, Chief Information Officer
Henrie Walton, Assistant to the President for Government and Community Relations; Interim
Chief of Staff/Secretary to the Board of Trustees
John Wolfe, Associate Professor of Philosophy

OTHERS PRESENT

Julie Hartley, Associate Commissioner of Academic Education, Utah System of Higher
Education (virtual)
Danny Ipson, Member of the Utah Board of Higher Education

GENERAL SESSION

WELCOME

At 9:01 a.m., Tiffany Wilson, Chair of the Utah Tech University (UT) Board of Trustees, called the meeting to order and welcomed UT's new Interim President Courtney White. Chair Wilson announced that Henrie Walton, Assistant to the President for Government and Community Relations and Interim Chief of Staff, would assume the responsibility of Secretary to the Board.

UTAH TECH UNIVERSITY PRESIDENTIAL SEARCH

Tiffany Wilson, Chair of the Utah Tech University (UT) Board of Trustees, announced that the Utah Board of Higher Education and the Utah Tech University Board of Trustees were working collaboratively in preparation for launching a search for the 19th president of Utah Tech University. As per USHE Policy R203, a search committee had been assembled to include key stakeholders. The search committee members were announced as follows:

- Danny Ipson, Member, Utah Board of Higher Education
- Javier Chavez, Jr., Member, Utah Board of Higher Education
- Tiffany Wilson, Chair, UT Board of Trustees
- Colleen Kvetko, Vice Chair, UT Board of Trustees
- Betty Barnum, Member, UT Board of Trustees; Alumni Association President
- Jose Toral-Martinez-Martinez, Member, UT Board of Trustees; Student Body President
- Ken Beazer, Member, President's Cabinet; Executive Director of Athletics
- Eli Bermudez, Dean of the College of Health Sciences
- Julie Chew, Faculty Senate President; Professor of Nursing
- Darlene Dilley, Associate Provost for Enrollment Management
- Stacy Schmidt, Staff Association President; Assistant Director of Public Relations/Publications
- Ali Threet, Assistant Vice President and Dean of Students
- Derrick Haslem, Senior Medical Director, Oncology Services at Intermountain Health
- Steve Kemp, Member, St. George City Council; Principal Broker at Vantage Real Estate

PRESENTATION

Academic Program Approval and Review Process

Dr. Julie Hartley, Associate Commissioner of Academic Education at USHE, presented an overview of the academic program approval and review process to the Board of Trustees. Chair Wilson thanked Dr. Hartley for providing the academic program approval and review process overview to the Board of Trustees.

ACTION ITEMS

Approval of Minutes for November 10, 2023

Chair Wilson asked for a motion to approve the November 10, 2023, Board of Trustees Meeting Minutes. Motion to approve the Minutes by Colleen Kvetko; Motion duly seconded by Betty Barnum. Chair Wilson asked for a discussion on the motion. Seeing none, Chair Wilson called for a vote to approve the BOT Meeting Minutes for November 10, 2023. Action: Motion approved unanimously.

POLICIES

Chair Wilson invited Ginger Chinn, Trustee and Chair of the Policy Review Committee, to share an overview of the policies. Chair Chinn reported that the Policy Steering Committee had met to review the policies and discuss the changes being proposed for approval by the Board of Trustees.

101: Policy on Policies (Editorial change, informational only)

Travis Rosenberg, Executive Director of Human Resources, presented the editorial revision to Policy 101: Policy on Policies. The editorial revision moves the required 5-year review process to a 7-year review process to align with accreditation standards for all University policies. No action was taken by the Board. Informational Item only.

304: Personnel Files (Revision)

Travis Rosenberg, Executive Director of Human Resources, presented Policy 304: Personnel Files (Revision) for approval to the Board of Trustees. Chair Wilson called for a motion to approve Policy 304: Personnel Files (Revision). Motion to approve called by Pat Jones; Motion duly seconded by Deven McDonald. Action: Motion approved unanimously.

325: Probation (Revision)

Travis Rosenberg, Executive Director of Human Resources, presented Policy 325: Probation (Revision) for approval to the Board of Trustees. Chair Wilson called for a motion to approve Policy 324: Probation (Revision). Motion to approve called by Pat Jones; Motion duly seconded by Deven McDonald. Action: Motion approved unanimously.

641J: Faculty Review Portfolio (Editorial change, informational only)

Dr. Michael Lacourse, Provost and Vice President of Academic Affairs, presented the editorial change to the Board of Trustees for Policy 641J: Faculty Review Portfolio. The editorial change updated the document's template to an Excel spreadsheet. No action was taken by the Board. Informational item only.

ACADEMIC AFFAIRS

Chair Wilson invited Betty Barnum, Chair of the Academic Affairs Committee, to comment on upcoming Academic Affairs requests for approval. Trustee Barnum said the Academic Affairs Committee had paid close attention to the peer reviews, and she was impressed with the amount of work that faculty and staff put into preparing these programs.

Approval of Intermediate Review/Continued Probationary Status; Rank Advancement; Post Probation Review; and Final Probationary Review

Dr. Michael Lacourse, Provost and Vice President of Academic Affairs, presented the request for approval for Intermediate Review/Continued Probationary Status; Rank Advancement; Post Probation Review; and Final Probationary Review to the Board of Trustees. Chair Wilson asked for a motion to approve the faculty recommended for Intermediate Review/Continued Probationary Status; Rank Advancement; Post Probation Review; and Final Probationary Review. Motion to approve called by Dave Elkington; Motion duly seconded by Patricia Jones. Chair Wilson asked if there was a discussion to the motion. Hearing none, Chair Wilson said the motion passes. Action: Motion approved unanimously.

New Degree Programs

Master in Software Development: Joe Francom, Professor of Computer Science, presented the Master in Software Development degree program to the Board of Trustees for approval.

Master in User Design: Alex Chamberlain, Associate Professor of Art, presented the Master in User Design degree program to the Board of Trustees for approval.

Master in Healthcare Administration: Tiffany Vickers, Assistant Professor of Population Health, presented the Master in Healthcare Administration to the Board of Trustees for approval.

Chair Wilson called for a motion to approve the Master in Software Development, the Master in User Design, and the Master in Healthcare Administration. Motion called by Dave Elkington; Motion duly seconded by Patricia Jones. Action: Motion approved unanimously.

BA in Philosophy, Humanities, and Religious Studies

Dr. Stephen Lee, Dean of the College of Humanities and Social Sciences and Dr. John Wolfe, Associate Professor of Philosophy, presented the BA in Philosophy, Humanities, and Religious Studies to the Board of Trustees for approval. Chair Wilson asked for a motion to approve the BA in Philosophy, Humanities, and Religious Studies. Motion to approve called by Jose Toral-Martinez; Motion duly seconded by Colleen Kvetko. Action: Motion approved unanimously.

Specialized Associates in Programming

Provost Michael Lacourse and Joe Francom, Professor of Computer Science, presented the Specialized Associate's in Programming to the Board of Trustees for approval. Chair Wilson asked for a motion to approve the BA in Philosophy, Humanities, and Religious Studies. Motion to approve called by Betty Barnum; Motion duly seconded by Ginger Chinn. Action: Motion approved unanimously.

New Certificates

- **Art Virtual Reality/Virtual eXperience:** Provost Michael Lacourse presented the new certificate for Art Virtual Reality/Virtual eXperience to the Board of Trustees for approval. Chair Wilson called for a motion to approve the new certificate for Art Virtual Reality/Virtual eXperience. Motion to approve called by Patricia Jones; Motion duly seconded by Betty Barnum. Action: Motion approved unanimously.
- **Elementary Music:** Provost Michael Lacourse presented the new certificate for Elementary Music to the Board of Trustees for approval. Chair Wilson called for a motion to approve the new certificate for Elementary Music. Motion to approve called by Betty Barnum; Motion duly seconded by Colleen Kvetko. Action: Motion approved unanimously.
- **Wind Band Conducting:** Provost Michael Lacourse presented the new certificate for Wind Band Conducting to the Board of Trustees for approval. Chair Wilson called for a motion to approve the new certificate for Wind Band Conducting. Motion to approve called by Colleen Kvetko; Motion duly seconded by Patricia Jones. Action: Motion approved unanimously.

Program Name Changes (one vote for all name changes)

Provost Michael Lacourse presented the following program name changes to the Board of Trustees for approval:

- Media Studies, BS to Digital Media, BS: Communication and Digital Studies were combined
- Media Studies, BS to Digital Media- Media Production, BS
- Media Studies – Public Relations Emphasis to Digital Media – Public Relations Emphasis
- Media Studies- Multimedia Journalism Emphasis to Digital Media – Multimedia Journalism Emphasis
- Media Studies Minor to Digital Media Minor
- Integrated Studies – Media Studies Emphasis to Integrated Studies – Digital Media Emphasis

Chair Wilson called for a motion to approve the program name changes listed above. Motion to approve called by Patricia Jones; Motion duly seconded called by Betty Barnum. Action: Motion approved unanimously.

Program Discontinuation

Integrated Science Biology Education (Discontinuation)

Provost Lacourse presented the Integrated Science Biology Education program discontinuation for approval to the Board of Trustees. Chair Wilson called for a motion to approve the Integrated Science Biology Education program for discontinuation. Motion called by Betty Barnum; Motion duly seconded by Colleen Kvetko. Action: Motion approved unanimously.

New Department

Department of Occupational Therapy

Provost Michael Lacourse and Shelia Longpré, Associate professor of Occupational Therapy/ Program Director, presented the new Department of Occupational Therapy to the Board of Trustees for approval. Chair Wilson called for a motion to approve the new Department of Occupational Therapy. Motion to approve called by Trustee Kvetko; Motion duly seconded by Betty Barnum. Action: Motion approved unanimously.

New Center

UT Pro Bono Center

Provost Michael Lacourse and Drew Wilcox, Assistant Professor of Physical Therapy, presented the request for UT Pro Bono Center (new) to the Board of Trustees for approval. Chair Wilson called for a motion to approve the UT Pro Bono Center (new). Motion to approve called by Trustee Kvetko; Motion duly seconded by Jose Toral-Martinez. Action: Motion approved unanimously.

Academic Course Fees

Provost Michael Lacourse presented the Academic Course Fees that were approved by the Fee Committee on November 17, 2023:

- RSM 4100: Financial Management in Recreation and Sport. Amount \$50
- MUSC 3830R: Private Lessons in Conducting. Amount \$475

Chair Wilson called for a motion to approve the Academic Course Fees that were approved by the Fee Committee on November 17, 2023. Motion to approve called by Jose Toral-Martinez; Motion duly seconded by Betty Barnum. Action: Motion approved unanimously.

ADMINISTRATIVE AFFAIRS

Investment Report

Paul Morris, Vice President for Administrative Affairs, and Scott Jensen, Assistant Vice President for Auxiliary and Business Services, presented the Investment Reports for July 1, 2023, to October 31, 2023, and July 1, 2023, to November 30, 2023, to the Board of Trustees for approval. Chair Wilson called for a motion to approve the Investment Reports. Motion called by Colleen Kvetko; Motion duly seconded by Jose Toral-Martinez. Action: Motion approved unanimously.

ADVANCEMENT

Donation Report for October 2023 – November 2023

Cindy Biehahn, Director of University Advancement, presented the Donation Report for October 2023-November 2023, to the Board of Trustees for approval. Chair Wilson called for a motion to approve the Donation Report. Motion called by Patricia Jones; Motion duly seconded by Jose Toral-Martinez. Action: Motion approved unanimously.

Consent Calendar

Chair Wilson reminded the Board of Trustees that the Consent Calendar was implemented to streamline the various reports and approvals that are offered during each meeting. The Consent Calendar contains President's Report, UT Student Association Report, Faculty Senate Report, and Staff Association Report. Interim President Courtney White thanked the Board of Trustees for their leadership of Utah Tech University. Jose Toral-Martinez, UTSA Student Body President, provided a brief verbal report to the Board of Trustees. Chair Wilson called for a motion to approve the Consent Calendar. Motion to approve called by Patricia Jones; Motion duly seconded by Betty Barnum. Action: Motion approved unanimously.

BOARD OF TRUSTEES COMMITTEE REPORTS

Audit Committee

Colleen Kvetko, Chair of the Audit Committee, reported that the committee had met to review and discuss resolutions to previous audits. The UT Internal Audit Department was restructured to UT Audit, Risk, and Compliance Department, which will also include Clery compliance.

Dixie Technical College

Patricia Jones, Chair Liaison to the Dixie Technical College Board, said that Dixie Technical College appreciates the collaboration between Dixie Technical College and Utah Tech University.

Honoree Selection Committee

Chair Wilson reported for Mitch Cloward, Chair of the Honoree Selection Committee, and announced the names of the 2024 awardees:

- Julie Beck, Honorary Doctorate
- Wendy Bulkley, Carroll Hallowell, and Jon Pike, Distinguished Citizens
- Aaron Davis and Joel Lovell, Excellence in Education
- Julie Stender and Dr. Michael Lacourse, Excellence in Service

Chair Wilson called for a motion to approve the Honoree Selection Committee's 2024 recipients. Motion to approve called by Colleen Kvetko; Motion duly seconded by Betty Barnum. Action: Motion approved unanimously.

CONCLUDING REMARKS

Henrie Walton provided a brief update on the legislative session at Chair Wilson's request.

Chair Wilson invited attendees to celebrate with the Doctorate of Occupational Therapy program, which had begun recruiting for enrollment, by enjoying cake, signing a picture commemorating this momentous milestone, and distributing a special keepsake to everyone present.

MEETING ADJOURNED

At 12:18 p.m., Chair Wilson called for a motion to adjourn the January 26, 2024, Board of Trustees Meeting. Motion to adjourn called by Betty Barnum; Motion duly seconded by Jose Toral-Martinez-Martinez. Action: Motion approved unanimously.

Minutes approved on March 8, 2024.