

**UTAH TECH UNIVERSITY
MINUTES OF THE BOARD OF TRUSTEES MEETING**

Friday, November 10, 2023
Zions Bank Room, Holland Centennial Commons 537

DRAFT MINUTES

TRUSTEES PRESENT

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

UNIVERSITY REPRESENTATIVES PRESENT

President Richard B. Williams
Christine Arlotti, Executive Assistant to Administrative Affairs
Del Beatty, Vice President of Student Affairs
Eliezer Bermudez, Dean of the College of Health Sciences
Theresa Bondad, Assistant to the President
Andrea Bringhurst, Director of Institutional Data Governance
Becky Broadbent, General Counsel
Lance Brown, Director of Development
Jennifer Ciaccio, Faculty Senate President-Elect
Matt Devore, Staff Association President-Elect
Darlene Dilley, Associate Provost for Enrollment Management
Bryant Flake, Executive Director of Budget and Planning Operations
Andrew Goble, Information Security Officer
Garyn Gulbranson, Executive Director of Booth Wellness Center
Samira Hall, Manager for Curriculum and Graduate Studies Operations
Christian Hildebrandt, Assistant Vice President of Campus Life and Wellness
Scott Jensen, Executive Director of Business Services
Matt Nickodemus, Executive Director of Institutional Effectiveness
Travis Rosenberg, Executive Director of Human Resources
Stacy Schmidt, Assistant Director of Public Relations/Publications
Jordon Sharp, Vice President of Marketing and Communication
Ali Threet, Assistant Vice President and Dean of Students
Henrie Walton, Assistant to the President for Government Relations
Mark Walton, Chief Information Officer
Courtney White, Associate Vice President of Executive Affairs/Chief of Staff

GENERAL SESSION

WELCOME

At 9:04 a.m., Tiffany Wilson, Chair of the Utah Tech University (UT) Board of Trustees (BOT), called the meeting to order and welcomed everyone to the meeting, including Patricia Jones, new Board of Trustee, and Mitch Cloward, returning Board of Trustee.

BOARD OF TRUSTEES' SCHOLARSHIP RECIPIENTS' ACKNOWLEDGEMENT

Vice Chair Colleen Kvetko welcomed the Board of Trustees Scholarship recipients and thanked them for their service on campus. Darlene Dilley, Associate Provost for Enrollment Management, invited the following students to introduce themselves to the Board of Trustees:

- Nicholas Fajardo
- Justin LeClair
- Amy Richards
- Lilliana Rogers

SUCCESS IN EDUCATION

Patricia Jones, Board of Trustee, introduced Rick Folkerson, President of Success in Education Foundation, to the Board of Trustees. President Folkerson discussed Success in Education's (501c3 nonprofit) student programs, including Ken Garff Esports, Keys to Success, Road to Success, and Women Who Succeed.

ACTION ITEMS

Approval of Minutes for September 22, 2023

Chair Wilson asked for a motion to approve the September 22, 2023, Board of Trustees Meeting Minutes. Motion to approve the Minutes by Colleen Kvetko; Motion duly seconded by Ginger Chinn. Chair Wilson asked for a discussion on the motion. Seeing none, Chair Wilson called for a vote to approve the BOT Meeting Minutes for September 22, 2023. Action: Motion approved unanimously.

POLICIES

120: Institutional Data Governance (Revision)

Matt Nickodemus, Executive Director of Institutional Effectiveness, presented Policy 120: Institutional Data Governance (Revision) to the Board of Trustees for approval. Chair Wilson called for a motion to approve Policy 120: Institutional Data Governance (Revision). Motion to approve made by Betty Barnum; Motion duly seconded by Mitch Cloward. Action: Motion approved unanimously.

149A: Signature Authority for Official Documents (Revision)

Becky Broadbent, General Counsel, presented Policy 149A: Signature Authority for Official Documents (Revision) for approval to the Board of Trustees. Chair Wilson called for a motion to approve Policy 149A: Signature Authority for Official Documents (Revision). Motion to approve called by Betty Barnum; Motion duly seconded by Mitch Cloward. Action: Motion approved unanimously.

261: Fundraising Authority, Acceptance, and Management (formerly, Fundraising Authority, Responsibility, and Coordination) (Revision)

Richard B. Williams, President, presented Policy 261: Fundraising Authority, Acceptance, and Management (Revision) to the Board of Trustees for Approval. Chair Wilson called for a motion to approve Policy 261: Fundraising Authority, Acceptance, and Management (Revision). Motion to approve called by Pat Jones; Motion duly seconded by Richard Holmes. Action: Motion approved unanimously.

328: Athletic Staffing (Revision)

Travis Rosenberg, Executive Director of Human Resources, presented Policy 328: Athletic Staffing (Revision) for approval to the Board of Trustees. Chair Wilson called for a motion to approve Policy 328: Athletic Staffing (Revision). Motion to approve called by Jose Toral-Martinez; Motion duly seconded by Ginger Chinn. Action: Motion approved unanimously.

463: Information Technology Security (Revision)

463A: University Information Security Rules and Standards (Revision)

463B: Incident Response Procedure (Revision)

463C: University Information Security Data Classification Visual Aids (New)

Mark Walton, Chief Information Officer, presented Policy 463: Information Technology Security (Revision); Policy 463A: University Information Security Rules and Standards (Revision); 463B: Incident Response Procedure (Revision); and 463C: University Information Security Data Classification Visual Aids (New) for approval to the Board of Trustees. Chair Wilson called for a motion to approve Policies 463, 463A, 463B, and 463C. Motion to approve called by Colleen Kvetko; Motion duly seconded by Betty Barnum. Action: Motion approved unanimously.

ACADEMIC AFFAIRS

Chair Wilson invited Betty Barnum, Chair of the Academic Affairs Committee, to comment on upcoming Academic Affairs approvals. Trustee Barnum provided comments to the Board of Trustees and invited Michael Lacourse, Provost and Vice President of Academic Affairs, to present the following requests:

Note: Two new master's programs were postponed from November 10, 2023, BOT Agenda to January 26, 2024, BOT Agenda.

Name Changes for Recreation and Sport Management

- **Corporate Recreation and Wellness Emphasis to Health and Wellness Emphasis**
- **Sport Management Emphasis to the Sport and Athletic Administration Emphasis**

Dr. Michael Lacourse, Provost and Vice President of Administrative Affairs, presented the following name changes for Recreation and Sport Management to the Board of Trustees for approval: Corporate Recreation and Wellness Emphasis to Health and Wellness Emphasis; Sport Management Emphasis to Health and Wellness Emphasis. Chair Wilson called for a motion to approve the name changes. Motion to approve called by Betty Barnum; Motion duly seconded by Ginger Chinn. Action: Motion approved unanimously.

Approval of Posthumous Degrees

Dr. Michael Lacourse, Provost and Vice President of Academic Affairs, presented to the Board of Trustees the requests for approval of Posthumous Degrees for Brian Oney, BS in Exercise Science, and Mercedes Torreblanca, BS in Population Health. Chair Wilson called for a motion to approve the Posthumous Degrees for both Brian Oney and Mercedes Torreblanca. Motion called Colleen Kvetko; Motion duly seconded by Patricia Jones. Action: Motion approved unanimously.

ADMINISTRATIVE AFFAIRS

Deven Macdonald, Chair of the Investment Committee, stated that he had "no comments at this time" regarding the following Administrative Affairs reports:

Auxiliary Operations Report FY23

Scott Jensen, Assistant Vice President of Auxiliary and Business Services, presented the Auxiliary Operations Report for FY23 to the Board of Trustees for approval. Chair Wilson called for a motion to approve the Auxiliary Operations Report FY23. Motion to approve called by Deven Macdonald; Motion duly seconded by Patricia Jones. Action: Motion approved unanimously.

Investment Report

Scott Jensen, Assistant Vice President of Auxiliary and Business Services, presented the July 1, 2023, to August 31, 2023, Investment Report and the July 1, 2023, to September 30, 2023, Investment Report to the Board of Trustees for approval. Chair Wilson called for a motion to approve the July 1, 2023, to August 31, 2023, Investment Report and the July 1, 2023, to September 30, 2023, Investment Report. Motion to approve called by Patricia Jones; Motion duly seconded by Mitch Cloward. Action: Motion approved unanimously.

UNIVERSITY ADVANCEMENT

University Advancement September 2023 Giving Report

Lance Brown, Director of Development, presented the University Advancement September 2023 Giving Report to the Board of Trustees for approval. Chair Wilson called for a motion to approve the University Advancement September 2023 Giving Report. Motion to approve called by Jose Toral-Martinez; Motion duly seconded by Patricia Jones. Action: Motion approved unanimously.

Consent Calendar

Chair Wilson introduced the Consent Calendar and invited the following attendees to provide a summary of their reports to the Board of Trustees:

- Richard B. Williams, President: President Williams reported on two recent site visits conducted by the NWCCU and the NCAA. President Williams thanked Courtney White, Chief of Staff, for chairing the NCAA Self-Study Steering Committee.
- UT Student Association Report: Jose Toral-Martinez, UT Student Association President, reported that Stampeded had broken athletic event attendance records and were actively preparing for upcoming games. The Student Association had created a new event called the Lantern Fest, which was held at the OC Tanner Fountain.
- Faculty Senate Report: Jennifer Ciaccio, Faculty Senate President-Elect
- Staff Association Report: Stacy Schmidt, Staff Association President, reported that the Staff Association was working toward improving coordination between students and faculty and hosting training workshops for staff members.

Chair Wilson called for a motion to approve the Consent Calendar. Motion to approve called by Betty Barnum; Motion duly seconded by Patricia Jones. Action: Motion approved unanimously.

BOARD OF TRUSTEES COMMITTEE REPORTS

Audit Committee

Colleen Kvetko, Chair of the Board of Trustees Audit Committee, reported that the presidential travel audit and the cash equivalence and investments audit had no findings. A future meeting to discuss prior audits, findings, and implementation will be held with the Audit Committee and various staff members.

Dixie Technical College

Patricia Jones, Dixie Technical College Chair reported that Betty Barnum, Trustee, went to the last Dixie Technical College (DTC) Board meeting on her behalf. Trustee Barnum gave an overview of the DTC Board meeting.

CONCLUDING REMARKS

Chair Wilson thanked everyone for attending the November 10, 2023, Board of Trustees Meeting.

MEETING ADJOURNED

At 10:25 a.m., Chair Wilson called for a motion to adjourn the November 10, 2023, Board of Trustees Meeting. Motion to adjourn called by Mitch Cloward; Motion duly seconded by Richard Holmes. Action: Motion approved unanimously.

Minutes approved on January 26, 2024.