

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

Friday, January 24, 2025
Zions Bank Room, Holland Centennial Commons 537

DRAFT MINUTES

TRUSTEES PRESENT

Tiffany Wilson, Chair (Present)
Betty Barnum (Present)
Ginger Chinn (Present)
Mitch Cloward (Virtual)
Dave Elkington (Not Present)
Richard Holmes (Not Present)
Patricia Jones (Present)
Colleen Kvetko, Vice Chair (Virtual)
Deven Macdonald (Present)
Bella Estes (Present)

STATE BOARD REPRESENTATIVES PRESENT (VIRTUAL)

Alison Adams, General Counsel and Secretary to the State Board

UNIVERSITY REPRESENTATIVES PRESENT

Courtney White, Interim President
Christine Arlotti, Executive Assistant to Administrative Affairs
Del Beatty, Vice President of Student Affairs
Eli Bermudez, Dean of the College of Health Sciences
Theresa Bondad, Assistant to the President
Cheryl Caplinger, Executive Director of Strategic Partnerships
Dottie Catlin, Executive Director of Career Services
Julie Chew, Faculty Senate President
Jennifer Ciaccio, Faculty Senate President Elect
Bryant Flake, Executive Director of Budget and Planning Operations
Garyn Gulbranson, Executive Director of Booth Wellness Center
Christopher Guymon, Acting Provost and Vice President of Academic Affairs
Brad Last, Vice President of Advancement
Stephen Lee, Dean for the College of Humanities and Social Sciences
Paul Morris, Vice President of Administrative Affairs
Natalie Nelson, Assistant Attorney General (assigned to Utah Tech)
Matt Devore, Staff Association President
Travis Rosenberg, Executive Director of Human Resources
Brenda Sabey, Dean of the College of Education
Judy Scott, Associate Professor of Nursing
Helen Tate, Associate Provost for Academic Success/Dean of University College
Ali Threet, Assistant Vice President and Dean of Students
Henrie Walton, Interim Chief of Staff/Secretary to the Board of Trustees
Vicki Welch, Assistant Professor of Nursing

GENERAL SESSION

WELCOME

At 9:22 a.m., Tiffany Wilson, Chair of the Utah Tech University (UT) Board of Trustees, called the meeting to order, welcomed everyone to the meeting, and thanked Alison Adams, General Counsel &

Secretary to the Board, Mitch Cloward, Trustee, and Colleen Kvetko, Vice Chair, for attending the meeting virtually. Chair Wilson asked UTSA Student Body President and Trustee Bella Estes to announce recent UTSA changes. Ms. Estes said the UTSA VP of Academics had resigned and a replacement VP had been selected. Sam New, VP of Academics, was introduced to the Board of Trustees.

Legislative Update

President White and Henrie Walton, Chief of Staff and Assistant to the President for Government Relations provided updates to the Board of Trustees about current legislative actions,

ACTION ITEMS

Approval of Minutes for November 15, 2024

Chair Wilson called for a Motion to approve the November 15, 2024, Board of Trustees Meeting Minutes. Motion to approve the Minutes called by Patricia Jones, Trustee. Chair Wilson asked for a Second to the Motion. Trustee Betty Barnum Seconded the Motion. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Early Retirement Request, Cynthia Clark, Associate Academic Advisor for College of Health Sciences

Travis Rosenberg, Executive Director of Human Resources, presented the Early Retirement Request for Cynthia Clark, Associate Academic Advisor for College of Health Sciences to the Board of Trustees for approval. Chair Wilson called for a Motion to approve the Early Retirement Request for Cynthia Clark. Motion to approve the Early Retirement Request for Cynthia Clark made by Patricia Jones, Trustee. Chair Wilson asked for Second on the Motion. Trustee Ginger Chinn seconded the Motion. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Early Retirement Request, Susan Hart, Professor of Exercise Science

Travis Rosenberg, Executive Director of Human Resources, presented the Early Retirement Request for Susan Hart, Professor of Exercise Science, to the Board of Trustees for approval. Chair Wilson called for a Motion to approve the Early Retirement Request for Susan Hart. Motion to approve the Early Retirement Request for Susan Hart made by Betty Barnum, Trustee. Chair Wilson asked for Second on the Motion. Trustee Patricia Jones seconded the Motion. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

ACADEMIC AFFAIRS (Betty Barnum, Chair of the Academic Affairs Committee, and Michael Lacourse, Provost and Vice President of Academic Affairs)

Chair Wilson invited Betty Barnum, Trustee and Chair of the Academic Affairs Committee, and Michael Lacourse, Provost and Vice President of Academic Affairs, to present the following academic requests to the Board of Trustees. Trustee Barnum reported that the Academic Affairs Committee had reviewed all of the requested action items being presented to the Board of Trustees.

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

Michael Lacourse, Provost and Vice President of Academic Affairs, presented the approval of Intermediate Review/Continued Probationary Status; Rank Advancement; Tenure; and Post Probation Review to the Board of Trustees. Chair Wilson instructed the Board of Trustees to refer to the Board of Trustees January 24, 2025, Workbook for the complete list of rank advancements. Chair Wilson called for a Motion to approve the Intermediate Review/Continued Probationary Status; Rank Advancement; Tenure; and Post Probation Review. The Motion to approve was made by Trustee Betty Barnum. Chair Wilson asked for a Second to the Motion. Motion to Second was made by Bella Estes, Trustee. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Healthcare Administration Certificate

Dr. Vicki Welch, Assistant Professor of Nursing, presented the Health Care Administration Certificate to the Board of Trustees for approval. Chair Wilson called for a Motion to approve the Healthcare Administration Certificate. The Motion to approve was made by Trustee Mitch Cloward. Chair Wilson asked for a Second to the Motion. Motion to Second was made by Vice Chair Colleen Kvetko. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Nurse Educator Post-Graduate Certificate

Dr. Vicki Welch, Assistant Professor of Nursing, presented the Nurse Educator Post-Graduate Certificate to the Board of Trustees for approval. Chair Wilson called for a Motion to approve the Nurse Educator Post-Graduate Certificate. The Motion to approve was made by Trustee Mitch Cloward. Chair Wilson asked for a Second to the Motion. Motion to Second was made by Trustee Ginger Chinn. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Law Enforcement Emphasis, BA/BS

Dr. Stephen Lee, Dean of the College of Humanities and Social Sciences, presented the Law Enforcement Emphasis, BA/BS, to the Board of Trustees for approval. Chair Wilson called for a Motion to approve the Law Enforcement Emphasis, BA/BS. The Motion to approve was made by Trustee Patricia Jones. Chair Wilson asked for a Second to the Motion. Motion to Second was made by Trustee Bella Estes. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Course Fees

Michael Lacourse, Provost and Vice President of Academic Affairs, presented the Course Fees for approval to the Board of Trustees. Provost Lacourse provided a summary about the new course fees, noting that additional fees were being added to cover Adobe Suites and College of Business computer labs. Trustee Estes asked if students would be charged per course for Adobe, adding that some students would incur multiple Adobe course fees per semester. Aaron Davis, Dean of College of Science, Engineering, and Technology responded that the Course Fees Committee had evaluated associated data, and they had considered that some students would incur multiple course fees per course for the use of Adobe Suite. Chair Wilson called for a Motion to approve the Course Fees. Motion to approve made by Trustee Betty Barnum. Chair Wilson asked for a Second to the Motion. Motion to Second made by Trustee Patricia Jones. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Third-Year Report: AS in Information Technology

Aaron Davis, Dean of the College of Science, Engineering, and Technology presented AS in Information Technology Third-Year Report. Dean Davis explained that while enrollments had been "modest," the degree does not require any additional courses or faculty. The degree's structure was already in place for the BS in Information Technology. Provost Michael Lacourse said the degree aligns with Utah Tech's dual mission. Chair Wilson called for a Motion to approve the AS in Information Technology Third-Year Report. Motion to approve the Third-Year Report made by Patricia Jones, Trustee. Chair Wilson asked for a Second to the Motion. Motion to Second made by Betty Barnum, Trustee. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Third Year Report: BS in Software Engineering

Aaron Davis, Dean of the College of Science, Engineering, and Technology presented BS in Software Engineering Third-Year Report. Dean Davis explained that although AI was disrupting the field, program demand was still strong. Trustee Jones asked Dean Davis to comment on the number of women enrolled in the program. Dean Davis replied that approximately 70% were male and 30%

were female. Provost Lacourse interjected that Utah Tech created a K-12 STEM program to engage both male and female students at an early age. Chair Wilson called for a Motion to approve the BS in Software Engineering Third-Year Report. Motion to approve the Third-Year Report made by Ginger Chinn, Trustee. Chair Wilson asked for a Second to the Motion. Motion to Second made by Bella Estes, Trustee. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

BREAK 10:30 – 10:40 AM

ADMINISTRATIVE AFFAIRS (Deven Macdonald, Chair of the Investment Committee, and Paul Morris, Vice President of Administrative Affairs)

Chair Deven Macdonald said he appreciated everyone's efforts with the University's finances. Chair Macdonald then invited Vice President Morris to present an informational item on customer service to the Board of Trustees.

Customer Service Department Proposal

Paul Morris, Vice President of Administrative Affairs, presented the Customer Service Department Proposal to the Board of Trustees. The Board asked questions about funding, staffing, and measuring success. Trustee Kvetko agreed that providing excellent customer service was critical to Utah Tech's success. Information item. No action taken by the Board of Trustees.

Investment Report

Scott Jensen, Assistant Vice President of Auxiliary and Business Services, presented the July 1- October 31, 2024, and July 1- November 30, 2024, Investment Reports for approval to the Board of Trustees. Chair Wilson asked for a Motion to approve the July 1- October 31, 2024, and July 1- November 30, 2024, Investment Reports. Motion to approve made by Vice Chair Colleen Kvetko. Chair Wilson asked for a Second to the Motion. Motion to Second made by Trustee Deven Macdonald. Chair Wilson asked for a discussion on the Motion. Hearing none, Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

UNIVERSITY ADVANCEMENT

Donation Report

Brad Last, Vice President of Advancement, presented the October 2024, and November 2024, Donation Reports for approval to the Board of Trustees. Chair Wilson asked for a Motion to approve the October 2024, and November 2024, Donation Reports. Motion to approve made by Vice Chair Colleen Kvetko. Chair Wilson asked for a Second to the Motion. Motion to Second made by Trustee Ginger Chinn. Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

Consent Calendar

Chair Wilson introduced the Consent Calendar, which was previously disseminated in the Board of Trustees' Workbook. As time permitted, Chair Wilson asked Interim President White to provide a brief summary of the President's Report.

President's Report: Interim President White said there was terrific working going on across campus. He thanked Senator Owens and Walt Brooks for their support of the Higher Education Incarcerated Youth program. He also thanked Nate Caplin, Kevin Simmons, Christopher Guymon, and Helen Tate.

Utah Tech Student Association Report: President Estes reported that work had begun on the student fee advisory board. The number of clubs increased from 70 to nearly 100 chartered clubs this year. For event participation, 4,500 students attended Chaos, and service projects doubled, with 1,458 total hours of service and over 100 more volunteers. In coordination with Administrative Affairs, President Estes said she had spearheaded an initiative to complete the clock tower's east side stage to host

events and gatherings on the Encampment Mall. The project was expected to be completed by April 2025.

Faculty Senate Report: Julie Chew, Faculty Senate President, presented the Faculty Senate Report to the Board of Trustees. President Chew stated concerns expressed by faculty members about legislative changes and lack of faculty and staff participation on representative boards. President Chew said faculty members were present today to show they want to have a seat at the table. Chair Wilson thanked faculty for being present at the meeting, and Trustee Macdonald said the Board would look at ways to meet with faculty, staff, and students from across campus.

Staff Association: Matt Devore, Staff Association President, presented the Staff Association Report to the Board of Trustees. President Devore reported that he had initiated funding for staff members to pursue degrees outside of USHE programs, and the application process was currently open to all staff members.

Chair Wilson asked for a Motion to approve the Consent Calendar. Motion to approve made by Trustee Patricia Jones. Chair Wilson asked for a Second to the Motion. Motion to Second made by Trustee Betty Barnum. Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion approved unanimously.

BOARD OF TRUSTEES COMMITTEE REPORTS

Audit Committee: Colleen Kvetko, Chair of the Audit Committee and Vice Chair of the Board of Trustees, said the Audit Committee had met on Wednesday, January 22, 2025. Chair Kvetko reported there were no concerns with recent audits.

Dixie Technical College: Patricia Jones, Chair of Dixie Technical Committee, said the Dixie Technical College Board meeting had been canceled.

CONCLUDING REMARKS

Chair Wilson notified the Board of changes to the 2025 Commencement schedule, which would be held in the Burns Arena on May 1, and May 2, 2025.

MEETING ADJOURNED

At 12:17 p.m., Chair Wilson called for a Motion to adjourn the January 24, 2025, Board of Trustees Meeting. Motion to adjourn made by Trustee Bella Estes. Motion to Second made by Trustee Patricia Jones. Chair Wilson asked those in favor of the Motion say, "aye," those not in favor say, "no." Action: Motion to adjourn approved unanimously.

CALENDAR OF UPCOMING MEETINGS AND EVENTS

- Fire & Ice Gala – Friday, March 21, 5:30 – 8:00 pm, Burns Arena
- Strategic Plan Annual Achievement Update – Tuesday, April 1, 9:00 am – 1:00 pm, Zions Bank Room
- Board of Trustees Meeting - Friday, April 25, 8:00 am – 11:30 am, Zions Bank Room
- Commencement, Burns Arena
 - Thursday, May 1, 7:00 pm, Associates Degree
 - Friday, May 2 – Bachelor's and Master's Degrees
 - 9:00 am, College of Humanities & Social Sciences and College of the Arts
 - 2:00 pm, College of Health Sciences and College of Education
 - 7:00 pm, College of Science, Engineering & Technology and College of Business

NEXT BOARD OF TRUSTEES MEETING

Friday, March 7, 2025, 8:00 am – 11:30 am, Zions Bank Room