



Board of Trustees Meeting Agenda

Friday, January 29, 2016

*Jeffrey R. Holland Centennial Commons
Zion Room*

- ~ Closed Executive Session (Trustees Only) - 8 a.m.*
- ~ Open General Session (All Meeting Attendees) - 9 a.m.*
- ~Tour of Taylor Health Science Center
(Trustees Only) - 11:15 a.m.*
- ~ Luncheon/Presentation by the Policy Steering Committee
(Trustees and Invited Guests Only) - 12:30 p.m.*

DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING

MEETING SCHEDULE

Thursday, January 28, 2016
President and Kristin Williams' Home

BOARD OF TRUSTEES DINNER/PRESENTATION BY SELECT MEMBERS OF THE IDENTITY
AND BRANDING COMMITTEE (Trustees and Invited Guests Only) – 6PM

Friday, January 29, 2016
Zion Room, Jeffrey R. Holland Centennial Commons

CLOSED EXECUTIVE SESSION (Trustees Only) – 8AM
OPEN GENERAL SESSION (All Meeting Attendees) – 9AM
TOUR OF THE TAYLOR HEALTH SCIENCE CENTER (Trustees Only) – 11:15AM
LUNCHEON/PRESENTATION BY THE POLICY STEERING COMMITTEE (Trustees and
Invited Guests Only) – 12:30PM

A G E N D A

[*\[Link to Bookmark\]](#)

- I. CLOSED EXECUTIVE SESSION [8-9AM]
- II. GENERAL SESSION [9-11AM] – WELCOME (Chair Christina J. Durham)
 - A. Welcome Dr. Jordon Sharp – New Chief Marketing and Communication Officer
 - B. Welcome Coach Shay McClure – New Head Football Coach
 - C. Welcome Representative – Dixie Applied Technology College
 - D. Welcome Representatives of the Press and Other Visitors
- III. PRESENTATION
 - A. Recruitment Update (Brett Schwartz, Director of New Student Programs)
- IV. REPORTS
 - A. DSU Student Association (Matt Devore)
 - B. Alumni Association (Hal Hiatt)
 - C. Faculty Senate (Dr. Erin O'Brien/Dr. Nancy Hauck)
 - D. Classified Staff Association (Deborah Millet)
 - E. Exempt Staff Association (Katie Armstrong)
 - F. Administrative Affairs [[includes *DSU/SunTran Agreement](#), and [*New DSU Campus Master Plan Proposal](#)] (Paul Morris)
 - G. Athletics (Jason Boothe)
 - H. University Advancement [[includes *Donation Report](#)] (Ken Beazer)
 - I. Presidents Report (President Williams)

V. **BOARD OF TRUSTEES COMMITTEE REPORTS**

- A. **Audit Committee** – **David Clark/Hal Hiatt**
- B. **Finance/Investment Committee** – **Jon Pike/Elisabeth Bingham/Thomas Wright**
- C. **Government Affairs Committee** – **Thomas Wright/Hal Hiatt/Jon Pike**
- D. **Academic Programs Committee** – **Larry Bergeson/Julie Beck/Matt Devore/Chris Durham/Gail Smith**
- E. **Policy Committee** – **Chris Durham/Julie Beck/Gail Smith**
- F. **DXATC Board Liaison** – **Jon Pike**
- G. **National Advisory Council (NAC) Representatives** – **Elisabeth Bingham/Chris Durham/Gail Smith**

VI. **ACTION ITEMS (Chair Durham)**

- A. **Approval of Minutes** (Chair Durham)
 - ***Friday, November 6, 2015**
- B. **Board of Trustees** (Chair Durham)
 - ***Bylaws of the Board of Trustees of Dixie State University**
- C. **Administrative Affairs** (Paul Morris)
 - **Financial Reports:**
 - ✓ ***Budget Report (General Fund) – through December 2015 (Paul Morris/Bryant Flake)**
 - ✓ ***Investment Report – through November 2015 (Scott Talbot)**
- D. **Human Resources** (Travis Rosenberg)
 - ***Early Retirement Request: Patti Allen**
- E. **Policies** (Travis Rosenberg)
 - ***Policy 222 – Purchasing Cards**
 - ***Policy 348 – Retirement Programs**
 - ***Policy 606 – Sponsored Programs**
- F. **Academic Affairs** (Carole Grady)
 - ***Recommendation for Approval of Intermediate Review/Continued Probationary Status, and Rank Advancement and Awards of Tenure**

VII. **TRUSTEES' TOUR OF THE TAYLOR HEALTH SCIENCE CENTER [Trustees Only]**
(Approximately 11:15AM-12:30PM)

VIII. **LUNCHEON BY INVITATION – SERVED IN THE ZION ROOM (Approximately 12:30PM)**

- **Presentation by the Policy Steering Committee: 2016 Goals, Plans and Strategies (Sylvia Bradshaw, Jim Haendiges, and Committee Members)**

IX. **NEXT BOARD OF TRUSTEES DINNER – THURSDAY, MARCH 17 @ 6PM, THE WILLIAMS' HOME**
NEXT BOARD OF TRUSTEES MEETING – FRIDAY, MARCH 18 @ 8AM, THE ZION ROOM

X. UPCOMING BOARD OF TRUSTEES DINNER AND MEETING DATES FOR 2016

- Thursday, January 28, 2016 – 6PM Board Dinner at the Williams’ Home
- Friday, January 29, 2016 – Board Meeting in the Zion Room
- Thursday, March 17, 2016 – 6PM Board Dinner at the Williams’ Home
- Friday, March 18, 2016 – Board Meeting in the Zion Room
- Friday, April 1, 2016 – Board of Regents Meeting in the Zion Room at DSU
- Thursday, April 28, 2016 – Board Dinner at the Williams’ Home
- Friday, April 29, 2016 – Board Meeting in the Zion Room

XI. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- *2nd Annual Martin Luther King Administrative Luncheon* – Tuesday, January 19 @ Cottam Rm/ Gardner Center, following the 12PM Speech/Dedication featuring Regent Pastor France Davis
- *CSA/ESA Breakfast with the President* – Wednesday, January 20 @ 8:30AM, Ballroom
- *Burgers with Biff* – Wednesday, January 20 @ 12PM, Gardner Conference Room D
- *Regents Audit Committee Meeting* – Thursday, January 21 @ 1PM, The Gateway/SLC
- *Dixie’s Got Talent Finals* – Thursday and Friday, January 21-22 @ Cox Auditorium
- *Board of Regents Meeting* – Friday, January 22 @ University of Utah
- *Utah Legislative Session* – Monday, January 25 through Thursday, March 10, 2016
- *Kris Paronto visit/“13 Hours” Film Showing* – Monday, January 25 @ 12PM, Ballroom
- *Board of Trustees Dinner* – Thursday, January 28 @ 6PM, Williams’ Home
- *Board of Trustees Meeting* – Friday, January 29 @ Zion Room
- *National Advisory Council Meeting* – Friday, February 12 @ 8AM, Zion Room
- *29th Annual Robert & Peggy Sears Dixie Invitational Art Show Gala Dinner & Pre-Sale* – Friday, February 12 @ 6PM, Eccles Fine Arts Center
- *29th Annual Robert & Peggy Sears Dixie Invitational Art Show* – February 13 through March 27
- *Valentine’s Day* – Sunday, February 14, 2016
- *Presidents’ Day Holiday* – Monday, February 15, 2016
- *Dixie Day at the Legislature* – Wednesday, February 17 @ State Capitol
- *USHE Legislative Luncheon* – Friday, February 19 @ 12PM, State Capitol
- *Fire & Ice Dinner & Gala* – Friday, February 26 @ 6PM, SunRiver Clubhouse
- *Spring Break* – March 7-11, 2016
- *Board of Trustees Dinner* – Thursday, March 17 @ 6PM, Williams’ Home
- *Board of Trustees Meeting* – Friday, March 18 @ 8AM, Zion Room
- *Easter Sunday* – March 27, 2016
- *Board of Regents Meeting* – Friday, April 1 @ DSU
- *2nd Annual Teaching and Learning Conference* – Friday, April 8 @ 8:30AM-1:30PM, DSU
- *D-Week* – Monday through Saturday, April 11-16, 2016
- *Spring Strategic Plan Report-Out Event* – Tuesday, April 19, 2016
- *Last Day of Classes* – Wednesday, April 27, 2016
- *Board of Trustees Dinner* – Thursday, April 28 @ 6PM, Williams’ Home
- *Board of Trustees Meeting* – Friday, April 29 @ Zion Room
- *Final Exams* – Friday, April 29 through Thursday, May 5, 2016
- *Dixie Awards* – Thursday, May 5, 2016
- *Commencement Day* – Friday, May 6, 2016
- *Board of Regents Meeting* – Friday, May 20 @ Snow College

XII. MEETING ADJOURNED

Paul C. Morris
Vice President for Administrative Services
Phone: 435-652-7504
Email: morris@dixie.edu

January 15, 2016

Purpose

The purpose of this agenda item is to inform the Dixie State University Board of Trustees of the recent contractual agreement with the City of St. George for unlimited **SunTran** bus services for all DSU full and part-time students, faculty and staff.

Background

Dixie State University is continually searching for solutions to provide students, faculty and staff convenient and economical options for traveling to and from the campus. Through recent negotiations with the City of St. George, an agreement was reached for SunTran to provide DSU desired transportation services for the benefit of the campus community.

DSU Press Release

Dixie State University, SunTran partner to offer students, employees free rides

(ST. GEORGE, Utah – Jan. 13, 2016) Dixie State University and SunTran, the City of St. George’s public transit provider, are teaming up to allow Dixie students, faculty and staff to gain unlimited access to the fixed-route bus service at no cost to them.

“Dixie State University is pleased to contract with SunTran to provide bus transportation for all DSU students, faculty and staff,” Paul Morris, the vice president of administrative services at Dixie, said. “In support of DSU’s continued growth, SunTran bus transportation provides a convenient and economical transportation option for the campus community and helps reduce daily commuter traffic and demand for on-campus parking.”

The City of St. George will provide unlimited bus rides and access to SunTran’s entire route for each person who presents a current DSU ID card. Consequently, riding SunTran is easy for Dixie students, faculty and staff as they don’t have to obtain a special bus pass or do anything to activate their membership.

Dixie students, faculty and staff will be able to take advantage of SunTran’s six convenient routes and more than 140 bus stops. The operation runs Monday through Saturday from 5:40 a.m. to 8:40 p.m. All six routes connect at the transit center near the Dixie State University campus at 100 South and 1000 East, making it convenient for students to get to campus from anywhere in St. George and Ivins.

“We are excited to partner with DSU and to have more students on the bus,” Fred Davies, the transit manager for the City of St. George, said.

In addition to alleviating parking congestion on the Dixie State campus, the agreement will make it easier for students without personal vehicles to get around St. George and consequently help them get involved in the community during their time at Dixie.

“Dixie’s partnership with SunTran will save students money because SunTran is completely free for them,” Matt Devore, DSU student body president, said. “It will especially benefit our international students here at Dixie. Often international students cannot get around town as easily due to the fact that they are here without a vehicle. So, having an option like SunTran will be an infinite help for them to get to and from school, the grocery store, and anywhere else they need to go.”

Paul C. Morris
Vice President for Administrative Services
Phone: 435-652-7504
Email: morris@dixie.edu

January 15, 2016

Purpose

The purpose of this agenda item is to inform the Dixie State University Board of Trustees of the selection of Sasaki/VCBO as the architectural planning team to create the new DSU campus master plan.

Background

To complement, support and promote the goals of the institutional strategic plan, DSU requested state funding to complete a comprehensive facilities campus master plan. As a result of DSU's request, the State of Utah is providing funding, through the capital improvement process, to purchase architectural planning services to complete the plan. DSU last completed a comprehensive master plan in 2006.

Master Plan Scope

1. Creation of a current campus map, 5-year plan, 10-year plan, and 20-year plan. To accomplish this the architectural planning team will meet on site and analyze the following:
 - Academic department growth opportunities
 - Parking and traffic pattern growth solutions
 - Necessary underground and building infrastructure growth
 - Local civic and community leader's vision of DSU's future
2. Analyze the growth and strategic opportunities at DSU through integration of DSU's new strategic plan currently being implemented.
3. The finalized four documents created will have addressed constraints while implementing solutions for all areas necessary for forecasted enrollment growth.
4. DSU prefers Revit as the electronic media with BIM 360 as the sharing platform and project management tool.



ARCHITECTURAL MASTER PLANNING SERVICES PROPOSAL
SOLICITATION # 16-023 | 17 DECEMBER 2015

CAMPUS MASTER PLAN
DIXIE STATE UNIVERSITY

S A S A K I



DONATION REPORT

January 29, 2016

MONTH	Cash Donations	Gifts-In-Kind	TOTAL
July	\$49,968.83	\$848.00	\$50,816.83
August	\$181,801.83	\$3,700.40	\$185,502.23
September	\$63,333.18	\$5,600.98	\$68,934.16
October	\$42,197.33	\$4,899.00	\$47,096.33
November	\$97,380.95	\$1,599.10	\$98,980.05
December	\$130,648.41	\$10,380.00	\$141,028.41
Year to Date Totals	\$565,330.53	\$27,027.48	\$592,358.01

**MINUTES OF THE DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING**

**Zion Room, Jeffrey R. Holland Centennial Commons
Friday, November 6, 2015**

8:00 a.m. – Closed Executive Session (Trustees Only)

9:00 a.m. – Open General Session (All Meeting Attendees)

11:15 a.m. – Tour of DSU Computer Crime Institute (Trustees Only)

12:15 p.m. – Luncheon/Presentation (Trustees and Invited Guests Only)

BOARD MEMBERS PRESENT:

**Christina Durham (Chair)
David Clark (Vice Chair)
Julie Beck
Larry Bergeson
Elisabeth Bingham
Matthew Devore (DSUSA President)
Hal Hiatt (Alumni Association President)
Jon Pike
Gail Smith
Thomas Wright (participated by phone)**

ALSO PRESENT:

**President Richard B. Williams
Del Beatty – Dean of Students
Jason Boothe – Athletic Director
Andrea Brown – Exempt Staff Association President-elect
Debra Bryant – Accreditation Liaison Officer
Cheri Capps – Director of Accounting
Michael Carter – Assistant Attorney General/Legal Counsel
Cindy Cole – Title IX Clery Act Compliance Director
Nikki Dang – President-elect of the Classified Staff Association
Richard Featherstone – Dean of the School of Humanities
Bryant Flake - Executive Budget Director
Carole Grady – Interim Provost
Eric Grob – Vice President of the DXATC
Jyl Hall – Director of Public Relations and Marketing
Nancy Hauck – Faculty Senate President-elect
Jeff Jarvis – Dean of the School of Visual and Performing Arts
Kevin Jenkins – Reporter from *The Spectrum*
Scott Jensen – Associate Director of Business Services
Gary Koeven – Chief Information Officer
Marilyn Lamoreaux – Assistant to the President
Brad Last – Vice President of University Advancement
Frank Lojko – Vice President of Student Affairs and Government Relations
Debbie Millet – Classified Staff Association President
Paul Morris – Vice President of Administrative Affairs
Erin O'Brien – Faculty Senate President
Eric Pedersen – Dean of the School of Science and Technology
Travis Rosenberg – Executive Director of Human Resources
Brenda Sabey – Dean of the School of Education
Becky Smith – Dean of Academic and Community Outreach
Scott Talbot – Assistant Vice President of Business Services
Henrie Walton – Community, State and Federal Relations
Kyle Wells – Dean of the School of Business and Communication
Courtney White – Assistant to the President for Special Projects
Patricia Wintch – Interim Dean of the School of Health Sciences**

I. WELCOME /INTRODUCTIONS

At 8:07 a.m., Dr. Christina J. Durham, Chair of the Dixie State University (DSU) Board of Trustees, welcomed everyone to the meeting. She said Trustee Thomas Wright is participating by phone. Chair Durham called for a motion to move into Executive Session for the purpose of discussing personnel and/or real estate issues. **MOTION BY GAIL SMITH, DULY SECONDED BY JULIE BECK, TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND/OR REAL ESTATE ISSUES. Action: Approved unanimously, by a show of hands.**

II. EXECUTIVE SESSION

At 8:45 a.m., Chair Durham called for a motion to adjourn the Executive Session.

MOTION BY HAL HIATT, DULY SECONDED BY MATT DEVORE, TO ADJOURN THE EXECUTIVE SESSION. Action: Approved unanimously, by a show of hands.

Chair Durham asked if all the Trustees would plan to be in attendance at the January 29, 2016 Board meeting, so a photo of the entire Board could be taken.

III. GENERAL SESSION – WELCOME/INTRODUCTIONS

At 9:06 a.m., Chair Durham called the meeting to order and welcomed everyone. She mentioned that Trustee Thomas Wright was unable to attend today's meeting but was participating by phone.

- **Welcome Jyl Hall – New Director of Public Relations and Marketing.**
- **Welcome Eric Grob – Vice President of the DXATC.**
- **Welcome Kevin Jenkins – Reporter from *The Spectrum*.**
- **Welcome to all other guests.**
- **Jeannine Holt, Former Trustee – she fell and broke her ankle, and was unable to attend the meeting.**
- **Thank you – Dr. Jason Boothe and the coaches.** They presented an excellent update on Athletics at last night's Board Dinner.

IV. PRESENTATION

Report of Accreditation Mid-Cycle Review

Dr. Debra Bryant, Accreditation Liaison Officer, reported on the Northwest Commission on Colleges and Universities (NWCCU) mid-cycle review. She said the evaluators were impressed with how broad the knowledge was across campus. Debra went through NWCCU's recommendations:

- There needs to be a full valuing of assessment.
- We need engagement by all members of campus.
- Results need to be communicated to stakeholders.
- We need to emphasize the use of assessment for determining mission fulfillment:
 - ~ We need to be clear and succinct on what threshold and standard will represent mission fulfillment.
 - ~ We must work within a short timeframe on the revision of the core theme objectives, outcomes, indicators, measures, and benchmarks in the strategic plan.
 - ~ We must make sure the indicators of non-academic department assessment are aligned with the core themes, and that all areas have at least three years of trended data for the seven year comprehensive evaluation.

Debra was asked what "ISAAC" stands for: Institutional Strategic Assessment and Accreditation Committee.

V. REPORTS

DSU Student Association

Trustee Matt Devore reported on student government:

- This coming Monday morning, DSUSA has a spot on the Today Show, meeting weatherman Al Roker at the Four Corners area. It is a great opportunity to get exposure for DSU on a national scale. The DSU shots will include six 10-ft. scenes of southern Utah and will incorporate *Active Learning, Active Life*.
- President, Paul Morris, Frank Lojko, and Del Beatty are going to visit four institutions in Washington State to look at their student centers. Central Washington's is the facility they are most interested in.
- DSUSA Academic Senate – they gave \$6,219 back to students for academic purposes. We had double the amount of participants at Legislative Day.
- Clubs and Organizations – DSUSA chartered five new clubs and have nine service projects scheduled, 24 big businesses participated in the Business Expo, and \$10,217 merit money has been paid to clubs.
- Student Life – thousands of people have attended Homecoming and other activities.
- Service Branch – we have already done 15 major service projects.
- Matt showed a video. The students and DSUSA are doing a lot of great things!

Faculty Senate

Dr. Erin O'Brien, Faculty Senate President, mentioned the following in her report:

- The Faculty Senate have established a task force/strike team headed by Dr. Nancy Hauck to lead a faculty discussion regarding shared governance and representation for different schools. They are surveying models of shared governance throughout the country. Chair Durham saluted this work.
- They met with the Policy Steering Committee regarding the Faculty Rights and Responsibilities policy and, in the absence of a definition for what is "reasonable," approval of the policy will be delayed. Vice Chair David Clark said there is a due diligence statement regarding "reasonable" that might help; it has some legal definition behind it. Erin said the Senate Executive Committee (secretary treasurer/president/president-elect) and senate representatives are working on other policies, as well.

Classified Staff Association

Deborah Millet, CSA President, mentioned the following:

- Tonight the CSA have their first service project of year – after the football game they are "giving back" to the custodial staff by cleaning the football stadium.
- This month they are also starting nominations for awards to recognize more people doing great things on campus. The awards will be given out at the upcoming staff breakfast with the President in January.
- They are reworking the CSA Constitution and Bylaws to reflect the current organization.

Exempt Staff Association

Andrea Brown, ESA President, mentioned the following:

- ESA is going to send out Exempt Staff award nominations. Andrea and Deb are revamping the awards process. Both organizations will be giving an Employee of the Semester Award.
- They are looking at providing professional development and training for staff; currently there is none. They plan to have several training sessions in the spring.
- Today they are closing the employee interest survey and will meet next week to talk about results.

Chair Durham thanked Deb and Andrea for their reports.

Athletics

Jason Boothe, Athletic Director, said the following:

- He thanked the Trustees for inviting Athletics to attend their dinner last night to give a presentation. They appreciated the opportunity.
- This is a huge weekend for athletics. Volleyball is in first place. Men's soccer's last game is tomorrow. If they win, they will win the conference. Jason gave credit to the student athletes and head coach Josh Pitman. We will get started with basketball soon.

Thank you so much, Chair Durham said.

University Advancement/Alumni

Brad Last, Vice President of University Advancement, included the following in his report:

- He gave a shout-out to Alumni – they are always doing a lot of great things. Today Kalynn Larson, Alumni Director, is supporting the Dixie Classic Golf Tournament, which is in its 27th year. Trustee Hal Hiatt, Alumni Association President, said the golf tournament brings in about \$30,000 for athletics.
- We had a great Homecoming this fall with many alumni involved.

- Next week is the Northern Utah Alumni Chapter Event.
- The final football tailgate is tomorrow – please come support these events.
- Since they now have three development officers, there is a lot going on – networking with major corporations, foundations, things in other countries, etc.
- They are trying to figure out data analytics to help generate names and estimate what capabilities people might have; they will develop a game plan to reach them.
- They are going to bring back the Annual Scholarship Luncheon, which will be held in early November every year. It will provide a time for scholarship givers to connect with receivers.
- Lance Brown has taken over Planned Giving, and he is doing a very good job in contacting people in town who are doing estate planning, etc. We will get their advice about how to approach this.
- Brad showed a movie trailer for “13 Hours,” which is a true story. Kris Paronto, one of the six elite Benghazi military, is a DSU alum. We have hired Kris to come to campus on January 25th for five hours to greet people, attend a dinner, hold a Q&A, etc. He played football here in the Croshaw era. The 25th is also the first day of the Legislative Session. Chair Durham thanked Brad and his group.

President’s Report

President Williams mentioned the following events in his report:

- The staff, faculty and administration were challenged by students to a water balloon fight and we destroyed the students! There were a lot of great people, and they had a lot of fun.
- He expressed appreciation for the mid-cycle accreditation review. Dr. Bryant is leading a great effort and we really appreciate all that she’s doing.
- We had a very successful Homecoming, with a lot of excellent events.
- We had a great NAC meeting in September. The development officers have added new faces to NAC, and we had a half day of very good strategizing.
- The campus is much safer, due to Cindy Cole, our Title IX Director. We have finished six online training programs and are currently being trained in three more sessions. Our campus has been good to respond to this training. We are taking safety and awareness very seriously.
- He is excited about the Today Show event. Jordon Sharp was at the UofU and they couldn’t participate, so Jordon secured the opportunity for DSU.
- We had a great turnout at the alumni event in Arizona. President said he was there for three days, and John Bowler kept him very busy meeting with people.
- Our new housing is on track. He appreciates Sherry and Paul and all they are doing.
- The Burns Office Addition is progressing well.
- Our new Provost, Dr. Michael Lacourse, was hired yesterday. His official start date is February 1st.
- President’s monthly “Burgers with Biff” listening lunches are going very well. It is fun and helpful to talk with staff and faculty. People come with good ideas and solutions.
- Our Strategic Plan has been launched – implementation teams are on the ground. He appreciates the participation of the Board of Trustees.
- Our budgets are out, and focus on student success, recruitment, FYE, and branding/marketing DSU.
- He is proud of the deans for creating an efficiency taskforce, geared to online learning and diversity.
- Through the work of Paul Morris, we are about to close on East Elementary. It has been a two-year process. The ground is broken on the new elementary school. Trustee Bergeson said utilization will transfer sometime between October 2016 and January 2017.

VI. BOARD OF TRUSTEES COMMITTEE REPORTS

Chair Durham requested reports from the following Board of Trustees Committees:

Audit Committee. *Committee Chair David Clark, with Committee Member Hal Hiatt.* Trustee Vice Chair David Clark said the Audit Committee has done follow ups to earlier audits done in 2015, to make sure corrective actions were taken on the findings. Audits followed up on included Student Activities, DOCUTAH, University Travel, Presidential Travel (we have a very fiscally prudent president), Financial Aid, and Summer Camps. We have signed a letter of engagement (which we do annually). Vice Chair Clark thanked the Business Office and Foundation. In the past, DSU has been the last entity to roll our credentials into the state entity, but for the first time we won’t be last to be included in the state’s report. Chair Durham thanked everyone, especially our internal auditor Michael Pinegar.

Finance/Investment Committee. *Chair Jon Pike, with Committee Members Elisabeth Bingham and Thomas Wright.* Trustee Jon Pike said there is not an investment report today, due to the timing of the reports. There are some investments that we have been waiting to mature and sell, to put the funds into the University of Utah investment pool; that has happened, and is good for us. We will have a report in January.

Government Affairs Committee. *Chair Thomas Wright, with Committee Members Hal Hiatt and Jon Pike.* Trustee Thomas Wright thanked Frank and others who are great to work with. February 17 is Dixie Day at the Legislature, and he hopes to have many campus representatives there that day. Henrie Walton is handling this event. On December 14 is the Washington County Legislative Preview, held in Cedar City in conjunction with SUU. Trustee Wright said he and Henrie Walton will continue to meet with Legislators to establish our plan for the coming Legislative Session. Del Beatty, Dean of Students, said they typically take a group of students up for a day. Should they come on the Dixie Day or another day? Frank Lojko said we should do both. Trustee Wright said St. George elected officials, including the mayor, are very well-liked and supported on Capitol Hill. We have a great team and he is happy to be a part of it.

Academic Programs Committee. *Chair Larry Bergeson, with Committee Members Julie Beck, Matt Devore, Chris Durham, and Gail Smith.* Trustee Larry Bergeson said Dr. David Wade and Dr. Carole Grady focused on four degrees, plus graduate degrees. At the Washington County School District (WCSD) they are concerned that students are not better prepared for university. They would like to keep their students here, and he is sure that will happen as programs and degrees are added. Some students just want to go away from home. Chair Durham appreciates Trustee Bergeson letting us know what programs the students want.

Policy Committee. *Chair Christina Durham, with Committee Members Julie Beck and Gail Smith.* Chair Durham said we will be looking at two policies today. She applauds the entire policy committee – they are doing great work (efficiencies, reminders on timelines, etc.).

DXATC Board Liaison. *Trustee Jon Pike* said DXATC Vice President of Finance, Eric Grob, was in attendance, and asked Eric to come forward. Eric said President Kelle Stephens would like to be at the meeting, but she is in Salt Lake City, involved in the process of selecting a new president of UCAT. They appreciate the partnership with DSU. Trustee Bingham asked how the fundraising is going. Eric said they have commitments for \$500,000; they are hoping to get much more. Chair Durham asked when construction will start. Eric said January 14, 2016 is the groundbreaking, but they are not sure construction will start then.

NAC Representatives. *Chair Elisabeth Bingham, with Committee Members Chris Durham and Gail Smith.* Trustee Bingham was not able to attend the last NAC meeting. President said we have a very vibrant NAC now, with five new members and two more in the works. We shared our Strategic Plan with them and they shared their knowledge and expertise. President said the NAC has evolved from an advisory board to a working board, which he is happy about. Trustee Gail Smith was there and she said you could feel the energy. On another matter, Trustee Smith said she feels we could improve the Alumni/Founders' Day Assembly. It is a highlight for alumni, and she thinks we could increase the energy and attendance among the older alumni. We need to give a special thank you/recognition to those who are given awards. Chair Durham said we also need to sing all the verses of the school song. Trustee Hal Hiatt said it would energize the assembly to get younger students there, and there is a mid-alumni group that needs to get involved.

VII. ACTION ITEMS

Approval of Minutes

Chair Durham called for a motion to approve the minutes of the September 11, 2015 Board of Trustees meeting. Trustee Smith pointed out that the date of the Northern Utah Alumni Event is listed wrong – it is November 14, not November 15. **MOTION BY JON PIKE, DULY SECONDED BY HAL HIATT, TO APPROVE THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON FRIDAY, SEPTEMBER 11, 2015, WITH THE DATE CORRECTION MENTIONED ABOVE. Action: Approved unanimously.**

BOARD OF TRUSTEES

Bylaws of the Board of Trustees of Dixie State University

Chair Durham said the Board has not had bylaws, but they agreed they needed some structure as a Board. This document is a compilation of practices from other entities in and out of Utah; a blend that would work well for DSU. Some minor changes were made, as follows:

- There are eight governor-appointed members on the Board, plus the student body president and alumni president. They made it explicit that these two could not be chair of the board.
- She and Vice Chair Clark would like to change Section 3. Officers/Elections – 3.3 a. regarding the incumbent chair nominating committee. Delete “and President’s Cabinet” and leave remaining sentence that they can add input but not mix them to form the committee.
- In Section 2. Functions and Responsibilities – 2.2 The secretary to Board of Trustees – we need to make it explicit who the secretary is, so language is added to make that clear. The Secretary to the Board could be appointed from the Board or be the President’s Assistant. President Williams said that as we add General Counsel, that person might become Secretary to the Board; many institutions do that. The secretary will be appointed by the Board of Trustees.
- In Section 4.3 d – it should be Alumni Board, not Alumni Council.
- Vice Chair Clark said regarding 3.2, Election of the Chair and Vice Chair shall occur in July of odd years. Michael Carter said to have language about the potential of someone leaving during their term of office. Make it more specific (refer to 3.4). Vice Chair Clark asked about odd or even. It has been even, so going to odd creates a three-year window. It should be changed to even years, not odd. That will be consistent with Regents policy.
- Under 3.4, regarding “Officers shall serve until their successors are elected and qualified” – change to Chair and Vice Chair, not Officers.
- Trustee Hiatt questioned Section 4.6.1, “may appoint a non-trustee” – can we do this? Chair Durham said there are a lot of committees at larger schools, and Board members cannot attend all the meetings. We don’t foresee that now, but it could happen. Take out “Board members” and use “liaison” only.
- Trustee Bingham said it is nice to have some guidelines. Chair Durham said these are our initial guidelines. This will be sent to the Board of Regents for their review.

Chair Durham called for a motion to approve. **MOTION BY ELISABETH BINGHAM, DULY SECONDED BY GAIL SMITH, TO APPROVE THE BYLAWS OF THE BOARD OF TRUSTEES OF DIXIE STATE UNIVERSITY, WITH THE AMENDMENTS LISTED ABOVE. Action: MOTION PASSED AND DOCUMENT ADOPTED AS AMENDED.**

ACADEMIC AFFAIRS

Revised Mission and Core Themes

Dr. Carole Grady, Interim Provost, came forward to present the revised Mission Statement and Core Themes. The Mission Statement must be approved by the Board of Regents, but the Core Themes do not have to be. She read the Mission Statement. **MOTION BY LARRY BERGESON, DULY SECONDED BY HAL HIATT, TO APPROVE THE REVISED MISSION STATEMENT, AS PRESENTED. Action: Approved unanimously.** Regarding Core Themes, Dr. Grady said we still have three: 1) **Learning** remains the same. 2) **Engagement** – as in relationships, and 3) **Opportunity** – relating to our values and the professional/personal development of individuals on this campus. The acronym for our core themes is LEO. **MOTION BY JULIE BECK, DULY SECONDED BY MATT DEVORE, TO APPROVE THE REVISED CORE THEMES, AS DESCRIBED. Action: Approved unanimously.**

Academic Five-Year Program Reviews

Dr. Grady said we are required to review academic programs every five years. We start these in the fall, so some of the recommendations have already been implemented. There are external and internal reviews. Dr. Grady said the final step is the institution’s response to the review. Former Vice President of Academics, Dr. William Christensen, did these responses.

- **Communication.** This is a great review, and the department has been reorganized since this review.
- **Dental Hygiene AAS.** We continue to offer AAS and BS degrees, but we recently restricted that and have gone through the revision process. Previous to restructure it would take five years, but it can now be completed in four years (including prerequisites).
- **Dental Hygiene BS.** See above.
- **English.** There were no serious issues identified. When we had our mid-cycle accreditation visit, English was chosen for the mid-cycle review because they do such an amazing job. Dr. Kyle Wells said this report was prepared last spring. Since then we have hired two Ph.D.-qualified candidates. We are still below what is required, but that is a common problem that we are always up against. We rely on many

adjuncts. That will continue to happen as we grow, but we are addressing it as we can. This doesn't adversely affect the students because we have very qualified adjuncts, but it continues to be a problem with accreditation and assessment. Vice Chair Clark pointed out some errors in the reviews and some blank spaces. Dr. Grady said they would be corrected. DSU students have consistently ranked high.

Chair Durham called for a motion to approve the five-year program reviews. **MOTION BY DAVID CLARK, DULY SECONDED BY JON PIKE, TO APPROVE THE FIVE-YEAR PROGRAM REVIEWS, SUBJECT TO FILLING IN THE BLANKS AND MAKING THE NECESSARY CORRECTIONS. Action: Approved unanimously.**

Academic Program Proposals

Dr. Grady said we have a number of program proposals to pass on to Regents for approval:

- **AAS Surgical Technology.** This will be required effective fall semester 2016. Students are thrilled that we are going in this direction.
- **ESL Certificates of Proficiency.** There are two English proficiencies – intermediate and advanced – for students who have taken courses at each level.
- **CIT Web Design and Development Emphasis Restructure.** These CIT restructures are similar to others – reducing elective courses to accommodate this.
- **CIT Software Development Emphasis Restructure.**
- **CIT Digital Design Emphasis Restructure.** We will revise and update this emphasis in Digital Design to add three new elective courses.
- **Automotive Technology Discontinue.** We need approval to discontinue this program, which will be transferred to the DXATC on July 1, 2016. We admitted students this fall for the last time. No teach out will be necessary. The DXATC is well prepared to accept this course.
- **Communication Minor Discontinue.** This minor will be discontinued, due to the restructure and creation of new emphases.
- **Media Studies Minor.**
- **Communication Studies Minor.**
- **Integrated Studies Emphases in Film Production, Media Studies, and Communication Studies.**

Chair Durham called for a motion to approve these proposals as a group.

MOTION BY DAVID CLARK, DULY SECONDED BY LARRY BERGESON, TO APPROVE ALL ACADEMIC PROGRAM PROPOSALS LISTED ABOVE, AS PRESENTED. Action: Approved unanimously.

ADMINISTRATIVE AFFAIRS

Financial Reports

Paul Morris, Vice President of Administrative Affairs, and Bryant Flake, DSU Budget Director, presented the following reports:

- **Institutional Discretionary Funds 2014-2015.** Bryant said these funds are generated by the investment of the university's operating cash reserves. The picture is largely the same as it has been over the last several years – \$125,000 to \$150,000 per year, which is quite low because of the low interest rate environment we have been in for several years. We are cautiously optimistic that there will be some increase, but we are very conservative about not spending money that hasn't materialized. If additional funds materialize, that will help our overall scholarship budget.
- **Auxiliary Operations 2014-2015.** Our four auxiliaries – the Campus Store, Dining Services, the Student Center, and University Housing – remain an area of strength for the university. We also set up a general auxiliary reserve to help us plan for future repairs and renovations across the entire system. Each auxiliary was profitable this year, except the Student Center, which had some much-needed repairs that had been deferred in past years. We were able to cover these repairs with student fees. We allocated nearly one million dollars in auxiliary funds to pay off loans on student housing properties, to shore up our income stream for the future. Between our existing operations and the revenue generated by the new housing, we feel well positioned to cover those payments.
- **Budget Report (General Fund) – October 12, 2015.** This is comprised of tuition and state appropriations. We are in line to meet our tuition revenue expectation for the year. We received some one-time money from USHE from performance funding, and this has been designated to jump start the strategic plan this year. Paul Morris said we also keep a \$2 million reserve for emergencies. President

said we are doing the best we can with the funding we receive. His assessment is that if we grow, the state will fund. He has challenged the campus to have 10,000 new students by fall. We have too many people working too hard and being underpaid. Trustee Bergeson asked if we have growth formulas – that is the direction WCSD is moving. Paul said there is not a growth formula for higher education at the state level, so it would have to be done on tuition increases because that is the only funding we can count on. Paul said we will make some decisions over the next few years about this. We are near or at the bottom regarding state appropriations. It is challenging.

Chair Durham called for a motion to approve. **MOTION BY JON PIKE, DULY SECONDED BY GAIL SMITH, TO APPROVE THE FINANCIAL REPORTS, AS PRESENTED. Action: Approved unanimously.**

HUMAN RESOURCES

Early Retirement Requests

Travis Rosenberg, Executive Director of Human Resources, presented requests from the following individuals for Early Retirement:

- **Addison Everett.** He teaches Spanish, is 64 years old, and has been at DSU for 35 years. He will be on Early Retirement for 20 months at a cost of approximately \$37,000.
- **Demaree Johnson.** She will be 63 at the end of the year and she has been at DSU for 23 years. She will be on Early Retirement for 30 months at a cost of \$55,000.

Travis said both candidates meet the criteria. **Vice Chair Clark moved to approve, but asked about the cost associated with these early retirements (ER).** He said the Trustees don't have a clue of the financial implications of this. Travis said he does a cost analysis of each one. Early retirees are allowed to keep insurance benefits until age 65. Vice Chair Clark said he would appreciate the cost analysis sheets in the future. Trustee Hiatt asked about how many early retirements there will be in the future. Travis said early retirements will probably be on the rise due to the better economy since 2008. He anticipates the number will go up before it goes down. Chair Durham asked about the process. Travis said the employee talks with him, the budget office does an analysis, and then the proposals go to the President's Cabinet and University Council for review and approval. Bryant said we have an institutional pool to cover the cost of early retirements. As older ERs are fulfilled, that money goes back into the pool. We are still covered with the existing funding we have set aside, but it is dwindling and we will likely need to set aside additional funds. He watches this closely. Travis said the employee has to be at least 57, and age and years of service must equal at least 75. Vice Chair Clark said he would also like to see an aggregate cost for the institution. Travis said that is done and he will provide it at the next meeting. Trustee Julie Beck asked for a summary about early retirement – what is our legal responsibility, projections, summary/review, etc. That would be very helpful. Travis said we can do that. Trustee Pike asked if it is state mandated. Trustee Hiatt asked if we set the levels. Travis said we can set the limits, but we check with other schools. Chair Durham said we should have HR report to the Board separately. **MOTION BY DAVID CLARK, DULY SECONDED BY ELISABETH BINGHAM, TO APPROVE THE EARLY RETIREMENT REQUESTS OF ADDISON EVERETT AND DEMAREE JOHNSON, AS PRESENTED. Action: Approved unanimously.**

Policy 346 – Staff Leave and Absences

Travis said we currently have seven leave policies, and we have combined them all into one policy. They looked at best practices across the state. There were two major changes. They changed one provision in the vacation accrual. Payout levels remain the same, but they changed the number of days people can carry over. People will be notified by the HR office. Another issue is with sick leave – what will the institution do when someone runs out of sick leave? We built in a request for extended sick leave.

MOTION BY JULIE BECK, DULY SECONDED BY GAIL SMITH, TO APPROVE POLICY 346 – STAFF LEAVE AND ABSENCES, AS PRESENTED. Action: Approved unanimously.

Policy 349 – Family and Medical Leave

Travis said accruals were changed for maternity, and for faculty requirements since they don't accrue leave. Also, when the employee returns to work, a doctor's note is required (clarified on the last page).

MOTION BY LARRY BERGESON, DULY SECONDED BY HAL HIATT, TO APPROVE POLICY 349 – FAMILY AND MEDICAL LEAVE, AS PRESENTED. Action: Approved unanimously.

Two Policy Information Items

Travis said: 1) there is a 22-year old policy that talks about school definitions. This policy will be retired. 2) There are also five policies related to organizational charts. They will be housed and updated as needed, but they won't be policies going forward.

VIII. TRUSTEES' SIGNING OF CONFLICT OF INTEREST STATEMENTS; NOTARIZED BY KALYNN LARSON

Chair Durham explained that each year the Board of Regents require institutional Trustees to sign and have notarized Conflict of Interest statements. There were three Trustees (Julie Beck, David Clark, and Gail Smith) who were unable to sign their waivers at the September meeting, so they signed them today.

CONCLUDING REMARKS

Chair Durham mentioned the following:

- She asked the Trustees to meet in the roundabout in about five minutes to travel to the Crime Institute.
- Don't forget the Veteran's Day Ceremony at 11:11 a.m. on 11/11.
- Come to the WCSD 100th Anniversary Celebration on December 7th in the Eccles Foyer, 4:30-6 p.m.
- She invited everyone to check the rest of the events listed on the calendar.
- Individual Trustee pictures will be taken after the meeting today for anyone needing their photo taken.

IX. THIS PORTION OF THE MEETING ENDED AT 11:32 A.M., WHEN THE TRUSTEES LEFT FOR THEIR TOUR OF THE COMPUTER CRIME LAB

MOTION BY GAIL SMITH, DULY SECONDED BY MATT DEVORE, TO ADJOURN THE GENERAL SESSION OF THE BOARD OF TRUSTEES MEETING. Action: Approved unanimously.

The General Session was adjourned at 11:32 a.m.

X. TRUSTEES' TOUR OF DSU COMPUTER CRIME LAB

XI. LUNCHEON BY INVITATION – SERVED IN THE ZION ROOM

At 12:45 p.m. the Trustees, President, and Cabinet members returned to the Zion Room for a buffet luncheon and to enjoy the following presentation:

Classified Staff Association: Goals, Plans and Strategies 2015-2016

Deb Millet, President of the Classified Staff Association (CSA), and Nikki Dang, CSA President-elect, and several of their Board members gave a PowerPoint SWOT Analysis presentation.

- **Strengths:** We have fabulous people on the CSA board, we have a diverse campus, and CSA represents the largest number of employees on campus (benefitted classified staff plus all part-time employees). The staff are dedicated to their jobs. Many times the staff are the first contact students have with the university. We have a great working relationship with the ESA.
- **Weaknesses:** There are so many members that it is difficult to make personal contact with each one. It is harder for CSA to participate because we are paid to be at our positions. Also, we haven't had as many opportunities for professional development because of the variety of jobs.
- **Opportunities.** People can get involved. CSA is our advocate. The leaders meet with the President so they can bring concerns to him. We are doing service projects. We sponsor a scholarship awarded to part-time employees on campus and we will be giving even more awards. Many CSAs are included on implementation teams helping with the strategic plan. Opportunities are endless for professional development. We are trying to streamline the professional development to fit our needs. We also participate in UHESA (Utah Higher Ed Staff Association), which affords a great opportunity to network.
- **Threats:** Stigma and stereotypes. We have the trifecta model – faculty, students, and staff – and staff is often viewed as the weakest link of the trifecta model. It is a false assumption that staff do not have degrees. We need to let our voices be heard. President has a great attitude and includes staff in everything. We need to strengthen our openness and our contribution.

Nikki Dang introduced the CSA Board members and their titles: Jill Fiske – Awards Chair, Felica Griswold – Communication and Membership Chair, Adam Szymanski – Health & Wellness Chair, Christie Nielson – Legislative Chair, Robyn Whipple – Professional Development Chair, Michelle Tisdale – Scholarship Chair, Tyese Gray – Social and Events Chair, Kathi Steadward – Bylaws Chair and Policy Steering Committee Representative, Tracey O’Kelly – Service Chair, and Sheila Cannon – Board Secretary.

Deb Millet said, “We are the CSA – we give our heart and soul to this institution. We put the CLASS in Classified!!” Chair Durham thanked all CSA representatives for their fine presentation, and she thanked everyone for their participation today.

The Luncheon/Presentation Session ended at 1:12 p.m.

XII. NEXT BOARD OF TRUSTEES MEETING – FRIDAY, JANUARY 29, 2016

XIII. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- *Veterans’ Day Ceremony/Program* – Wednesday, November 11 @ 11:11AM, Lawn north of the Gardner Center, below the flag
- *Board of Regents Meeting* – Thursday and Friday, November 12-13 @ Weber State University
- *Northern Utah Alumni Chapter Event* – Saturday Evening, November 14 @ The Gathering Place at Gardner Village in SLC
- *Thanksgiving Break* – Thursday and Friday, November 26-27, 2015
- *President’s Holiday Luncheon* – Thursday, December 3 @ 11:30AM-1:30PM, Gardner Ballroom
- *Washington County School District 100th Anniversary Celebration* – Monday, December 7 @ 4:30-6PM, Eccles Fine Arts Center
- *Final Exams* – Monday through Friday, December 14-18, 2015
- *Semester Break* – Monday, December 21, 2015 through Friday, January 8, 2016
- *Spring Semester Begins* – Monday, January 11, 2016
- *Martin Luther King, Jr. Holiday* – Monday, January 18, 2016
- *Board of Regents Meeting* – Friday, January 22 @ University of Utah
- *Utah Legislative Session* – Monday, January 25 through Thursday, March 10, 2016
- *Board of Trustees Dinner* – Thursday, January 28 @ 6PM, Williams’ Home
- *Board of Trustees Meeting* – Friday, January 29 @ Zion Room
- *National Advisory Council Meeting* – Friday, February 12 @ 8AM, Zion Room
- *29th Annual Robert N. & Peggy Sears Dixie Invitational Art Show Gala Dinner & Pre-Sale* – Friday, February 12 @ 6PM, Eccles Fine Arts Center
- *29th Annual Robert N. & Peggy Sears Dixie Invitational Art Show* – Feb. 13 through March 27, 2016
- *Valentine’s Day* – Sunday, February 14, 2016
- *Presidents’ Day Holiday* – Monday, February 15, 2016
- *USHE Legislative Luncheon* – Friday, February 19 @ 12PM, State Capitol
- *Fire & Ice Dinner & Gala* – Friday, February 26 @ 6PM, SunRiver Clubhouse
- *Spring Break* – March 7-11, 2016
- *Board of Trustees Dinner* – Thursday, March 17 @ 6PM, Williams’ Home
- *Board of Trustees Meeting* – Friday, March 18 @ 8AM, Zion Room
- *Easter Sunday* – March 27, 2016
- *Board of Regents Meeting* – Friday, April 1 @ DSU
- *D-Week* – Monday through Saturday, April 11-16, 2016
- *Last Day of Class* – Wednesday, April 27, 2016
- *Board of Trustees Dinner* – Thursday, April 28 @ 6PM, Williams’ Home
- *Board of Trustees Meeting* – Friday, April 29 @ Zion Room
- *Final Exams* – Friday, April 29 through Thursday, May 5, 2016
- *Commencement Day* – Friday, May 6, 2016
- *Board of Regents Meeting* – Friday, May 20 @ Snow College

**BYLAWS OF THE BOARD OF TRUSTEES
OF
DIXIE STATE UNIVERSITY**

1. MEMBERSHIP

1.1. The membership of Dixie State University Board of Trustees consists of ten persons, eight of whom are appointed by the Governor with consent of the Senate. The President of the Dixie State University Alumni Association and the President of the Dixie State University Student Association (DSUSA) serve, respectively, as the ninth and tenth members of the Board in an ex-officio capacity, but with full voting rights.

1.2. The eight members appointed by the Governor serve four-year terms with four expiring on June 30 of odd-numbered years and four expiring on June 30 of even-numbered years. The two ex officio members serve for the terms of their respective offices (Utah Code Ann. §53B-2-104).

1.3. Appointments made in filling a vacancy occurring before the expiration of the term shall be made for the remainder of the unexpired term. Regardless of the termination date of the term of office, all members shall continue to hold office until their successors have been appointed and qualified.

1.4. Each member shall take the official oath of office prior to assuming duties of the office. The oath shall be filed with the Division of Archives and Record Services.

1.5. A member may not receive compensation or benefits for the member's service, but may receive per diem and travel expenses in accordance with Utah Code Ann. §§63A-3-106-107 and rules made by the Utah Division of Finance.

2. FUNCTIONS AND RESPONSIBILITIES

2.1. The functions and responsibilities of the Board of Trustees are derived from the law of the State of Utah and those delegated by the Board of Regents, particularly in the Board of Regents Policy R220. They include but are not limited to:

a. Board of Trustees Statutory responsibilities. Utah law provides the Board of Trustees with four specific duties to:

- I. Facilitate communication between the institution and the community.
- II. Assist in planning, implementing, and executing fund-raising and development projects aimed at supplementing institutional appropriations.
- III. Perpetuate and strengthen alumni and community identification with the institution's tradition and goals.
- IV. Select recipients of honorary degrees.

b. The following matters are delegated by the Board for action by the Board of Trustees, subject to being reported annually, in summary form, to the Regents and subject to audit:

- I. Monitoring implementation of the approved institutional mission, including periodic review and update.
- II. Review and approval of institutional operating policies, and approval of Presidential recommendations to design and construct facilities, and buy and sell property within parameters set by the Regents.
- III. Review and approval of research and training contracts and grants that fall within parameters established by Board policies, budgetary work programs, and campus regulations.
- IV. Reviews of institutional audits shall be conducted by the Board of Trustees, with the participation of the President at the discretion of the Board of Trustees.
- V. Review and approval of academic program quality reviews, certificates, minors, emphases and options that are recommended within existing programs, and program cancellations and name changes.
- V. Review and approval of reports on financial performance; review and approval of semiannual summary reports of bad debt write-offs, lease

agreements, and budget transfers; approval of institutional residence budgets; and approval of salary budgets as appropriate.

VI. Review and approval of institutional reports on athletics, auxiliary and service enterprises, development fund, institutional discretionary fund, investments, leased property, money management, and real property.

c. Approve or Recommend Selected Action Items Before Submission to the Board of Regents

On matters identified by the Board of Regents by policy or specific request, the Board of Trustees approves or recommends, whichever is specified by the Board of Regents policy or request, before these matters are submitted by the President to the Board of Regents.

d. Monitor and report to the Board of Regents

The Board of Trustees monitors and reports certain matters identified by the Board of Regents by policy or specific request. The Commissioner provides the Board of Trustees with the relevant Board of Regents policy and the procedures for monitoring and reporting. The Board of Trustees reports to the Board of Regents regarding institutional compliance with such Board of Regents Policy, or progress on specific matters.

e. Consult with the Board of Regents

The Board of Regents may consult or seek direct assistance from the Board of Trustees. This is accomplished through invitations to Board of Trustees to serve on special committees established by the Board of Regents (e.g., presidential search committees) or through other contacts.

f. Petition the Board of Regents

The Board of Trustees, after notifying the President of its intention to do so, may petition the Board of Regents directly on any matter the Board of Trustees views to be of importance to the institution.

2.2. The Secretary to the Board of Trustees will make available to the Trustees a manual setting forth applicable provisions of law or regulations setting forth the powers, responsibilities and authority of the Board. The manual shall include the Board of Trustees Statement of Responsibilities and the Board of Trustees Conflict of Interest Policy. The manual will be revised as necessary to reflect current provisions by August of odd years.

- a. The Secretary to the Board of Trustees will be appointed by the Executive Committee.

2.4. As provided in the Board of Trustees Conflict of Interest Policy, each Trustee is required to complete annually, at the first Board meeting of the academic year, a Trustee Disclosure Statement identifying all material financial interests that could present a conflict of interest in the discharge of their duties.

3. OFFICERS/ELECTIONS

3.1. The Board of Trustees shall elect one of its members to serve as Chair and another of its members to serve as Vice Chair, who serve for two years and until their successors are elected and qualified.

3.2. Election of the Chair and Vice Chair shall occur at a special meeting of the Board during July of even years immediately prior to the beginning of the terms of the incoming Chair and Vice Chair.

3.3 The Chair and vice-Chair shall be elected as follows:

- a. The incumbent Chair shall appoint a nominating committee consisting of members of the Board. The President of the University and the President's Cabinet will be provided an opportunity to provide input on trustee leadership.

b. The nomination committee shall prepare a recommendation for the office of Chair and vice-Chair to be submitted to the full Board at the meeting which the election shall occur.

c. The incumbent Chairperson shall ask the Board if there are additional nominations for these offices.

d. When the nomination process is complete, the incumbent Chair shall call for a vote for Chair. Voting shall occur by secret ballot.

e. When the votes are tabulated, the secretary will announce the name of the newly elected Chair. The newly elected Chair shall then preside and call for a vote for the office of Vice Chair and the voting will proceed as it did for the Chair.

3.4 Term of Office and Resignation. The Chair and Vice Chair shall serve for a term of two years and until their successors are elected and qualified. A Chair or Vice Chair may resign at any time by giving written notice to the Board. A successor shall be nominated and voted upon using the process outlined in section 3.3.

3.5 Ex officio members of the Board of Trustees are not eligible to serve as Board Chair or Vice Chair, but may participate as full voting members in leadership elections.

4. COMMITTEES

4.1. Executive Committee. The Board of Trustees shall establish an Executive Committee which shall consist of three members. The Chair and Vice Chair of the Board of Trustees shall serve as the Chair and Vice Chair of the Executive Committee, with the third member being selected by the Chair and Vice Chair. Members of the Executive Committee shall serve two year terms, the terms of their office and until their successors are chosen and qualified. The Executive Committee shall have authority as to the business of the Board of Trustees as stated in Utah Code Annotated 53-B-2-104 (6) (b), which provides for the following:

a. The board of trustees may provide for an executive committee in its bylaws.

- b. If established, the committee shall have full authority of the board of trustees to act upon routine matters during the interim between Board of Trustee meetings.
- c. The committee may act on non-routine matters only under extraordinary and emergency circumstances.
- d. The committee shall report its actions to the board of trustees at its next regular meeting following the action.

Meetings of the Executive Committee may be held upon the call of the Chair. A quorum consists of two members participating in the Executive Committee Meeting.

4.2. Audit Committee. The Board of Trustees shall establish an Audit Committee to assist the Board of Trustees in fulfilling its oversight responsibilities for financial reporting, internal control, audit processes, and compliance with laws and regulations.

- a. The Trustee Audit Committee shall obtain pertinent information, become knowledgeable, and provide advice and recommendations to the full Board of Trustees with regard to financial oversight and systems of internal control at the institution. The Trustee Audit Committee is not vested with decision-making authority on behalf of the full Board of Trustees. However, the Trustee Audit Committee has authority to:
 - I. Confer with external auditors, legal counsel, and others as necessary.
 - II. Facilitate full access for external auditors during annual audits.
 - III. Assist in the resolution of disagreements between institutional representatives and external auditors.
 - IV. Request information from campus administrators, faculty, staff, and other institutional representatives, all of whom are directed to cooperate with Committee requests.

- V. Conduct or authorize investigations into any matters considered necessary to achieve its purpose.
 - VI. Consult with institutional representatives, the Board of Trustees, and the Regent Audit Committee concerning the adequacy of the institution's accounting personnel, staffing levels, and controls.
- b. The Trustee Audit Committee shall consist of at least three and no more than five members, at least three of whom are members of the Board of Trustees, each of whom shall be independent and free from any relationship that, in the opinion of the Board of Trustees, would interfere with the exercise of his or her independent judgment as a member of the Committee. The Committee members will be appointed by the Chair of the Trustees. Unless a Committee chair is appointed by the Board chair, the members of the Committee may designate a Chair by majority vote. Wherever possible, at least one of the committee members should have financial expertise either through professional certification or experience.
 - c. The Committee shall meet at least three times a year, with additional meetings as needed. The Committee may invite institutional administrators, auditors, and others to attend meetings and provide pertinent information. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Informal minutes will be prepared.
 - d. The Committee shall meet at least three times a year, with additional meetings as needed. The Committee may invite institutional administrators, auditors, and others to attend meetings and provide pertinent information. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Informal minutes will be prepared.
 - e. External Audits and Financial Statements. The Committee shall:

- I. Schedule meetings and correspondence as necessary to maintain regular, independent communication and information flow between the Trustee Audit Committee and external auditors, whether or not irregularities or problems have been identified.
 - II. Review the institution's financial statements, including significant accounting and reporting issues. This includes reviewing the management discussion and analysis of the financial statements, along with any analyses prepared by institutional administration and/or external auditors setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- f. Internal Control. The Committee shall:
- I. Review information regarding the institution's control environment, means of communicating standards of conduct, and practices with respect to risk assessment and risk management.
 - II. Confer with external and internal auditors regarding the quality of institutional systems of internal control.
 - III. Review information regarding the receipt, retention, and treatment of complaints, including anonymous complaints about accounting, auditing, internal control, and other related issues.
 - IV. Review with campus administrators and other institutional representatives the adequacy of the institution's accounting personnel, staffing levels, and controls.
- g. Compliance. The Committee shall:
- I. Review information provided by the administration regarding systems for monitoring compliance with all applicable laws and regulations.

- II. Obtain regular updates from institutional administrators and/or legal counsel regarding instances of material noncompliance that might have implications for the institution.
- h. Internal Audit. The Committee shall:
- I. Review with the administration and the chief internal audit executive the charter, plans, activities, staffing and organizational structure of the internal audit function.
 - II. Review any restrictions and limitations on internal auditing activities.
 - III. Advise the Board of Trustees regarding the appointment, replacement, or dismissal of the institution's chief internal audit executive.
 - IV. Receive and review internal audit reports and/or periodic summaries of internal audit activities prepared by the chief internal audit executive.
 - V. Schedule meetings and correspondence as necessary to maintain regular, independent communication and information flow between the Committee and the institution's chief internal audit executive.
- i. Reporting. The Committee shall:
- I. At least annually, the Committee shall provide a report or minutes of meetings to the full Board of Trustees detailing the Committee's activities and recommendations.
 - II. In connection with regularly scheduled Board of Regents meetings, the Trustee chair and Trustee Audit Committee chair shall meet periodically with the Regent Audit Committee to provide updates on the institutional activities contemplated by this policy. In addition, the Trustee chair and Trustee Audit Committee chair shall prepare an annual report consisting of a cover letter

outlining audit programs and plans, a summary of key committee and related institutional activity (including an assessment of the results of that activity), and meeting agendas/minutes. This report shall be submitted to the Office of the Commissioner by December 31 of each year.

The Trustee Audit Committee may pursue other courses of action, as directed by the chair of the Board of Trustees, which the Committee believes are needed, so long as the Trustee Audit Committee is not vested with any authority to make decisions regarding the public's business.

4.3. Honors Committee. The purpose of the Honors Committee is to serve, in consultation with the President, as an advisory body to the Board of Trustees on recommendations for honorary degrees, commencement speakers, Board of Trustee awards for excellence in education and service, distinguished citizens, as well as other honors as may be appropriate to the Committee, the University faculty, student body, staff, alumni and community at large. The procedures are outlined in the online document entitled Nomination Form (add link)

The Honors Committee will consist of the following

- a. The executive members of the Board of Trustees.
- b. Two members from the DSU Faculty who will be appointed for two year staggered terms. The Faculty Senate will provide the University President with three names each year from whom the President will select one to serve on the Committee.
- c. Two members from the DSU staff, one from classified and one from exempt, who will be appointed for two year staggered terms. Each staff association President will provide the University President with three names each year from which he will select one to serve on the Committee.
- d. One member from the Alumni Board, to serve a two year term
- e. One member from the DSU Associated Students, The President of DSUSA or his/her designee, to serve a one year term.
- f. The Executive Vice President or his/her designee, who serves in an ex-officio capacity and whose office will provide administrative support for the Screening Committee

The Chair of the Board of Trustees will Chair the committee, or appoint a Board member to do so.

4.4. Additional Ad Hoc Committees. In addition to the Executive Committee, Audit Committee and Honors Committee, which are standing committees, the Board of Trustees may establish such additional ad hoc committees as it deems necessary to properly fulfill its responsibilities.

The ad-hoc committees shall be composed of three to five members and shall be advisory only. Members of the ad hoc committees and the Chairs of the ad-hoc committees shall be appointed by the Executive Committee of the Board of Trustees. Committee members shall serve for staggered two-year terms or until their successors are chosen and qualified.

The Executive Committee, with the approval of the Board of Trustees, may appoint to committees persons who are not members of the Board and shall define their roles and set their terms of appointment.

4.5. With the exception of the Executive Committee, meetings of the standing and ad hoc committees may be held upon the call of the committee Chair or a majority of the committee members. Each standing and ad hoc committee Chair will present updates to the Board of Trustees at a regular Board of Trustees meeting concerning the work of the committees.

4.6. ASSIGNMENT OF TRUSTEES TO COMMITTEES AND BOARDS

4.6.1. In addition to their assignments to the standing committees of the Board, Trustees may serve on other committees or boards of the University. The Chair of the Board of Trustees will assign members of the Board to serve on other campus committees or may appoint a non-Trustee to serve as a liaison of the Board. When serving on other committees or boards, the primary function of the Trustee (or Board representative) is to act as liaison between the Board of Trustees and the specific committee or board on which the Trustee sits.

Because of the large number of committees and boards on which Trustees are invited to serve, it may not be feasible to have a Trustee assigned to each and every committee or board requesting a Trustee as a member. In cases where it is not feasible to have a Trustee serve on a

particular committee or board, the Board of Trustees may invite the committee or board to select one of its regular members to serve as liaison to the Board of Trustees. If a committee or board desires such an arrangement, the Chair and Secretary of the Board will work with the representative from the committee or board to determine his/her functions and duties.

4.6.2. Trustees (or Board representatives) who serve on other University committees will periodically present updates to the Board of Trustees at a regular Board of Trustees meeting concerning the work of the University committees.

5. MEETINGS

5.1. Unless otherwise provided for by a majority vote of the Board of Trustees, regular meetings of the Board of Trustees shall be scheduled at least 5 times per school year, upon appropriate notice, with an additional July meeting in odd years to vote for Board leadership. The standing committees may meet as needed and as called by the Chair or by a majority of the members of each standing committee.

5.2. Special meetings of the Board may be called by the Chair of the Board of Trustees, or in the Chair's absence the Vice Chair of the Board.

5.3. All meetings of the Board of Trustees (and of the Executive Committee when acting on behalf of the full Board) shall be in compliance with the Utah Open and Public Meetings Act. All standing committees (other than the Executive Committee when acting on behalf of the full Board) are advisory only and are not subject to the requirements of the Utah Open and Public Meetings Act.

5.4. A quorum for conducting the business of the Board of Trustees shall consist of six members, whether present in person or present by means of electronic equipment. Board action may be taken by majority vote whenever a quorum is present.

5.5. Proxy voting shall not be permitted at meetings of the Board.

5.6. The Board of Trustees may meet in Executive Session as provided by law.

5.7. Meetings of the Board of Trustees may be held electronically in accordance with the following guidelines and requirements:

- a. Electronic Board meetings may be conducted by telephone, telecommunication, or computer conference.
- b. So long as a quorum of the Board is physically present for a meeting, other members of the Board may participate in the meeting electronically without a formal approval process. If fewer than a quorum of the Board is physically present at a Board meeting, any member of the Board may request the electronic Board meeting and the meeting must be approved by a quorum of the Board. Approval may occur at the Board meeting in question.
- c. Members of the public are not entitled to request electronic meetings of the Board or to monitor or participate in Board meetings from remote locations.
- d. Electronic Board meetings shall originate from the location in which Board members would meet if the meeting were not being held electronically
- e. In any electronic Board meeting, at least two members of the Board must be physically present at the anchor location.
- f. For any electronic Board meeting, the Board must provide space, facilities and equipment at the location so that interested persons and the public may attend and monitor the open portions of the meeting including the comments made by Trustees participating in the meeting from remote locations.
- g. Notice of each electronic Board meeting will be provided to the public at least 24 hours prior to the electronic meeting and in accordance with the requirements of Utah Code Ann. 52-4-207. The notice will include a description of electronic means to be used to connect remote Trustees to the Board meeting.

h. Absent specific law, regulation, resolution or action to the contrary, Roberts' Rules of Order shall apply to the Board of Trustees proceedings.

5.8 Notification of Board Meetings will be given according to the open meetings law (Utah Code 52-4-101) . The agenda will be posted at least 24 hours prior to the meeting and the minutes available on Trustee webpage when ready after meetings.

6. AMENDMENTS

6.1. These bylaws may be amended at any regular Board meeting by a majority vote, provided that a copy of the proposed amendment shall be given in writing to each Trustee at least seven days before action on the amendment is taken (or upon shorter notice if approved by a vote of 2/3rds of the Trustees).

6.2. These bylaws are subject to applicable provisions of the law. To the extent of any inconsistency between these bylaws and such law, or in the event applicable law is later amended to become inconsistent with these bylaws, these bylaws shall be deemed amended accordingly.

Approved by the Board of Trustees on: November 6, 2015

Submitted to the Board of Regents on: January 4, 2016



Memorandum

To: Dixie State University Board of Trustees

From: Bryant Flake, Executive Director of Institutional Planning and Budget

Date: January 13, 2016

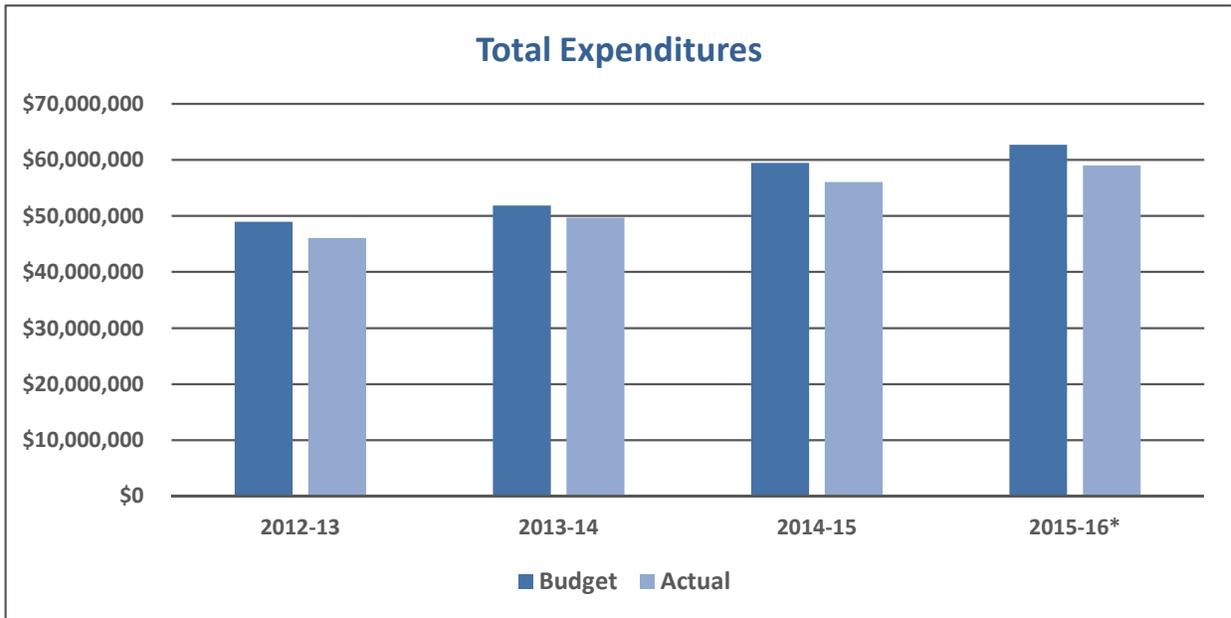
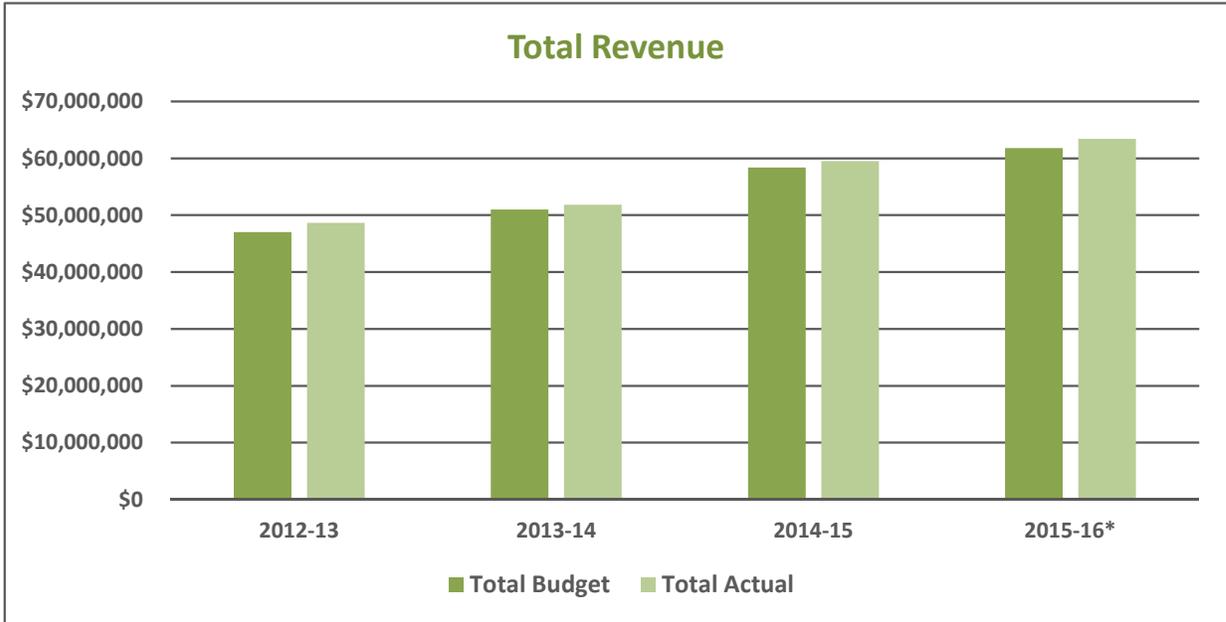
Re: 2015-16 Budget Report (General Fund)

The budgetary outlook for the 2015-16 year remains stable. Total fall semester enrollment (approximately 6,300 FTE students) was essentially flat compared to last year, and initial enrollment for spring semester appears flat as well, resulting in minimal volume-based growth of tuition revenue. A tuition rate increase and/or increased state appropriations are likely to be the primary sources of any new general revenue incorporated into the 2016-17 budget year.

At the midway point of the current fiscal year, institutional and departmental expense budgets are within established targets and are expected to remain on course through the end of the year. Effective budget controls remain in place to prevent deficit spending and quickly address any funding issues that may arise.



Dixie State University 2015-16 Budget Report (General Fund) January 13, 2016



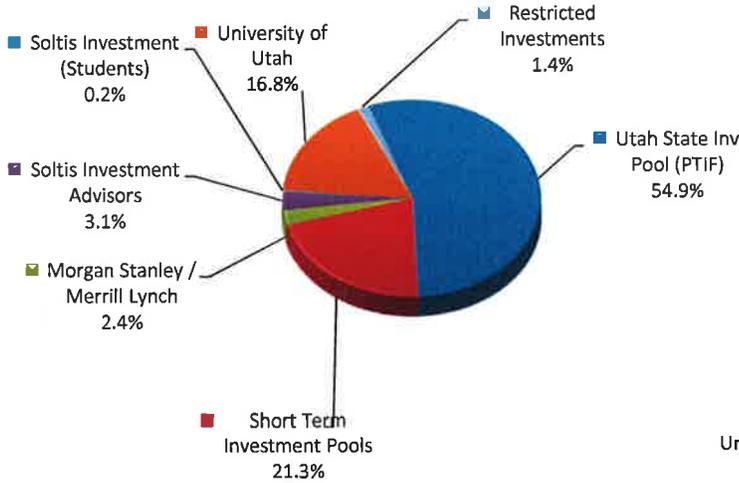
*Actual revenue and expenditures projected through end of fiscal year



INVESTMENT REPORT

July 1, 2015 to September 30, 2015

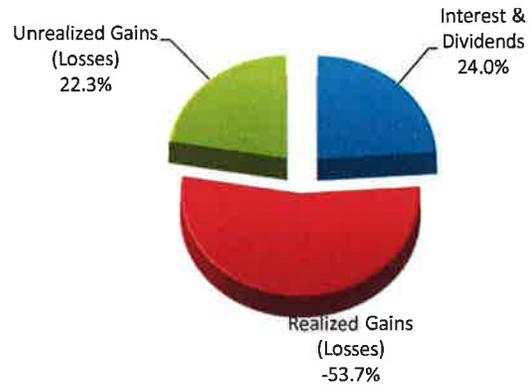
Investment Allocation



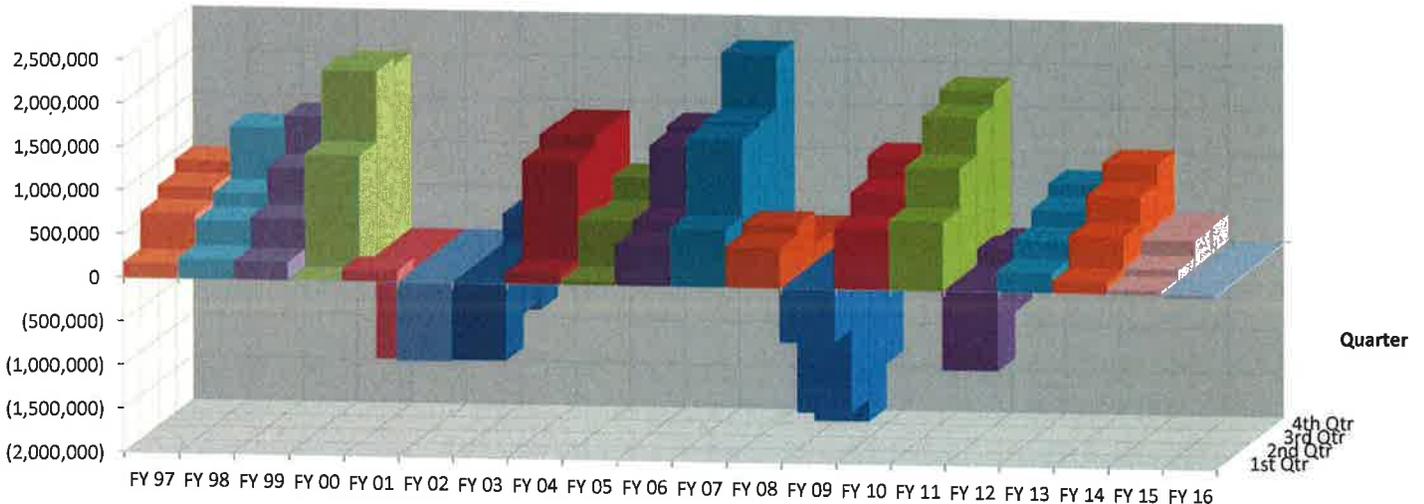
Investment Portfolio	Current Investment Allocation	Rate of Return
Utah State Inv Pool (PTIF)	\$ 25,804,704	0.18%
Short Term Investment Pools	9,997,852	0.05%
Morgan Stanley / Merrill Lynch	1,136,243	-0.88%
Soltis Investment Advisors	1,441,990	-7.89%
Soltis Investment (Students)	71,780	-7.80%
University of Utah	7,879,616	0.84%
Restricted Investments	664,866	2.34%
Total	\$ 46,997,052	-0.06%

Investment Earnings	Amount
Interest & Dividends	\$ 60,000
Realized Gains (Losses)	(134,261)
Unrealized Gains (Losses)	55,895
Total	\$ (18,366)

Investment Earnings



Comparison of Fiscal Year-To-Date Quarterly Earnings





INVESTMENT REPORT

July 1, 2015 to August 31, 2015

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value August	YTD Rate of Return
Cash or Cash Equivalents							
Utah State Inv Pool (PTIF)	15,793,150	15,506	-	15,506	6,359,400	22,168,056	0.10%
PTIF - Endowment Pool	528,914	534	-	534	-	529,448	0.10%
Short-Term Investment Management	9,992,818	1,397	1,063	2,461	(327)	9,994,952	0.05%
Total	26,314,882	17,437	1,063	18,501	6,359,073	32,692,456	0.07%
Money Managers							
Morgan Stanley / Merrill Lynch	1,146,345	5,955	(19,025)	(13,070)	-	1,133,275	-1.14%
Soltis Investment Advisors	1,565,478	(172)	(81,869)	(82,041)	-	1,483,437	-5.24%
Soltis Investments - Student Managed	77,852	378	(4,459)	(4,082)	-	73,770	-5.24%
University of Utah	7,814,351	-	-	-	-	7,814,351	0.00%
Total	10,604,026	6,161	(105,354)	(99,193)	-	10,504,833	-0.94%
Restricted Investments							
Morgan Stanley - Bonds	551,903	12,452	1,393	13,845	(21,000)	544,748	2.51%
Restricted Investments Fund	118,293	116	(1,176)	(1,060)	-	117,234	-0.90%
Total	670,196	12,569	217	12,785	(21,000)	661,982	1.91%
Grand Total	37,589,104	36,167	(104,074)	(67,907)	6,338,073	43,859,271	-0.18%



INVESTMENT REPORT

July 1, 2015 to September 30, 2015

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value September	YTD Rate of Return
<i>Cash or Cash Equivalents</i>							
Utah State Inv Pool (PTIF)	15,793,150	29,129	-	29,129	9,452,700	25,274,979	0.18%
PTIF - Endowment Pool	528,914	811	-	811	-	529,725	0.15%
Short-Term Investment Management	9,992,818	3,856	1,178	5,034	-	9,997,852	0.19%
Total	26,314,882	33,796	1,178	34,974	9,452,700	35,802,556	0.13%
<i>Money Managers</i>							
Morgan Stanley / Merrill Lynch	1,146,345	(191,908)	181,806	(10,102)	-	1,136,243	-0.88%
Soltis Investment Advisors	1,565,478	509	(123,997)	(123,488)	-	1,441,990	-7.89%
Soltis Investments - Student Managed	77,852	79	(6,151)	(6,072)	-	71,780	-7.80%
University of Utah	7,814,351	65,265	-	65,265	-	7,879,616	0.84%
Total	10,604,026	(126,054)	51,658	(74,396)	-	10,529,629	-0.70%
<i>Restricted Investments</i>							
Morgan Stanley - Bonds	551,903	12,447	5,220	17,667	(21,000)	548,570	3.20%
Restricted Investments Fund	118,293	163	(2,160)	(1,997)	-	116,296	-1.69%
Total	670,196	12,610	3,060	15,670	(21,000)	664,866	2.34%
Grand Total	37,589,104	(79,648)	55,895	(23,752)	9,431,700	46,997,052	-0.06%



INVESTMENT REPORT

July 1, 2015 to October 31, 2015

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value October	YTD Rate of Return
Cash or Cash Equivalents							
Utah State Inv Pool (PTIF)	15,793,150	43,786	-	43,786	8,214,200	24,051,136	0.28%
PTIF - Endowment Pool	528,914	1,108	-	1,108	-	530,022	0.21%
Short-Term Investment Management	9,992,818	9,540	(5,352)	4,188	1,563	9,998,568	0.19%
Total	26,314,882	54,434	(5,352)	49,081	8,215,763	34,579,726	0.19%
Money Managers							
Morgan Stanley / Merrill Lynch	1,146,345	(188,670)	182,284	(6,387)	-	1,139,958	-0.56%
Soltis Investment Advisors	1,565,478	1,584	(55,369)	(53,784)	-	1,511,694	-3.44%
Soltis Investments - Student Managed	77,852	213	(2,556)	(2,342)	398	75,908	-3.01%
University of Utah	7,814,351	65,265	(254,402)	(189,137)	-	7,625,214	-2.42%
Total	10,604,026	(121,607)	(130,042)	(251,650)	398	10,352,774	-2.37%
Restricted Investments							
Morgan Stanley - Bonds	551,903	12,441	(17)	12,424	(21,000)	543,327	2.25%
Restricted Investments Fund	118,293	175	(741)	(566)	-	117,727	-0.48%
Total	670,196	12,616	(758)	11,858	(21,000)	661,054	1.77%
Grand Total	37,589,104	(54,557)	(136,153)	(190,710)	8,195,161	45,593,554	-0.51%



INVESTMENT REPORT

July 1, 2015 to November 30, 2015

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value November	YTD Rate of Return
<i>Cash or Cash Equivalents</i>							
Utah State Inv Pool (PTIF)	15,793,150	54,725	-	54,725	(218,684)	15,629,191	0.35%
PTIF - Endowment Pool	528,914	1,336	-	1,336	(3,572,000)	250,234	0.03%
Short-Term Investment Management	9,992,818	17,277	(15,602)	1,675	(386)	9,994,107	0.15%
Total	26,314,882	73,338	(15,602)	57,736	(3,791,070)	25,873,532	0.22%
<i>Money Managers</i>							
Morgan Stanley / Merrill Lynch	1,146,345	(188,670)	187,531	(1,139)	-	1,145,205	-0.10%
Soltis Investment Advisors	1,565,478	6,321	(72,871)	(66,550)	-	1,498,928	-4.25%
Soltis Investments - Student Managed	77,852	251	(2,782)	(2,532)	398	75,718	-3.25%
University of Utah	7,814,351	65,265	(254,402)	(189,137)	-	11,197,214	-1.66%
Total	10,604,026	(116,833)	(142,524)	(259,358)	398	13,917,066	-2.45%
<i>Restricted Investments</i>							
Morgan Stanley - Bonds	551,903	12,436	(4,097)	8,339	(21,000)	539,243	1.51%
Restricted Investments Fund	118,293	284	(645)	(360)	-	117,933	-0.30%
Total	670,196	12,720	(4,741)	7,979	(21,000)	657,176	1.19%
Grand Total	37,589,104	(30,775)	(162,868)	(193,643)	(3,811,672)	40,447,773	-0.52%



Memorandum

To: DSU Board of Trustees

From: Human Resources

Date: January 4, 2016

Re: Early retirement Applications

The Dixie State University early retirement program (outlined in DSU Policy 359 and supported by Utah State Code 53B-2-106) is an important tool for faculty and staff recruiting, workforce flexibility, and management of campus personnel costs. To be eligible to apply for early retirement, full-time employees must meet the following criteria: (1) at least five years of continuous service at DSU immediately prior to early retirement, (2) minimum age of 57, and (3) age plus "qualifying years of service" (employment at DSU or another USHE institution) must equal at least 75. The annual financial incentive for early retirement is 20% of the employee's base salary for up to five years or until full retirement age as defined by Social Security Administration (whichever comes first). Early retirees are also eligible for University-provided medical and dental insurance for up to five years or until age 65 (whichever comes first).

The following employee(s) have applied for early retirement:

<u>Name</u>	<u>Effective Date</u>	<u>Eligibility Period</u>	<u>Estimated Annual Cost</u>
Patti Allen	July 1, 2016	5 years, 0 months	\$24,043.00

The above application and associated costs were reviewed and approved by the DSU President's Cabinet and DSU University Council. We confirm there is available funding to support this request for early retirement.

Subject: RE: Early Retirement Incentive

Date: Wednesday, October 21, 2015 at 11:55:08 AM Mountain Daylight Time

From: Allen, Patti

To: Rosenberg, Travis

CC: Pedersen, Eric, Jones, David

Oct 21, 2015

Travis Rosenberg, Exec Director, Human Resources

Cc: Eric Pedersen, Dean, Science & Technology

Cc: David Jones, Chair, Biology

Dear Sirs:

I am a diabetic and my health has deteriorated during the past year. I have been advised to change my current situation which is exacerbating the condition.

I am requesting "Early Retirement" per Dixie State University Policy 359 Early/Phased Retirement https://files.dixie.edu/sites/hr/pl/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/hr/pl/policy/359.docx&action=default&DefaultItemOpen=1 to begin on **July 1, 2016**. I am making this request eight months in advance of the requested date in accordance with the aforementioned policy. I am fifty-nine (59) years old and have been employed full time as a faculty member for nineteen (19) years, so my age added to the qualifying years of service are seventy-eight (78). My position is assured of funding for the duration of the anticipated Early Retirement period.

Sincerely

Patti L. Allen, B.S.,M.A., D.V.M.

1785 Tamarack Trail

Santa Clara, UT 84765

Dixie State University Policy

222 Purchasing Cards



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 The purpose of the Dixie State University purchasing card policy is to provide overall guidance in the use of purchasing cards. In addition, it is intended to mitigate the increased risk associated with the use of these cards.

II. Scope

- 2.1 This policy applies to designated employees who have been granted the privilege and trust of using a purchasing card and/or administering purchasing card activities to ensure continued purchasing card program success

III. Definitions

- 3.1 **Purchasing Cards:** Dixie State University (DSU) Purchasing Cards (PCards) are University – liability credit cards issued in the names of authorized individuals to purchase eligible goods and services in support of DSU.
- 3.2 **PCard Administrator:** The person or persons who are responsible for training and issuing the PCards. (Director of Purchasing or Purchasing Specialist)
- 3.3 **Cardholder:** Authorized individual who is issued a DSU PCard(s) used to purchase authorized business supplies and services.
- 3.4 **Coordinator:** Authorized individual who is issued a Banner INB user ID, ensures Cardholder’s purchases are recorded, collects and files documentation, and verifies that the purchase is within budget and that DSU purchasing card policy is followed.

- 3.5 **Budget Administrator:** Authorized budget administrator who verifies that the purchase is an appropriate business expense and documentation is on file, approves the expense, and addresses inappropriate purchases with the cardholder.
- 3.6 **Original Documentation:** Itemized receipts providing detailed information about the purchase, including what was bought, how many items were purchased, and the total amount charged or credited.
- 3.7 **Violations:** Non-compliance with Federal and State laws and University policies.

IV. Policy

- 4.1 Purchasing Cards are used for approved University purchases not to exceed single transaction limits and monthly cycle limits. Only eligible University business expenses may be charged to a PCard; personal purchases are strictly prohibited. All PCard transactions must be supported by original itemized receipts. Documentation must be approved by a person other than the cardholder. Violations of the PCard Policy may result in disciplinary action up to and including termination of employment.
- 4.2 This policy and the associated procedures explain proper PCard practices including the following:
 - 4.2.1 Responsibilities of cardholders, coordinators, budget administrators and dean/department head.
 - 4.2.2 Obtaining, requesting changes and lost PCards.
 - 4.2.3 Allowable and unallowable purchases.
 - 4.2.4 Support documentation and reconciliation requirements.
 - 4.2.5 Improper use, auditing, and violations.

V. References

- 5.1 Utah Code: 63G-6a: Utah Procurement Code, General Procurement Code
- 5.2 DSU Policy [221: Purchasing](#)

VI. Procedures

- 6.1 Responsibilities of cardholders, coordinators, budget administrators and dean/department head

6.1.1 Cardholder Responsibilities

- 6.1.1.1 Familiarity with allowable transactions as defined by Utah State Law and DSU Purchasing Policy 221.
- 6.1.1.2 Understand what CAN and CANNOT be purchased with the PCard, (See procedure 5.3).
- 6.1.1.3 Understand how University policies impact PCard use.
- 6.1.1.4 Understand that all card use is subject to review and audit.
- 6.1.1.5 Obtain itemized receipts/invoices for EVERY purchase and every credit.
- 6.1.1.6 Submit all itemized receipts or a missing receipt form to the coordinator.
- 6.1.1.7 Immediately dispute any charges with the vendor and if unresolved, file a formal dispute with US Bank within 60 days of the transaction.
- 6.1.1.8 Ensure the physical security of the PCard and protect the account number.
- 6.1.1.9 Whenever possible, see that Utah State sales tax is not charged on purchases made within the State of Utah.
- 6.1.1.10 Each transaction receipt must be manually signed, or electronically approved within Banner Workflow.
- 6.1.1.11 Accept responsibility for the proper use of the PCard.
- 6.1.1.12 Notify PCard Administrators immediately of department changes or end of employment with the University. (Director of Purchasing Services or Purchasing Specialist.)
- 6.1.1.13 Cardholders must complete the PCard training and quiz. Upon completion, turn in the "Purchasing Cardholder's Agreement" form to the PCard Administrators before receiving a PCard.

6.1.2 Coordinator Responsibilities

- 6.1.2.1 Notify the cardholder if a receipt has not been received for a transaction in Banner.

- 6.1.2.2 File all itemized receipts and support documentation for the transaction.
- 6.1.2.3 Ensure all information is entered into Banner.
- 6.1.2.4 Reallocate the transaction to the appropriate index and account code(s).
- 6.1.2.5 Verify that all University policies are followed and the transaction is within budget.
- 6.1.3 Budget Administrator Responsibilities
 - 6.1.3.1 Verify that the transaction is an appropriate business expense.
 - 6.1.3.2 Verify that all required support documentation is on file.
 - 6.1.3.3 Approve the transactions by signing the cardholder statement.
 - 6.1.3.4 Address inappropriate transactions with the cardholder.
- 6.1.4 Dean/Department Head
 - 6.1.4.1 Notify PCard Administrators of changes in PCard Coordinators and/or Budget Administrators.
 - 6.1.4.2 Notify PCard Administrators of transferring or terminating Cardholders.
- 6.2 Obtaining, requesting changes and lost PCards.
 - 6.2.1 Obtaining a DSU PCard
 - 6.2.1.1 Training must be completed, a short test will be given, and a signed Agreement Form must be completed in order to obtain a PCard.
 - 6.2.1.2 Complete and submit a PCard Application Form to PCard Administrators located on the 5th floor of the Holland Centennial Commons. (Plan on 10 business days after submitting the application before receiving a card.)
 - 6.2.1.3 PCard Administrators will notify the cardholder when the card has been delivered.
 - 6.2.2 Requesting Changes on a PCard

6.2.2.1 To request a change on an existing PCard, return a completed change of information for purchasing card form to the PCard Administrators, (Purchasing Director or Purchasing Specialist), to inform them of the change(s). ONLY include the last 6 digits of the card's account number.

6.2.3 Lost Cards

6.2.3.1 All PCards are the property of Dixie State University. If a card is lost or stolen, please do the following:

6.2.3.2 Immediately notify one of the PCard Administrators and US Bank Customer Service (1-800-344-5696).

6.2.3.3 US Bank will block additional use of a lost/stolen card upon telephone notification. Prompt action in these circumstances can reduce the University's liability for fraudulent charges.

6.3 Allowable and unallowable purchases

6.3.1 Allowable Purchases

6.3.1.1 The DSU PCard can be used wherever VISA is accepted.

6.3.1.2 All purchases must be made in compliance with University purchasing policies. (Refer to the policies on the DSU website.)

6.3.1.3 DSU is tax exempt. The sales tax exemption number is printed on the face of the card (12020247-002-STC). It is the cardholder's responsibility to ensure that tax is not charged. If tax is charged, contact the merchant and request a credit for that amount.

6.3.1.4 Only the authorized cardholder may use the card.

6.3.2 Unallowable Purchases

6.3.2.1 Personal purchases of any kind

6.3.2.2 Travel-related expenditures such as conference fees, meals, airfare, motels, or rental cars

6.3.2.3 Wines or liquors

6.3.2.4 Gifts and gift cards, rewards

6.3.2.5 Computers, including laptops and desktops

- 6.3.2.6 iPads (or similar tablets)
- 6.3.2.7 Cell Phones and cell phone equipment
- 6.3.2.8 iPods (or similar MP3 players)

6.4 Support documentation and reconciliation required

6.4.1 Support Documentation

- 6.4.1.1 Appropriate source documentation is original itemized receipts. These provide detailed information about the purchase, including what was bought, how many items were purchased, and the total amount charged or credited.

6.4.2 PCard Transaction Reconciliation

- 6.4.2.1 Reconciling itemized receipts to transactions reported on the credit card statement allows the Cardholder to make sure that all purchases have been reported, that any credits have been received, and provides the opportunity to resolve any discrepancies.

6.5 Improper use, auditing, and violations

6.5.1 Improper Use of a PCard

- 6.5.1.1 For questions regarding whether a PCard can be used for a certain type of purchase, please contact one of the PCard Administrators for assistance.
- 6.5.1.2 The PCard Program is administered in accordance with policies and procedures established by the University. Purchasing Services is authorized to suspend or revoke PCard privileges for cardholders considered to be in violation of University purchasing and PCard policies and procedures.

6.5.2 Audits of PCards

- 6.5.2.1 All PCard transactions are audited as part of a formal review process. The formal review will be conducted by Internal Audit. Deficiencies and violations are assessed by the internal auditor. The review process will generally follow the outline below.

- 6.5.2.1.1 Cardholders and Budget Administrators are contacted

when there are questions regarding the audited transactions in their area.

6.5.2.1.2 After the audit is completed, cardholders are notified regarding any deficiencies found and given the opportunity to correct the deficiency when possible.

6.5.2.1.3 Cardholder's supervisor will be notified of unresolved audit violations, points assessed and suspended PCards.

6.5.2.1.4 The Board of Trustees Audit Committee will be informed of fraudulent use of PCards.

6.5.3 PCard Violations

6.5.3.1 A cardholder may only accumulate a certain number of points before their card is suspended/revoked. For additional information relating to the points system see the Purchasing Card or Internal Audit web sites.

6.5.3.2 Below are some violations and definitions:

6.5.3.2.1 An *unreported personal purchase* is any purchase made with a DSU PCard that is not specifically for University purposes and is discovered by anyone other than the cardholder.

6.5.3.2.2 *Lending Purchasing Card* is any time the Purchasing Card is being used by anyone other than the authorized cardholder.

6.5.3.2.3 A *split transaction* is any transaction where the cardholder asks a vendor to run multiple transactions as a way of circumventing the transaction limits assigned to the card. It can also be a conscious decision by the cardholder to make multiple purchases from a vendor in a short period of time as a way of circumventing transaction limits or other procurement guidelines.

6.5.3.2.4 *Failure to provide supporting documentation* is when a cardholder fails to provide a "receipt" substantiating a purchase made or a credit received. The receipt must include, at a minimum, the date of the purchase/credit, vendor name, and an itemized listing of what was

purchased and the price of each item.

- 6.5.3.2.5 ***Failure to provide required approval signatures*** is when, at the time of audit, the cardholder has not acquired the appropriate approval signature from the budget administrator or the budget administrator's expressly designated supervisor for purchases made. Designee authorizations must be in writing and state the period of time that the approval has been authorized.
- 6.5.3.2.6 An ***unapproved purchase*** constitutes a purchase made by the cardholder that was not approved by the appropriate budget administrator or violates University procurement and purchasing card policies and procedures. Contact the PCard Administrator if you have questions.
- 6.5.3.2.7 Each card is assigned a single transaction limit and monthly cycle limit. Purchases over these limits will be considered a ***purchase exceeding single/cycle limit***. To learn more about PCard limits contact the PCard Administrators.
- 6.5.3.2.8 ***Improper coding of transactions*** is when the coordinator posts any transaction to an inappropriate index code or expenditure account code.
- 6.5.3.2.9 ***Failure to reallocate transactions*** in a timely manner is when the coordinator fails to follow the transaction reallocation process before a transaction is posted to the institution's finance system. Departments are given 7 calendar days to appropriately describe and code each transaction (both index and expenditure account code) before transactions are posted. All transactions must be moved out of the default account code. Once posted to the finance system an expenditure transfer request is required to appropriately code each transaction.
- 6.5.3.2.10 ***Personal purchase transactions*** are never appropriate when using a PCard and may result in the suspension of the card. If a personal purchase occurs, it must be corrected by paying the cashier's office the amount of the purchase. The Cashier will need to know which index and account code to credit. The receipt from the cashier must

be attached to the bank statement along with a short explanation of why the error was made.

VII. Addenda

7.1 N/A

Policy Owner: Administrative Services, VP

Policy Steward: Associate Director of Business Services

History:

Approved 0/0/00

Revised 0/0/00

DRAFT

Dixie State University Policy

348 Retirement Programs



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 To outline the programs of retirement available to University Employees.

II. Scope

- 2.1 This policy applies to individuals with specific full-time equivalency (FTE) employment at Dixie State University. The University's Human Resources Office coordinates enrollment and eligibility into retirement plans as defined herein.

III. Definitions & Retirement Systems

- 3.1 **Retirement Plan Eligible Employee:** an employee whose employment is 0.75 FTE or more (whether executive, faculty, or staff) and who receive benefits normally provided by the University are eligible for employer contributions into a retirement plan.
- 3.2 **DSU Retirement Systems:** The Utah Retirement System (URS) Defined Benefit & Contribution Plans and the Teachers Insurance and Annuity Association & Colleges Retirement Equities Fund (TIAA-CREF) 401(a) Defined Contribution Plan are the two retirement systems to which Dixie State University contributes on behalf of the employees of the Utah System of Higher Education (in accordance with the Utah System of Higher Education Guidelines for Retirement Programs R851).

IV. Policy

- 4.1 An eligible employee hired prior to July 1, 1993 will be enrolled permanently into the retirement plan elected by the employee on or before that date.
- 4.2 An eligible employee who enters employment with the University on or after

July 1, 1993 shall (except as otherwise required or allowed by Utah law) be enrolled in the retirement program applicable to the group to which his or her position is classified by the University. Effective November 1, 2015, in accordance with the Utah System of Higher Education Guidelines for Retirement Programs, the University classifies the following groups to be eligible for participation in either (a) the appropriate URS plan or (b) the 401(a) plan:

- 4.2.1 Employees who are enrolled in the University's Department of Security as a law enforcement officer, correctional officer, or special function officer, and in the course of employment, the employee's life or personal safety is at risk, and who have completed a certified training program which is documented with URS, shall be enrolled in Utah Retirement Systems.
- 4.2.2 All employees who make an irrevocable election to participate in URS (pursuant to section 3.3 below) shall be enrolled in Utah Retirement Systems. Plan type within URS shall be determined based on employee's prior service credit within the URS system.
- 4.2.3 All other employees eligible to participate in University-funded retirement programs shall be enrolled in the 401(a) plan.
- 4.3 Notwithstanding the provisions in this section, an eligible person first employed after July 1, 1993 and enrolled in URS, whose employment classification is changed after October 31, 2015 to a classification eligible to participate in the 401(a) plan, shall remain with Utah Retirement Systems.
- 4.4 Notwithstanding the provisions of this section and as required by Utah law, all employees who begin eligible employment with the University who have previously participated in URS and who make a timely, irrevocable election to participate in URS as a University Employee shall be enrolled in URS.
- 4.5 If an employee resigns or terminates employment and is subsequently rehired into a full-time position within 30 days, he/she shall be immediately enrolled in the same retirement plan they were in with their prior DSU employment. If separation from employment is greater than 30 days, the employee's retirement plan will be classified according to section 3 of this policy.
- 4.6 Details relating to retirement plan administration, contribution levels, investment options, and supplemental retirement accounts are disclosed to eligible employees upon hire and are available upon request from the Human Resources Office.
- 4.7 All regular full-time employees are covered by FICA Social Security. This benefit is paid in addition to the employer contribution made to the Utah Retirement

Systems or TIAA-CREF for full-time employees.

V. References

- 5.1 DSU Policy 301 – *Personnel Definitions*
- 5.2 DSU Policy 343 – *Benefits and Payroll Deductions*
- 5.3 DSU Human Resources Benefits Webpage
(http://dixie.edu/humanres/employee_benefits.php)
- 5.4 Utah Regents Policy 851 – *Guidelines for Retirement Programs*
(<http://higheredutah.org/policies/>)

VI. Procedures

- 6.1 At the time an employee completes hiring paperwork, the Human Resources Office determines eligibility, based on employee classification, for retirement benefits. If eligible, the Human Resource Office gathers the necessary paperwork to enroll the employee into the appropriate retirement program.
- 6.2 At the time an eligible employee leaves retirement-eligible employment at Dixie State University, the Human Resources Office will notify the corresponding retirement plan of the employee's end date of retirement contributions.

VII. Addenda – N/A

Policy Owner: Human Resources, Exec. Director

History:

Approved 10/27/95

Revised XX/XX/16

Dixie State University Policy

606 Sponsored Programs (Grants, Contracts, Cooperative Agreements)



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 The development of financial resources from government (other than Utah State Legislature appropriated funds) and private or corporate foundation sources provides significant benefits to the University and furthers the institutional mission by facilitating research, workshops, projects, and activities that enrich the scholarly and creative endeavors of faculty, staff, and students, and enhances the programs and services provided by the University. As members of the institutional community identify and prepare sources and opportunities and begin preparing written proposals for funding, it is necessary that these efforts be coordinated, collaborative potentials explored, potential institutional obligations identified and addressed, and appropriate oversight administered.

II. Scope

- 2.1 This policy provides guidance to all DSU faculty, staff, and administration that are pursuing research or other sponsored projects funded by federal, state, or private agencies and organizations.

III. Definitions

- 3.1 **Budget:** The financial plan or cost assessment for the sponsored program proposal, contract, or award reflecting all costs associated with implementation of the project in compliance with sponsor guidelines, government regulations, and university policies.
- 3.2 **Direct costs:** All costs that can be directly attributed to the conduct of the sponsored program and that are specified in the budget. This does not include

Facilities and Administrative costs (indirect costs) or other operating overhead.

- 3.3 ***Externally-funded activity:*** Any activity, program, or project of the University that is funded from sources external to the institution or funded through awards or agreements (e.g. grants, contracts, cooperative agreements, congressional appropriations, etc.).
- 3.4 ***Indirect costs:*** Costs incurred by an institution in supporting projects funded by monies or resources from outside sponsors and/or agencies. These costs include, but are not limited to, general and departmental support and use of institutional services such as libraries, laboratories, classroom facilities, computer centers, and utilities. They also include services provided through the offices designated to develop and administer sponsored programs and essential administrative services including: accounting, personnel, payroll, accounts payable, accounts receivable, specialized insurance coverage, compliance and regulatory monitoring, independent audits, and legal services that are related to the administration of sponsored programs.
- 3.5 ***Proposal Routing Form:*** A routing form required to be completed before all proposals submissions to external funding entities. The form is used to route proposals for on-campus signatures and also serves as the data entry form for the Office of Sponsored Programs.
- 3.6 ***Office of Sponsored Programs:*** The office of the University designated to provide facilitation and oversight of the Sponsored Program proposal development and submission process.
- 3.7 ***Principal investigator (PI):*** An individual faculty, staff, student, or administrator (also referred to as the project director) who has primary responsibility for technical compliance, completion of programmatic work, and spending of a sponsor's funds.
- 3.8 ***Post-award compliance:*** Facilitation to ensure that the terms and conditions of an award are met as dictated by the funding sponsor and other regulatory requirements. Post-award compliance is primarily the responsibility of the principal investigator or project director, with assistance from the Office of Sponsored Programs, University Compliance Services, Finance and Business Services, and Auditing.
- 3.9 ***Proposal:*** A written description of a request for a sponsored program establishing the need, objectives, projected outcomes, methodology(ies), qualifications of investigator(s), budget plan, and/or any combination of these.
- 3.10 ***Sponsored Program:*** Contracts, agreements, or gifts to support research,

scholarly or creative activities; programs of service; or projects involving funds, materials, other forms of compensation, or exchanges of in-kind items or efforts from government and private or corporate foundation sources external to the University (not to include state appropriations, donations from individuals, or donations from corporate entities that are not corporate foundations). Typical funding mechanisms include, but are not limited to: awards, contracts, cooperative agreements, or congressional appropriations, from federal, state, or local government entities, or from private or corporate foundations.

IV. Policy

- 4.1 All sponsored program proposals from the University shall be coordinated and submitted under the direction of the Office of Sponsored Programs and with the approval of the officer(s) designated by the President to administer sponsored program contracts for the University.

V. References

- 5.1 DSU Policy 524: *Signature Authority/Addendum: Signature Authority for Official University Documents*
- 5.2 Board of Regents' Policy R532: *Acceptance and Approval of Grants and Contracts*
- 5.3 Board of Regents' Policy R535: *Reimbursed Overhead*
- 5.4 Board of Regents' Policy R537: *Reimbursed Overhead on State and Local Government Contracts*
- 5.5 Federal Office of Management and Budget 2 CFR § 200 - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

VI. Procedures

6.1 Pre-Award Activities

6.1.1 Administration

- 6.1.1.1 The Office of Sponsored Programs is responsible for the oversight, support, coordination, and submission of all sponsored program proposals to advance the programs, activities, and services of the University in accordance with the institutional strategic plan.

6.1.2 Proposal Routing Form

- 6.1.2.1 A Proposal Routing Form should be submitted to the Office of Sponsored Programs before initiation of proposal preparation to avoid disallowed multiple requests from the same funding source. This form must be signed by a department chair and dean or division administrator to indicate preliminary approval.
- 6.1.2.2 If two or more units have submitted a Notification of Intent to submit proposals for the same sponsored program prospect with a limited call for proposals, the following protocol will be used:
 - 6.1.2.2.1 Collaboration among campus units is usually the first and foremost objective.
 - 6.1.2.2.2 If necessary, the following criteria may be used to determine the proposal to be submitted by the University:
 - 6.1.2.2.2.1 The greatest potential for campus impact;
 - 6.1.2.2.2.2 The best alignment with the University's mission and strategic plan(s);
 - 6.1.2.2.2.3 The unit that first submitted their Notification of Intent;
 - 6.1.2.2.2.4 The best alignment with the giving interests of the organization to be solicited; or
 - 6.1.2.2.2.5 In the case of private or corporate foundations, personal connection with officers of the organization being solicited.
- 6.1.2.3 In the case of a disagreement on which unit will take the proposal lead or be allowed to submit a proposal, the Director of Sponsored Programs will negotiate progressively as needed with the involved parties, respective departmental chairs or directors, deans, or division administrators to negotiate a resolution. If necessary, direction from DSU approving councils may be requested to make a final decision.

6.1.3 Sponsored Program Proposal Writing

- 6.1.3.1 The Office of Sponsored Programs will provide assistance with proposal writing, editing, review and recommendations for improvements, review and assistance with budget preparation, and/or preparation of time-line charts, other charts and graphs,

preparation of forms, etc.

- 6.1.3.2 Faculty and staff of the University who participate in sponsored program proposal- writing activities may be eligible for reassigned time or compensatory stipends with approval of their respective dean or division administrator and in alignment with other related university work policies.

6.1.4 **Proposal Review and Approval**

- 6.1.4.1 All proposals for externally funded projects that will be conducted under the auspices of the institution must undergo administrative review prior to submission by the following:
 - 6.1.4.1.1 The Office of Sponsored Programs
 - 6.1.4.1.2 Department chair and/or unit division director of the project investigator/director and the dean or senior administrative officer of the project investigator/director;
 - 6.1.4.1.3 Vice President of the project investigator/director and the Vice President of Administrative Services for requests of more than \$50,000, or which involve more than \$10,000 in matching funds or institutional commitments, or proposals that involve more than one administrative division of the University.
- 6.1.4.2 All projects involving use of humans as subjects of research must be submitted for special institutional review and approval from the DSU IRB Board. Generally, grant sponsors expect that this review process will be completed and institutional approval obtained prior to submission of a proposal.
- 6.1.4.3 All projects involving animal research must obtain approval through an appropriately established Animal Care and Use Committee.
- 6.1.4.4 Proposals for sponsored programs will attempt to recapture the maximum amount of indirect costs allowable within the sponsored program and/or according to negotiated agreements with sponsoring entities. (*Board of Regents Policy 532 & 537*)
- 6.1.4.5 The University's designated authorizing official must sign all sponsored program proposals in a timely manner so that the

proposal may be submitted prior to the sponsor's deadline.

- 6.1.4.6 A summary of all sponsored program proposals in process and submissions will be presented to the University Council, the University's Board of Trustees, and various other interested or responsible parties on campus upon request. A summary of sponsored program proposals exceeding \$500,000 will be submitted to the Utah State Board of Regents in accordance with Regents' policy.

6.2 Post-Award Activities

6.2.1 Acceptance

- 6.2.1.1 The Vice President of Academic Affairs (or officer designated) shall review and accept all contracts for university sponsored programs and will ensure that such are in the best interest of the University, and that they comply with university and Utah State Board of Regents policies.
- 6.2.1.2 The University is obligated to conform and comply with all relevant federal and state statutes and regulations and all directives issued by the Board of Regents, Board of Trustees and Office of the President in the administration of Sponsored Programs and externally-funded activities. In order to meet these obligations, only specific individuals, authorized by the President and/or by university policy to act on behalf of the University, may accept awards from federal, state, or local government entities, or from private or corporate foundations or agencies.
- 6.2.1.3 Prior to acceptance of external funding or awards that are in excess of \$500,000, approval by the Utah State Board of Regents must be received. (See Board of Regents' Policy R532: Acceptance and Approval of Grants and Contracts).

6.2.2 Administration

- 6.2.2.1 The Principle Investigator (PI) of each sponsored program is responsible for post award compliance in conjunction with the Office of Sponsored Programs, University General Counsel, Business Services, and Internal Auditing.
- 6.2.2.2 The University is the contracting agency subject to audit and review by sponsors and agencies and is therefore, responsible for

the proper expenditure of funds and submission of timely and accurate financial reports.

- 6.2.2.3 All Sponsored Program expenditures must be in compliance with federal, state, and local government laws, rules, and regulations, as well as Utah State Board of Regents and university policies and procedures. When there is a variance between any sponsor or agency and university guidelines or laws, the most restrictive guideline or law shall govern.
- 6.2.2.4 All external funds awarded to entities of the University or by subcontract to non- university entities will undergo administrative review upon award and throughout the funding cycle as follows:
 - 6.2.2.4.1 The department chair(s), dean(s), or unit division director(s) will be responsible to ensure that expenditures of external funds are aligned with the funded activities, that reports are submitted in a timely manner, and that awardees meet the terms, conditions, objectives, and/or expectations set forth in the written proposal and/or contract of the awarding organization.
 - 6.2.2.4.2 The Office of Sponsored Programs will be responsible to facilitate compliance with contractual obligations of awards by conducting initial sponsored program orientations with project director(s), providing ongoing consultation as needed, and by reviewing sponsored program activities, records, and reports to ensure compliance with relevant laws, policies, and standards.
 - 6.2.2.4.3 Changes in the project's budget shall be reviewed by the Office of Sponsored Programs and may also require prior approval of the funding source and/or approval of the Vice President of Academic Affairs (or officer designated).

VII. Addenda

N/A

Policy Owner: VP of Academic Affairs
Policy Steward: Office of Sponsored Programs

History:
Approved 0/0/00
Revised 0/0/00

DRAFT

TO: Dixie State University Board of Trustees

FROM: President Richard B. Williams 

DATE: January 11, 2016

SUBJECT: **Recommendation of Approval for Intermediate Review/Continued Probationary Status, and Rank Advancement and Awards of Tenure**

The following Dixie State University faculty members have applied for Intermediate Review/Continued Probationary Status:

- **Dr. Brent Albrecht, Assistant Professor of Mathematics** – Intermediate Review/Continued Probationary Status
- **Brenda Armstrong, Assistant Professor of Dental Hygiene** – Intermediate Review/Continued Probationary Status
- **Dr. Clint Buhler, Assistant Professor of Humanities** – Intermediate Review/Continued Probationary Status
- **Susan Caton, Instructor of Dental Hygiene** – Intermediate Review/Continued Probationary Status
- **Alex Chamberlain, Assistant Professor of Fine Arts** – Intermediate Review/Continued Probationary Status
- **Shane Christensen, Assistant Professor of Fine Arts** – Intermediate Review/Continued Probationary Status
- **Joy Cooney, Lecturer/Advisor English** – Intermediate Review/Continued Probationary Status
- **Kristeen Davies, Assistant Professor of Theatre** – Intermediate Review/Continued Probationary Status
- **Debbie Forbush, Assistant Professor of Respiratory Therapy** – Intermediate Review/Continued Probationary Status
- **Dr. Shandon Gubler, Associate Professor of Finance** – Intermediate Review/Continued Probationary Status
- **Sara Gallo, Assistant Professor of Dance** – Intermediate Review/Continued Probationary Status
- **Todd Hess, Instructor of Accounting** – Intermediate Review/Continued Probationary Status
- **Matt Kearn, Instructor of Visual Technology** – Intermediate Review/Continued Probationary Status
- **Dr. Matt Morin, Assistant Professor of Integrated Studies** – Intermediate Review/Continued Probationary Status
- **Dr. Greg Murray, Assistant Professor of Mathematics/Education** – Intermediate Review/Continued Probationary Status
- **Dr. Hosok O, Assistant Professor of History** – Intermediate Review/Continued Probationary Status
- **Dr. Maria Ortiz, Assistant Professor of Communication** – Intermediate Review/Continued Probationary Status
- **Dr. William Patterson, Assistant Professor of Physical Therapist Assistant** – Intermediate Review/Continued Probationary Status
- **Dr. Michael Peterson, Assistant Professor of English** – Intermediate Review/Continued Probationary Status

- **Michele Poast, Instructor of Mathematics** – Intermediate Review/Continued Probationary Status
- **Dr. John Pugliese, Assistant Professor of Psychology** – Intermediate Review/Continued Probationary Status
- **Jessica Robinson, Instructor of Respiratory Therapy** – Intermediate Review/Continued Probationary Status
- **Dr. Nancy Ross, Assistant Professor of Art** – Intermediate Review/Continued Probationary Status
- **Dr. Wendy Schatzberg, Assistant Professor of Chemistry** – Intermediate Review/Continued Probationary Status
- **Dr. Terry Young, Instructor of Elementary Education** – Intermediate Review/Continued Probationary Status

The following Dixie State University faculty members have applied for Rank Advancement and/or awards of Tenure:

- **Dr. Nancy Allred** – Rank Advancement to Full Professor of Music
- **Steven Day** – Rank Advancement to Associate Professor of Accounting
- **Dr. James Haendiges** – Rank Advancement to Associate Professor of English, and Award of Tenure
- **Dr. David Harris, Instructor of Communication** – Award of Tenure
- **Dr. Nancy Hauck** – Rank Advancement to Associate Professor of Elementary Education
- **Dr. Jeffery Jarvis, Dean of the School of Visual and Performing Arts** – Rank Advancement to Full Professor, and Award of Tenure
- **Dr. Jie Liu** – Rank Advancement to Full Professor of Mathematics
- **Dr. Chizu Matsubara** – Rank Advancement to Full Professor of Elementary Education
- **Michelle McDermott** – Rank Advancement to Associate Professor of Nursing
- **Dr. Dee Murray, Assistant Professor of Elementary Education** – Award of Tenure
- **Dr. Bob Nielson** – Rank Advancement to Associate Professor of Computer Science, and Award of Tenure
- **Linda Rogers** – Rank Advancement to Associate Professor of Computer Information Systems
- **Dr. Tracey Wheeler** – Rank Advancement to Full Professor of Elementary Education
- **Dr. Theda Wrede** – Rank Advancement to Full Professor of English
- **Dr. Brent Yergensen** – Rank Advancement to Associate Professor of Communication, and Award of Tenure

Dr. Carole Grady, Interim Provost and Executive Vice President of Academic Affairs, has informed me that the above individuals have each received a favorable review – from their deans, as well as from their respective school’s Faculty Review Committee and also from the University Faculty Review Committee – of their applications for Continued Probationary Status, or Rank Advancement and/or Tenure. Dr. Grady endorses those recommendations.

I wish to add my final approval to Dr. Grady’s endorsement and recommendation. With the approval of the Dixie State University Board of Trustees at their January 29, 2016 meeting, the Continued Probationary Status, and the Rank Advancements and awards of Tenure will be effective July 1, 2016.

I express my sincere gratitude and congratulations to these individuals for their successful reviews, and for their great contributions to Dixie State University and its students.