



Board of Trustees Meeting Agenda

Friday, April 29, 2016

*Jeffrey R. Holland Centennial Commons
Zion Room*

- ~ General Session - 8:00 a.m.*
- ~ Executive Session - 8:01 a.m.*
- ~ General Session - 8:30 a.m.*
- ~ Trustees' Tour of Trailblazer Nation - 11:15 a.m.*
- ~ Trustees' Luncheon/Strategic Plan Presentation
and Q&A - 12:30 p.m.*

**DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
MEETING SCHEDULE**

Thursday, April 28, 2016

BOARD OF TRUSTEES DINNER – 6:00 PM AT THE WILLIAMS’ HOME

Friday, April 29, 2016

Zion Room, Jeffrey R. Holland Centennial Commons

GENERAL SESSION – 8:00 AM

EXECUTIVE SESSION – 8:01 AM

GENERAL SESSION – 8:30 AM

TRUSTEES’ TOUR OF TRAILBLAZER NATION – 11:15 AM

**TRUSTEES’ LUNCHEON/PRESENTATION: STRATEGIC PLAN REPORT-OUT UPDATE
BY COURTNEY WHITE, CHIEF OF STAFF – 12:30 PM (Zion Room)**

A G E N D A

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

***[Information not available at this time; handouts in folder at meeting]**

- I. GENERAL SESSION (8:00 AM)**
- II. EXECUTIVE SESSION [8:01 AM]**
- III. GENERAL SESSION [8:30 AM] – WELCOME/THANK YOUS/INTRODUCTIONS (Chair Christina J. Durham)**
 - A. Thank you to Matt Devore, Outgoing Trustee and DSUSA President**
 - B. Introduction of Sarah Ramaker, Incoming Trustee and DSUSA President**
 - C. Introduction of New DSUSA Executive Council**
 - D. Introduction of Student Speakers for Commencement:**
 - Bachelor’s Degree Speaker**
 - Associate’s Degree Speaker**
 - E. Thank you to the following:**
 - Dr. Erin O’Brien, Outgoing Faculty Senate President**
 - Debbie Millet, Outgoing Classified Staff Association President**
 - Andrea Brown, Outgoing Exempt Staff Association President**
 - F. Welcome to the following:**
 - Dr. Nancy Hauck, Incoming Faculty Senate President**
 - Incoming Faculty Senate President-elect**
 - Robyn Whipple, Incoming Classified Staff Association President**
 - Katie Armstrong, Incoming Exempt Staff Association President**
 - G. Kelle Stephens – President of the Dixie Applied Technology College**
 - H. Representatives of the Press and Other Visitors**
- IV. PRESENTATIONS**
 - A. Presentation of Board of Trustees’ *Excellence in Education* and *Excellence in Service Awards* (Chair Durham)**
 - B. DOCUTAH Update (Karman Wilson, Assistant Director of Cultural Arts and Production Director of DOCUTAH)**
 - C. Dining Consultant Report and Architectural Renderings (Paul Morris/Martin Peterson/Don Steck)**

V. REPORTS

- A. DSU Student Association (Matt Devore/Sarah Ramaker)
- B. Student Affairs (Frank Lojko)
- C. Alumni Association (Hal Hiatt/Kalynn Larson)
- D. Faculty Senate (Dr. Erin O'Brien/Dr. Nancy Hauck)
- E. Classified Staff Association (Debbie Millet)
- F. Exempt Staff Association (Andrea Brown)
- G. Academic Affairs [[includes *Proposed Academic Affairs Organization Chart](#)] (Michael Lacourse)
- H. Athletics (Jason Boothe)
- I. University Advancement [[includes *Donation Report](#)] (Brad Last)
- J. President's Report (President Williams)
 - Proposed Board of Trustees Meeting Dates for 2016-2017:
 - ✓ Friday, July 29, 2016 (South Admin Conference Room)
 - ✓ Friday, September 23, 2016 (Zion Room)
 - ✓ Friday, November 4, 2016 (Zion Room)
 - ✓ Friday, January 27, 2017 (Zion Room)
 - ✓ Friday, March 10, 2017 (Zion Room)
 - ✓ Friday, April 28, 2017 (Zion Room)
 - [*Recommendation for Post-Probation Review](#) (President/Michael Lacourse)
 - Commencement
 - General Update

VI. BOARD OF TRUSTEES COMMITTEE REPORTS

- A. Audit Committee – David Clark/Julie Beck/Hal Hiatt
- B. Finance/Investment Committee – Jon Pike/Elisabeth Bingham/David Clark/Thomas Wright
- C. Government Affairs Committee – Thomas Wright/Hal Hiatt/Jon Pike
- D. Academic Programs Committee – Larry Bergeson/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

VII. ACTION ITEMS (Chair Durham)

- A. Approval of Minutes (Chair Durham)
 - [*Friday, March 18, 2016](#)
- B. Board of Trustees (Chair Durham)
 - [*Proposed Amendments to the Dixie State University Board of Trustees Bylaws](#)
- C. Administrative Affairs (Paul Morris)
 - [*Budget Report](#) (Paul Morris/Bryant Flake)

D. Academic Affairs (Michael Lacourse)

- *Approval of 2016 Dixie State University Graduates
- *Approval of 2016 Baccalaureate Student Speaker for Commencement
- *Approval of 2016 Associate Student Speaker for Commencement
- *Request for Associate Professor Emeritus Award for Demaree Johnson
- *Administrative Unit Change Proposal – Name Change from DSU *Schools* to DSU *Colleges* (David Wade)

E. Policies (Travis Rosenberg)

- *Policy 150 – Minors and Vulnerable Adults on Campus (Doajo Hicks)
- *Policy 223 – Travel (Scott Talbot/Jackie Freeman/Scott Jensen/Sherri Phillips)
- *Policy 224 – International Travel (Scott Talbot/Jackie Freeman/Scott Jensen/Sherri Phillips)
- *Policy 310 – Part-time Employment (Travis Rosenberg)
- *Policy 342 – Payroll (Travis Rosenberg)
- *Policy 405 – Animals on Campus (Travis Rosenberg)
- *Policy 465 – Video Surveillance (Andrew Goble)

VIII. CONCLUDING REMARKS (Chair Durham)

IX. TRUSTEES' TOUR OF TRAILBLAZER NATION
(Approximately 11:15AM-12:30PM)

X. TRUSTEES' LUNCHEON/PRESENTATION: STRATEGIC PLAN REPORT-OUT UPDATE BY COURTNEY WHITE, CHIEF OF STAFF – IN THE ZION ROOM (Approximately 12:30PM)

XI. NEXT BOARD OF TRUSTEES DINNER – THURSDAY, SEPTEMBER 22 @ 6PM, THE WILLIAMS' HOME (DATE SUBJECT TO APPROVAL)
NEXT BOARD OF TRUSTEES MEETING – FRIDAY, SEPTEMBER 23 @ 8AM, THE ZION ROOM (DATE SUBJECT TO APPROVAL)

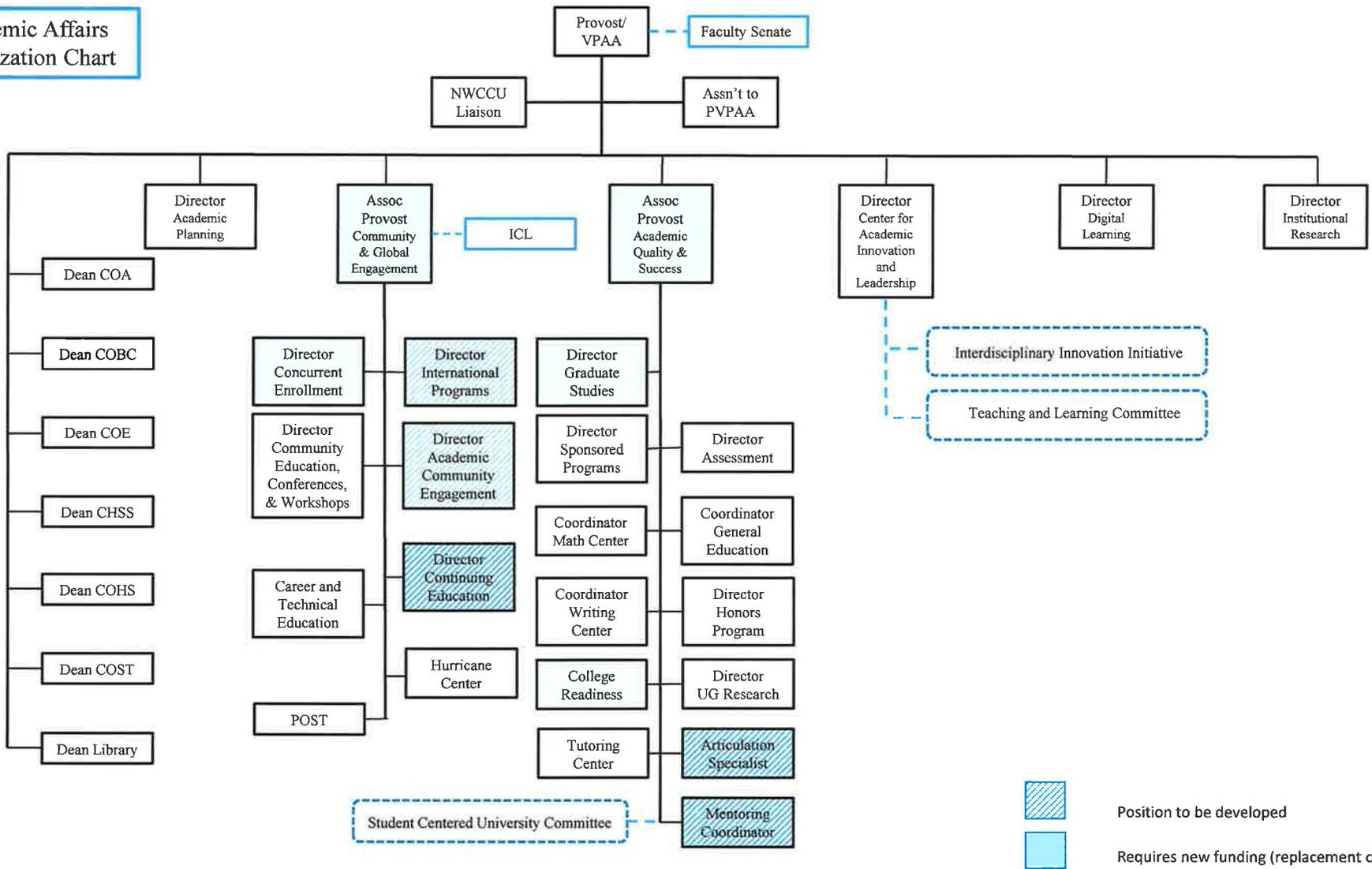
XII. CALENDAR OF UPCOMING MEETINGS AND EVENTS

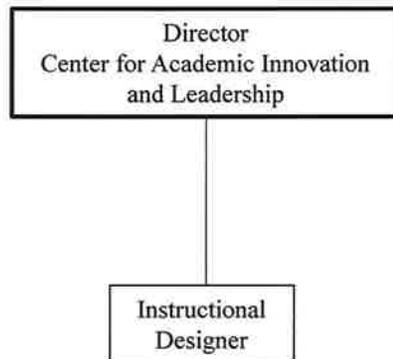
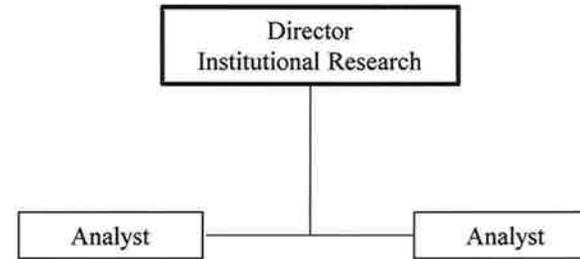
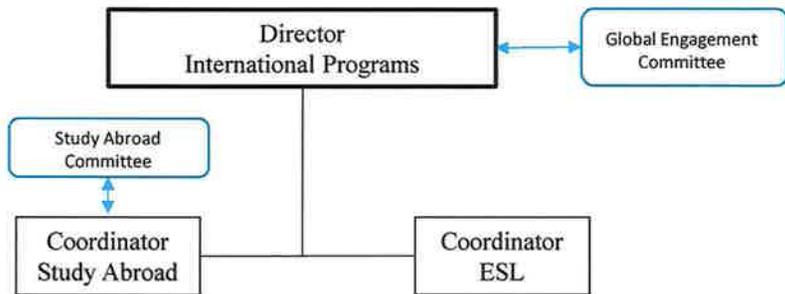
- *Spring Strategic Plan Report-Out Event* – Tuesday, April 19 @ 9AM to 1PM, Zion Room
- *Burgers with Biff* – Thursday, April 21 @ 12PM, Gardner Conference Room D
- *University Council Meeting* – Tuesday, April 26 @ 9AM, Zion Room
- *Last Day of Classes* – Wednesday, April 27, 2016
- *Board of Trustees 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
- *President Speaks at the Colleagues Meeting* – Monday, May 2 @ 12PM, Taylor 156
- *Council of Presidents Meeting* – Tuesday, May 3 @ 12PM, The Gateway/SLC
- *Utah Campus Compact Spring Board Meeting* – Tuesday, May 3 @ 3PM, The Gateway/SLC
- *National Day of Prayer Breakfast* – Thursday, May 5 @ 7:30AM, Gardner Ballroom
- *Dixie Awards* – Thursday, May 5 @ 6PM-Reception/7PM-Ceremony, Eccles Mainstage Theatre
- *105th Annual Commencement Exercises* – Friday, May 6, 2016:
 - ✓ 10AM – Baccalaureate Degree Graduation Ceremony, Burns Arena
 - ✓ 11:45AM to 1PM – Luncheon for Participating Faculty, Staff, and Platform Guests, Ballroom
 - ✓ 2PM – Associates Degree Graduation Ceremony, Burns Arena

- ***Dixie Development Day (First Annual Staff Conference at DSU) – Monday, May 16 @ 8AM to 2PM, HCC 5th Floor***
- ***Board of Regents Meeting – Friday, May 20 @ Snow College***
- ***Summer School Schedule:***
 - ✓ ***14-Week Block – May 9 through August 12***
 - ✓ ***1st 5-Week Block – May 16 through June 17***
 - ✓ ***8-Week Block – May 31 through July 22***
 - ✓ ***2nd 5-Week Block – June 20 through July 22***
- ***Memorial Day Holiday – Monday, May 30, 2016***
- ***Council of Presidents Meeting – Tuesday, June 28 @ 12PM, The Gateway/SLC***
- ***Board of Regents Meetings – Thursday and Friday, July 14 and 15, SUU***
- ***Independence Day Holiday – Monday, July 4, 2016***
- ***Pioneer Day Holiday – Celebrated on Saturday, July 23, 2016***
- ***Fall Semester Begins – Monday, August 22, 2016***

XIII. MEETING ADJOURNED

Academic Affairs Organization Chart





Interdisciplinary Innovation Initiative (III)

Director Center for Academic Innovation and Leadership	Director Assessment	Chair Inter- disciplinary Arts & Sciences	Director Academic Planning
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Accreditation Team

NWCCU Liaison	Director Academic Assessment	Director Institutional Research	Director Academic Planning
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Teaching and Learning Committee

Student Centered University Committee

DONATION REPORT

April 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
January	\$104,564.66	\$3,950.00	\$108,514.66
February	\$86,243.85	-0-	\$86,243.85
March	\$360,444.23	\$14,990.08	\$375,434.31
Year to Date Totals	\$1,116,583.27	\$45,967.56	\$1,162,550.83

TO: Dixie State University Board of Trustees
FROM: President Richard B. Williams
DATE: April 15, 2016
SUBJECT: **Post-Probation Review Recommendation**

The following Dixie State University faculty members have applied for Post-Probation Review and have been given a “favorable review” by the University Post-Probation Review Committee:

- **Dr. Sue Bennett** – Professor of English
- **Susan Ertel** – Associate Professor of English
- **Dr. Norman (Chip) McLeod** – Professor of History/Political Science
- **Del Parson** – Professor of Art
- **Linda Rogers** – Assistant Professor of Computer Information Systems
- **Dr. Del Smith** – Professor of Biology
- **Dr. Bart Stander** – Professor of Computer Science
- **Steven Sullivan** – Associate Professor of Physics
- **Dr. Curt Walker** – Professor of Biology
- **Eric Young** – Assistant Professor of Communication

The University Post-Probation Review Committee also reviewed applications from four other individuals, each of whom received an “unfavorable review” based on deficiencies in the material submitted. These individuals are encouraged to create a Professional Development Plan and resubmit their applications next year.

Dr. Carole Grady, then-Interim Provost, supported the above recommendations of the University Post-Probation Review Committee. Based upon those recommendations, I am pleased to add my own approval. The 2% base salary increase associated with receiving a favorable post-tenure review will be effective July 1, 2016.

According to policy, Trustee approval is not required, but could be expressed in support and recognition of the service of the applicants.

Sincerely,



Richard B. Williams, PhD, ATC
President, Dixie State University

**MINUTES OF THE DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons**

Friday, March 18, 2016

8:00 a.m. – General Session

8:01 a.m. – Executive Session

9:00 a.m. – General Session

11:15 a.m. – Trustees Tour of Burns North Addition and Housing Construction Area

12:30 p.m. – Trustees Luncheon/Presentation by Several New Employees

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

Katie Armstrong – Exempt Staff Association President-elect

Del Beatty – Dean of Students

Ken Beazer – Development Officer

Jason Boothe – Athletic Director

Andrea Brown – Exempt Staff Association President

Lance Brown – Development Officer

Michael Carter – Assistant Attorney General/Legal Counsel

Megan Church – Events and Promotions Specialist

Cindy Cole – Title IX Clery Act Compliance Director

Christina Duncan – Inclusion and Equity Fellow

Mo Eckroth – Senior Associate Athletic Director/Compliance Officer

Richard Featherstone – Dean of the School of Humanities

Bryant Flake – Institutional Budget Director

Carole Grady – Dean of the School of Health Sciences

Jyl Hall – Director of Public Relations and Marketing

Nancy Hauck – Faculty Senate President-elect

Doajo Hicks – General Counsel

Emily Havens – Reporter for the *Dixie Sun*

Jeff Jarvis – Dean of the School of Visual and Performing Arts

Scott Jensen – Associate Director of Business Services

Gary Koeven – Chief Information Officer

Michael Lacourse – Provost and Vice President of Academic Affairs

Marilyn Lamoreaux – Assistant to the President

Kalynn Larson – Alumni Director

Brad Last – Vice President of University Advancement

Frank Lojko – Vice President of Student Affairs and Government Relations

Shay McClure – Head Football Coach

Debbie Millet – Classified Staff Association President

Paul Morris – Vice President of Administrative Affairs

Erin O'Brien – Faculty Senate President

Rich Paustenbaugh – Dean/Director of Library Services

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
Jordon Sharp – Chief Marketing and Communication Officer
Gregory Stauffer – Consultant
Kelle Stephens – President of the DXATC
Scott Talbot – Assistant Vice President of Business Affairs
Heidi Tasso – Student Success Center Director
David Wade – Academic Program and Curriculum Director
Henrie Walton – Community, State and Federal Relations Specialist
Kyle Wells – Dean of the School of Business and Communication
Courtney White – Assistant to the President for Special Projects

I. WELCOME

At 8:00 a.m., Dr. Christina J. Durham, Chair of the Dixie State University (DSU) Board of Trustees, welcomed everyone to the meeting. At 8:02 a.m. she called for a motion to move into Executive Session for the purpose of discussing legal, personnel and/or real estate issues.

MOTION BY THOMAS WRIGHT, DULY SECONDED BY LARRY BERGESON, TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LEGAL, PERSONNEL, AND/OR REAL ESTATE ISSUES. Action: Approved unanimously, by a show of hands.

II. EXECUTIVE SESSION

At 9:03 a.m., Chair Durham called for a motion to adjourn the Executive Session.

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

III. GENERAL SESSION – WELCOME/INTRODUCTIONS

At 9:17 a.m., Chair Durham again welcomed everyone and said she was excited about all the things going on at DSU. There is a great energy. She welcomed and introduced the following new DSU employees:

- **Megan Church – Events and Promotions Specialist.** Megan said she has already hosted the event honoring Senator Urquhart during the Legislative Session. She is from St. George and graduated from DSU with bachelor's degree over the summer. Del said for three more weeks she's the D Queen.
- **Doajo Hicks, JD – General Counsel.** Doajo is from Brooklyn, New York. He served in the U.S. Coast Guard, was a police officer (shot in the line of duty), earned a law degree and was an associate general counsel, then switched to academia, where he has been an appeals officer and adjunct professor. He is working on his doctorate.
- **Luke Kerouac – Director of Student Involvement and Leadership.** Luke said he has the best job on campus. He gets to have the most fun.
- **Dr. Michael Lacourse – Provost and Vice President of Academic Affairs.** Dr. Lacourse said he is now finishing week six at DSU – he is looking forward to counting months, not weeks. He is originally from New England, went to school in Indiana, most of his professional career was spent in California, and he came to St. George from Texas.
- **Dr. Gregory Stauffer – Consultant.** Dr. Stauffer recently retired from the Board of Regents office. He enjoyed his time in the Commissioner's Office, but he is delighted to be back on campus and appreciates this assignment. There are many motivated and talented employees at this campus, and he's having a fantastic time.
- **Heidi Tasso – Director of the Student Success Center.** Heidi is local but not native. She feels really fortunate to be at DSU in her new capacity. For 17 years she worked in the Washington County School District with Larry Bergeson, but she has enjoyed being at DSU this last month. Her heart is passionate about at-risk students and she is excited about being part of a team and helping with retention.

Chair Durham also welcomed the following:

- **Anilee Bundy – New Coordinator of Clubs and Service**

- **Dewey Denning – New Assistant Director of Student Involvement and Leadership**
- **Joel Griffin – Coordinator of Public Relations**
- **Christina Duncan – DSU’s first Inclusion and Equity Fellow.**
- **Kelle Stephens, President of the DXATC.**
- **Representatives of the Press and other visitors.**
- **English Lecturer/Advisor Joy Cooney and English Honor Student Kelsey Jetter** came forward. Joy said she was speaking on behalf of Dr. AmiJo Comeford, who chartered the DSU chapter of the Sigma Tau Delta National Honor Society seven years ago, and for five years DSU has taken many top honors. This past week, 10 DSU students were able to attend and compete in the International English Honor Society Annual Convention in Minneapolis, Minnesota. Kelsey Jetter from DSU was awarded *Best Paper for Media and Popular Studies* and a check for \$600 at this convention for her essay entitled, “The Liminal Gutter: Reader Identification & *Persepolis*” (a portion of her senior thesis). The liminal gutter is the space in between the pictures/frames in comic books, and Kelsey successfully applied narrative to that empty space. Her paper urged the reader to think about what isn’t seen. Chair Durham congratulated Kelsey, and asked Dr. Lacourse to forward Kelsey’s paper to the Trustees.

IV. PRESENTATION

Summary of the Legislative Session

Frank Lojko, Vice President of Student Affairs and Government Relations, and Henrie Walton, Community, State and Federal Relations Specialist, talked about the recent Legislative Session. They also commended Trustee Thomas Wright, who helped during the legislative session. Frank and Henrie’s presentation included the following:

- **The Institute of Politics and Public Affairs.** Frank said DSU is one of two universities in the state that does not have a specific center that caters to students in political science. This will bring the university forward in a variety of ways. At the legislative session there is a state legislature internship program that DSU has never been able to take advantage of. We commissioned them to change their policy for us to participate, and we had three slots. This is great and helps us extend our reach in the political realm.
- **Dixie Day and funding from bills.** Frank said they thought it would be important to recognize Senator Urquhart because he took a position to champion many educational programs. There were 30-35 legislators there to honor Senator Urquhart. Frank thanked his colleagues at DSU for being there to showcase DSU’s excellence in academics. That message reverberated throughout the Capitol. Henrie said Dixie Day was a great opportunity to show that we can provide real returns for the funds they give us. He handed out a sheet that shows our partnership with the University of Utah, whom we appreciate very much. DSU and the UofU have partnered to bring academic programs such as Physical Therapy, Occupational Therapy, and the Physician’s Assistant Program to St. George. The PA program is a monumental accomplishment for our university. It will bring other businesses to our city and the growth will be enormous. We received \$1.5 million ongoing funding for this program.
- **Appropriations.** Frank expressed appreciation for Trustee Thomas Wright. He was critical in helping us achieve that \$1.5 million. Oftentimes bills not passed will be brought up again. SB156 was sponsored by Senator Wayne Harper. This bill passed, and it requires the state building board to weight the Board of Regents ranking process more heavily. SB188 did not pass this year but will be brought back up. It is Senator Urquhart’s bill requesting to create the Higher Education Capital Facilities Account to fund higher education buildings. DSU and others could accumulate an amount of money every year.
- In closing, Frank said they have a meeting with Jason Boothe to talk about funding for advisors. And this is a landmark day for our university, to move into the medical programs mentioned above. Trustee Jon Pike said he thought Frank was underselling what he accomplished during the session. And what an incredible feat Dixie Day was! We had the Governor, former Speaker of the House David Clark, faculty, staff, Trustees – it was a big deal for DSU!! Frank said they are already working on next year’s Dixie Day. Vice Chair Clark added his compliments to what Mayor Pike mentioned. Dixie Day will connect the dots. The evening was very well attended by the right people, it was well put together, and we will see the rewards of it. He added that it is necessary to understand the way things work up there, and these folks understand. It is always a challenge, but they are great. Frank said thank you. Chair Durham thanked Frank and Henrie for their presentation.

V. REPORTS

DSU Student Association

Trustee/Student Body President Matt Devore reported on the following:

- Matt said he is a little bit sad because his time as DSUSA President is coming to an end.
- The DSUSA Service Branch is having their second annual spring break service project, this time in New Orleans, Louisiana.
- Our students are doing amazing things.
- Thanks to Mayor Pike and the City we have Kid Ink in concert tonight.
- Elections begin next week. *Dixie Sun News* has the stories of the candidates.
- D-Week is April 11-16. The theme is: “D-Week: The Reveal” in honor of the announcement on Monday, April 11th of our new nickname and mascot.
- The Dixie Awards are being held on Thursday, May 5th, the day before commencement. Nominations are open for all awards.
- DSUSA has undertaken a Mental Health Campaign. They gave a shout-out to the Health and Wellness Center – they had a huge turnout and participation. He showed a video about the stigma of depression and suicide. Raising awareness is always positive.

Chair Durham thanked Matt for the video and the small things we can each do to make a huge difference in people’s lives. It has been such a joy having Matt as DSUSA President. Chair Durham appreciates the student service component this year. Thank you so much, Matt! Matt said he loves this institution. He said, “Keep it up and keep moving forward!”

Alumni Association

Trustee Hal Hiatt, Alumni Association President, and Kalynn Larson, Alumni Director, reported on the following:

- Kalynn said thank you to all who supported the Annual Fire & Ice Gala. The funds raised go to scholarships for needs-based students. Trustee Hiatt does the flowers each year, which are always fantastic. Someone asked if there will be another golf cart next year? Kalynn said they hope so.
- Thursday, March 24th is the Alumni Association’s Annual Easter Egg Hunt. Games will begin at 5:00 p.m. and the Easter Egg Hunt will be at 6:00 p.m. Please come!
- D-Week is from April 11 to 16; it is so much fun. The Great Race is on Friday, April 15th at 5:00 p.m. Whitewashing the D is on Saturday, April 16th starting at 7:00 a.m. The Evening of Dixie is on Saturday, April 16th at 7:00 p.m. in the Zion Room. Community Awards will be presented, and there might be fireworks shooting out of the D.
- The Arizona Alumni Chapter Event was held in Mesa, Arizona on March 5th.
- The Northern Utah Alumni Chapter Event is on May 14th in Salt Lake City. Kalynn has had three chapter presidents move back to Utah. They love being connected to DSU.
- The Northeast Alumni Chapter Event is scheduled for June 10th.
- The Alumni Office is also preparing for Graduation.

Chair Durham thanked Kalynn and Trustee Hiatt for Fire & Ice. The student alumni volunteers, scholarship recipients, etc., all did so much to make that a great evening.

Faculty Senate

Faculty Senate President and President-Elect, Dr. Erin O’Brien and Dr. Nancy Hauck respectively, presented the following:

- Erin said DSU recently hired Doajo Hicks, our new General Counsel, and his feedback has been very useful regarding the policies the Faculty Senate is working on. Erin said they will be holding up some policies to give Doajo time to provide feedback. He has been fabulous to work with.
- Nancy said they have been working on two initiatives: 1) Erin, Christina Duncan and Jeff Jarvis attended a Utah Campus Compact Conference focused on Civil Engagement. 2) Nancy and a team of other faculty (Bruce Harris, Randy Jasmine, and David Roos) went to Texas to attend a “Reimagining the First Year” Conference. Many of these activities are tied into the Strategic Plan.

Classified and Exempt Staff Associations

Debbie Millet, Classified Staff Association President, and Andrea Brown, Exempt Staff Association President, came forward together. They reported on the following events:

- Deb said they have been doing united projects regarding Policy 352, Staff Compensation and Policy 38, Professional Development, to align them with the Strategic Plan. This fall, these should come together.
- Andrea said they are both also working on professional development – there is another professional development event on April 5th, and there is also Dixie Development Day on May 16th, at which Michael Levin, the author of *Broken Windows/Broken Business*, will be the keynote speaker.

Deb thanked President Williams, and Travis Rosenberg and the entire Human Resources Department, who have been great to work with. Chair Durham thanked Doajo for all of his assistance on the policies.

Athletics

Jason Boothe, Athletic Director, mentioned the following Athletic items:

- We are full force into the spring sports season. Both basketball seasons are over. Taylor Mann, the center on the women's team, has been here for four years and played for four different head coaches. That has settled down, fortunately. She has a 3.92 GPA in Elementary Ed and she was named to the All American Academic first team. She finished the year with 22 double doubles (a first in NCAA). She will go down as one of the best athletes ever in the NCAA.
- Josh Pittman, our men's soccer coach, is now the head coach at Westminster College. Trustee Wright asked about this. Jason said he has been part-time here but will be full-time at Westminster. He also has family in Salt Lake City. We will hire a new coach and we will be fine, Jason said.
- Baseball is at 18 and 5 (ranked 5th); softball is 25 and 7.

University Advancement/Alumni

Brad Last, Vice President of University Advancement, presented this report:

- Brad thanked everyone for their efforts on behalf of the institution. He also thanked everyone on the Development Team. We are building a great infrastructure (not just buildings but also relationships).
- They are trying to build consistency – over the years DSU has done some really great things, but we have fallen down on the stewardship of keeping track of donors through the years. Lori Blackner is working on this. We will be having scholarship luncheons every year to honor our donors.
- Brad gave a shout-out to Lance Brown, who started a Planned Giving Council (PGC) to work with people on their estates. They will have luncheons twice a year. One of the attorneys on the PGC has a client with a planned gift of several millions to DSU. The couple are both educators with no children, so their estate is coming to DSU when they die.
- Regarding National Advisory Council meetings, we want engaged NAC members so the meetings are good and the members feel productive and excited.
- Along with building consistency, we are also looking for opportunities. For example, the Kris Paronto event generated enough money that we could provide funds for scholarships.
- Thanks to Ken Beazer, we have an anonymous donor who has committed over a million dollars. We are also in discussions with a donor regarding a significant scholarship in an endowment form. And we are also talking to foundations and corporations, asking for their help.
- There is a basketball player here at DSU and his wife is a dancer here. Her father is Blake Moderzitski and he is a member of the BYU Founders Club. He and Mike Wilstead are helping us set up a similar organization here at DSU. We are working on a lot of other things as well.
- He complimented Frank and Henrie for their work at the Legislature. Dixie Day was really great! He said Thomas Wright was also very helpful to us in Salt Lake City and at the Legislature.
- Kalynn, Chet, and Hal are always in the trenches doing great alumni events. They have been very consistent over the years and people know they can count on remarkable events at Dixie.
- Thanks to everyone. We have had a couple of things pop and hope the momentum continues to build.

President's Report

President Williams reported on the following

- He said a lot of great things are happening at DSU. You can see the workers on student housing there night and day. We are right on time. It really describes what is happening in all aspects of our campus.

People love Dixie and our students and it gives them energy. Thank you to the whole campus! “You don’t pay a clown to juggle two balls.” Thank you to all who help juggle the balls.

- Thank you to Frank and Henrie for all they do at the Legislature. He appreciates them and all the Trustees who came to Dixie Day and Higher Ed Day. Commissioner Buhler said it is great to see the DSU representation throughout the state.
- We continue to break records for our number of Admits. People are working very hard to get ready.
- Progress on the Strategic Plan continues. On April 19th is the Report Out; we will be able to see and feel the progress being made.
- We received a mid-cycle accreditation report from the Northwest Commission of Colleges and Universities (NWCCU). We passed and we were commended in the letter for all the progress we have made. He thanked the faculty and staff, who worked very hard on assessment. Thank you to the ISAAC group, and to Deb Bryant. We have to be fully prepared for the Seven Year Evaluation in 2020.
- A few weeks ago he attended an alumni event in Phoenix Arizona. The group witnessed a Chicago Cubs spring training game. Kalynn always does a great job, and we yielded two new students at that event.
- Fire & Ice is so great, and it is fun to see all who come and support it.
- We are proud of the progress made with the Development Office and our ROI. They are high energy and are talking with many people. Yesterday they met with an alum who has been very successful and is going to help us build housing.
- We are making a lot of academic progress – hundreds of hours have been spent by faculty, staff, and administrators. He is very proud of that.
- We have a few changes with commencement this year. We are going to host two sessions. The baccalaureate ceremony will be on Friday, May 6th at 10:00 a.m., and the associate’s ceremony will be that afternoon at 2:00 p.m., both in the Burns Arena. Next year we’ll hold commencement in the Hansen Stadium. We are growing and we will need the extra space.
- President said he and Provost Lacourse are paying for a busload of faculty and staff to attend the upcoming University Women in Higher Education (UWHEN) Conference on Friday, April 15th. We appreciate our UWHEN Chapter and we want to support them.

Chair Durham said we appreciate all that is going on. There are a great group of women involved in UWHEN, and Regent Pat Jones is putting out an initiative called ElevateHER to increase female leadership within organizations and the promotion of skills.

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 commended Frank and Henrie and Trustee Wright. Our whole group is very good. He also thanked Representative Last – there is not a better networker, built on trust and relationships. We are fortunate to have Brad. President wanted to recognize our local legislators who work so hard, too (Don Ipson, Stephen Urquhart, Jon Standard, Lowry Snow, etc.). Vice Chair Clark said there are a number of audits in progress; there is nothing new to report. He said earlier this week he received an email from the Utah State Audit Director and they are doing a number of higher education audits across the board: testing internal controls, career and technical education programs, financial aid, and TRIO programs. DSU is involved in three of those four.
- **Finance/Investment Committee.** *Chair Jon Pike, with Committee Members Elisabeth Bingham and Thomas Wright.* Trustee Jon Pike said their committee hasn’t met, but we will hear from Scott later.
- **Government Affairs Committee.** *Chair Thomas Wright, with Committee Members Hal Hiatt and Jon Pike.* Trustee Thomas Wright said so much has already been said. Frank and Henrie are becoming known as Bert and Ernie on the Hill. They are very effective, as are our local legislators. In Legislative circles President Williams is very well respected. It is an exciting time for DSU!! Dixie Day was spectacular; we can build on it for next year. Chair Durham said thank you to Vice Chair Clark for arranging the Dixie Day venue – Zions Bancorp has the best room with the best view in Salt Lake City.
- **Academic Programs Committee.** *Chair Larry Bergeson, with Committee Members Julie Beck, Matt Devore, Chris Durham, and Gail Smith.* Trustee Bergeson let Representatives Last, Snow, Ipson, and Stanard, and Senator Urquhart know how much they are appreciated. They work very hard for us and we appreciate their support. He said this committee meets regularly. Dr. David Wade organizes them and

they view data and survey information. It is good to see that we are being listened to regarding what is important and timely, and what fits.

- **Policy Committee.** *Chair Christina Durham, with Committee Members Julie Beck and Gail Smith.* Chair Durham said the policies coming forward are well vetted. She appreciates the process. We will go back to having safety elements in place. Now that we have Doajo on board to help us, we will be able to have more policies coming through. We have many that are still outdated and need to be reviewed.
- **DXATC Board Liaison.** *Jon Pike* said we should hear from Kelle Stephens, DXATC President. Kelle said they have their board meeting on Tuesday. Kelle said they broke ceremonial ground on January 14, 2016 on their new airport hill location, and acknowledged and appreciate friends from WCSD and DSU. They highlighted the most important idea by having about 80 children wear sweatshirts saying, “I Can Be Whatever!” Her grandson wants to be the Hulk. After three years they closed the 30 acres on the 16th and yesterday the asphalt was turned. Within the next couple of weeks the groundwork will get started. She thinks they are doing a fantastic job collecting money. They have \$1,700,000+ dollars; with \$3.2 million to go. She was pleased with the legislative session and is grateful to the legislators. Some governance issues were changed. For example, Board of Trustees members will have limited terms. She is looking forward to graduation. They almost filled the Cox Auditorium last year and will fill it this year. She asked Matt Devore to bring some sox to whoever takes his place. Your sox are awesome. Vice Chair Clark told Kelle not to retire her red boots. He also said that Airport Hill should be DXATC Hill. Mayor Pike said it is actually named Tech Ridge.
- **NAC Representatives.** *Chair Elisabeth Bingham, with Committee Members Chris Durham and Gail Smith.* Trustee Bingham said we had a great NAC meeting on February 12th, with many outstanding reports. There are new members in NAC, and there is a lot more energy and focus than before. The day was topped off with the Annual Sears Dixie Invitational Art Show Dinner and Gala, which is always a very nice event.

Chair Durham thanked Board members for their good work on the Board committees.

VII. ACTION ITEMS

Approval of Minutes

Chair Durham called for a motion to approve the minutes of the January 29, 2016 Board of Trustees meeting.
MOTION BY DAVID CLARK, DULY SECONDED BY MATT DEVORE, TO APPROVE THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON FRIDAY, JANUARY 29, 2016, AS PRESENTED. Action: Approved unanimously.

ADMINISTRATIVE AFFAIRS

Investment Report – through January 2016

Scott Talbot, Assistant Vice President of Business Affairs, presented the Investment Report. He said the market is struggling and will continue to struggle for another year. We are starting to look at endowment scholarships. Our investments are divided into three groups: Utah State Investment Pool, Short-term Investment Pools, and the University of Utah. The rate of return is -0.35%, which is flat. If flat investments continue for another year it will affect our scholarship funding.

MOTION BY JON PIKE, DULY SECONDED BY THOMAS WRIGHT, TO APPROVE THE INVESTMENT REPORT, AS PRESENTED. Action: Approved unanimously.

STUDENT AFFAIRS

2016-2017 Student Fees Proposal

DSUSA President and Trustee Matt Devore, and Del Beatty, Dean of Students, presented this proposal. Del said in the next eight weeks we will have this student fees proposal in place for fall. Student fees are fully run by students. The process begins in November and December. Matt shared the Student Fees presentation and explained the process. He showed a chart of current fees and the proposed/recommended fees. Del said the students understand that this is their recommendation. They have done a great job in investigating and allocating funds wisely. Mayor Pike said it looks good; it balances needs and desires.

MOTION BY ELISABETH BINGHAM, DULY SECONDED BY JULIE BECK, TO APPROVE THE 2016-2017 STUDENT FEES PROPOSAL, AS PRESENTED. Action: Approved unanimously.

HUMAN RESOURCES

Early Retirement Requests

Travis Rosenberg, Executive Director of Human Resources, presented the early retirement requests from Becky Smith, Dean of Academic Outreach; Gary Caldwell, Band Director for 36 years; and Kathy Kinney, Director of Study Abroad in the Career Center. Vice Chair Clark expressed appreciation for an explanation of the fiscal responsibility issues. We may want to consider this policy compared to other institutions and what we can afford. This is a huge fiscal responsibility – \$390,000. Travis said most people retire early for the medical benefits; historically, we haven't had very many people on early retirement. The money is centrally funded by the institution. Early retirees receive 20% of their current salary. A lot of retirees on early retirement are phasing out at the end of this year. Vice Chair Clark asked if there is ongoing funding to cover this. Chair Durham said we will review the funds. Is the policy in line to be reviewed this year? Travis said no, but Chair Durham and Trustee Bingham said to push it up. It would be nice to have the comparison with other USHE institutions. There is nervousness about the cost, Chair Durham said. Trustee Pike said we should look at it so we know, but he said these people are deserving.

MOTION BY JON PIKE, DULY SECONDED BY LARRY BERGESON, TO APPROVE THE EARLY RETIREMENT REQUESTS OF GARY CALDWELL, KATHY KINNEY, AND BECKY SMITH, AS PRESENTED. Action: Approved unanimously.

POLICIES

Travis Rosenberg said the following policies would be presented for discussion and vote by the indicated representative for that area:

- **Policy 150 – Minors and Vulnerable Adults on Campus.** Chair Durham said this policy was tabled until the April meeting.
- **Policy 527 – Student Athlete Progress toward Degree.** Travis said this is a revision of an existing policy. Mo Eckroth said Jaelyn Kerouac is the athletic advisor; the NCAA is changing their rules and raising the standard of progress towards degree. The main changes were that in the past if you passed six hours you were eligible in the spring, but they have changed it this spring to nine hours. Athletes have to pass 24 per year; 18 during the academic year. Progress toward degree is based on five years, but we want it in four. In the past students could bank hours. Chair Durham said the students have outstanding grades. Mo said they went above 3.0 for fall. Incoming college transfers really upped their requirements. No more inflated GPAs to come in. In a matter of two years we are hoping the GPA is higher.
- **Policy 533 – Student Accommodations.** Travis said this policy started being revised last May. Del said it clarifies what we are doing – scheduling, content, and disability. They added a military service section. It is a great policy. Vice Chair Clark said we have talked about the limitation and cost of American Sign Language signers. We are continuing to get more deaf students, Del said. It is nice to provide this service, but it is extremely expensive. We are mandated to do it by federal law, but we don't get federal or state money to subsidize it. It costs approximately \$180,000 annually. The interpreters for academics have to be level one, which is more expensive.

MOTION BY LARRY BERGESON, DULY SECONDED BY THOMAS WRIGHT, TO APPROVE THE THREE POLICIES LISTED ABOVE, AS PRESENTED. Action: Approved unanimously.

ACADEMIC AFFAIRS

New Program Proposals

Dr. Michael Lacourse and Dr. David Wade, presented new program proposals. Dr. Lacourse said one of the goals of the Strategic Plan is to have significant program development in the coming years; this will drive enrollment higher. It happens in a number of different ways. For example, the impact of graduate programs in health sciences goes well beyond the size of classes. As new programs develop, there will be downstream impact. Thank you for working on these. He turned the time over to David Wade. David spent the day at the hospital yesterday and there is much excitement for the PA program. Our partnership with IHC is fantastic.

We are really pleased to have Michael Lacourse here, and about the fact that we are centralizing our Academic Affairs resources in the North Administration Building. It will make all of them much more efficient. David said he is just the shepherd – the heavy lifting is done by the deans and department chairs.

- **BS Digital Film.** This has generated a lot of excitement. We currently have 80 students in the digital film emphasis, and the DOCUTAH program has enhanced this. Vice Chair Clark asked about job placement. What is the market around here? Dean Jeff Jarvis said the economic piece is multifaceted. We are running DSU Films – they have two full length features under their belts. You have seen much of their work, with more coming. There is data in the proposal about economic prospects for employment in California, Nevada, and northern Utah. This brings a real and tangible economic impact to Washington County for film companies around the world to come back to Utah to shoot. And as a film degree program matures over the next 3-5 years, we will see significant economic development. There is a lot of interest from the Utah Film Commission and most of the Film Festival activity going on in Salt Lake City and Provo, etc. There are great prospects for these students.
- **Institute of Politics and Public Affairs.** David Wade said we have talked at length about this. This is fantastic for our students. Three students attended the legislative session, as Henrie mentioned. Trustee Pike said his daughter who went to the U was able to go through four internships in high school and college. She now works for a legislator.
- **Humanities Minor.** Dean Featherstone said this and the ASL minor are another way of packaging. There is no additional cost involved, but they provide another option for the students in this field and ASL. Chair Durham appreciates that. It was Dr. Max Rose who suggested this. Vice Chair Clark asked about the sign language certification – will it give them a level one? Dr. Featherstone said the minor won't be able to do that, but the major will.
- **American Sign Language (ASL) Minor.**
- **Integrated Studies Communication Emphasis *Discontinue*.** David Wade asked Dean Wells to join them. The next six proposals are from the Business and Communication area. Chair Durham said to take Carole Grady's name off the document, unless she still wants to sign it. David Wade will fix that.
- **Health Communication Emphasis in Communication Studies.** This emphasis and the next are related. We are in the process of adding a health promotion major. The hospital is very keen on this related to exercise science. This is the first step in that direction.
- **Strategic Communication Emphasis in Media Studies.** This emphasis is a combination of public relations and strategic communication. Strategic Communication is the new term for Public Relations.
- **Economics Minor.** This and the next two minors are each another way of packaging options. Dean Wells said these three minors convert every DSU student to Business. Small Business Marketing is the most frequent request he gets. We offer the courses; but we are not as deep as we want to be in qualified faculty. The economic minor won't have the need of a full major. We have excellent faculty in economics and we only need to offer a couple of courses to this. Management will come on before Marketing. We have one strong faculty member in Marketing and are asking for another in the next budget session.
- **Management Minor.**
- **Marketing Minor.**

Chair Durham thanked Dr. Wade and Dr Lacourse. She called for a motion.

MOTION BY MATT DEVORE, DULY SECONDED BY DAVID CLARK, TO APPROVE: BS IN DIGITAL FILM, INSTITUTE OF POLITICS AND PUBLIC AFFAIRS, HUMANITIES MINOR, AMERICAN SIGN LANGUAGE MINOR, HEALTH COMMUNICATION EMPHASIS IN COMMUNICATION STUDIES, STRATEGIC COMMUNICATION EMPHASIS IN MEDIA STUDIES, ECONOMICS MINOR, MANAGEMENT MINOR, AND MARKETING MINOR, AND TO DISCONTINUE THE INTEGRATED STUDIES COMMUNICAITON EMPHASIS, AS PRESENTED. Action: Approved unanimously.

Chair Durham called for a motion to adjourn.

MOTION BY HAL HIATT, DULY SECONDED BY DAVID CLARK, TO ADJOURN THE GENERAL SESSION OF THE DIXIE STATE UNIVERSITY BOARD OF TRUSTEES. Action: Approved unanimously.

The meeting was adjourned at 11:43 a.m.

VIII. THE GENERAL SESSION WAS ADJOURNED AT 11:43 A.M., WHEN THE TRUSTEES LEFT FOR THEIR TOUR OF THE BURNS NORTH ADDITION AND THE HOUSING CONSTRUCTION SITE.

IX. FOLLOWING THE TOUR, THE TRUSTEES LUNCHEON WAS HELD IN THE ZION ROOM. THREE NEW EMPLOYEES INTRODUCED THEMSELVES AND TALKED ABOUT WHAT ATTRACTED THEM TO DIXIE STATE UNIVERSITY.

After everyone had gone through the buffet line and taken their seats, the following three individuals introduced themselves in greater depth and talked about what led them to Dixie State University:

- **Dr. Michael Lacourse – Provost and Vice President of Academic Affairs.**
- **Doajo Hicks – General Counsel.**
- **Megan Church – Events and Promotions Specialist.**

Chair Durham thanked those who shared for joining us today. She said “We are excused.”
The luncheon ended at 1:55 p.m.

X. NEXT BOARD OF TRUSTEES MEETING – FRIDAY, APRIL 29, 2016

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

- **Thursday, April 28, 2016 – Board Dinner at the Williams’ Home**
- **Friday, April 29, 2016 – Board Meeting in the Zion Room**

XII. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- **Board of Trustees Meeting – Friday, March 18 @ 8AM, Zion Room**
- **32nd Annual Juanita Brooks Lecture, featuring Dr. John A. Peterson speaking on “Brigham’s Bastion: “Winsor Castle” at Pipe Springs – Wednesday, March 23 @ 7PM, St. George Tabernacle**
- **Easter Sunday – March 27, 2016**
- **Board of Regents Meeting – Friday, April 1 @ DSU**
- **Utah Campus Compact Awards Breakfast – Wednesday, April 6 @ 9AM, Alumni House**
- **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**
- **Burgers with Biff – Thursday, April 21 @ 12PM, Gardner Conference Room D**
- **University Council Meeting – Tuesday, April 26 @ 9AM, Zion Room**
- **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**
- **President Speaks at the Colleagues Meeting – Monday, May 2 @ 12PM, Taylor 156**
- **Council of Presidents Meeting – Tuesday, May 3 @ 12PM, The Gateway/SLC**
- **Utah Campus Compact Spring Board Meeting – Tuesday, May 3 @ 3PM, The Gateway/SLC**
- **Dixie Awards – Thursday, May 5, 2016**
- **Commencement Day – Friday, May 6, 2016 @ Burns Arena**
- **Dixie Development Day (First Annual Staff Conference at DSU) – Monday, May 16 @ 8AM to 2PM, HCC 5th Floor**
- **Board of Regents Meeting – Friday, May 20 @ Snow College**

XIII. MEETING ADJOURNED

Proposed Amendments to the Dixie State University Board of Trustees Bylaws

Presented to the DSU Board of Trustees for Approval

Friday, April 29, 2016

Amend section 3.3.b to read

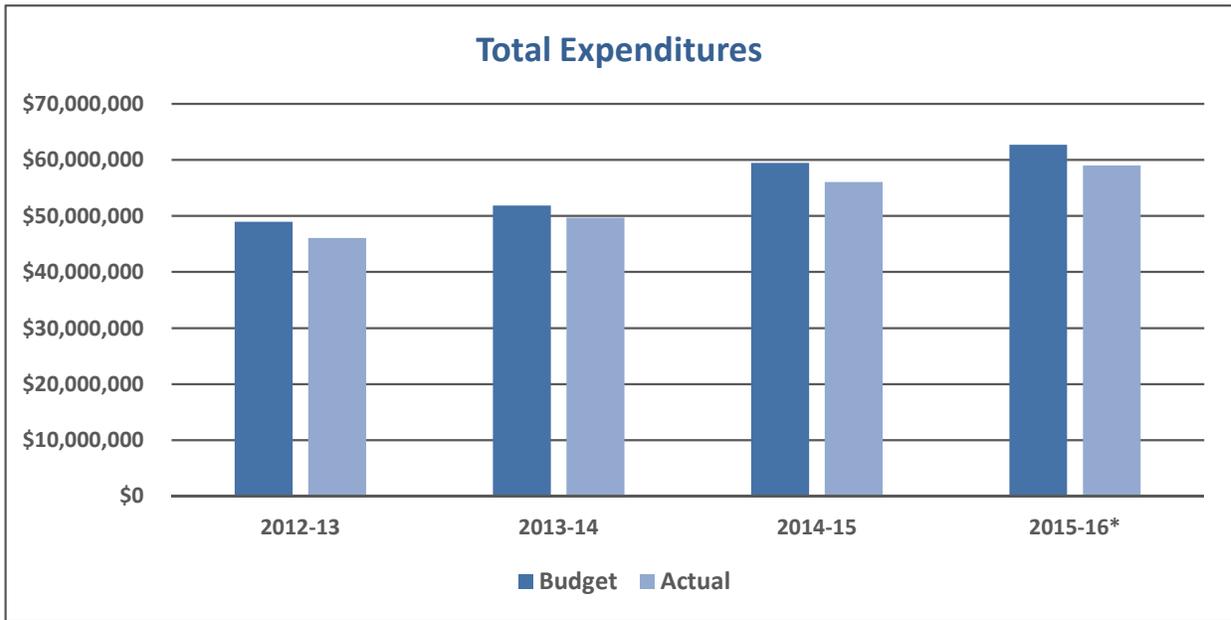
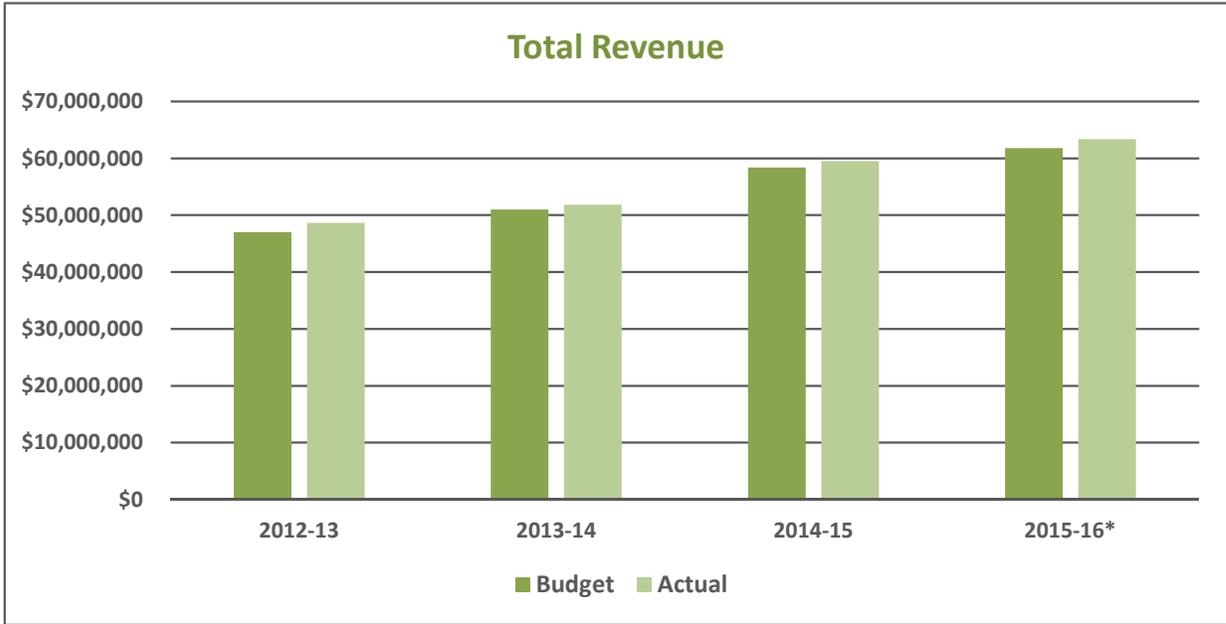
3.3.b The nomination committee shall prepare a recommendation for the office of Chair and Vice-Chair to be submitted to the full Board ~~at the meeting which the election shall occur~~ 30 days prior to the election. The manner of notification will be determined by the nomination committee.

Amend section 5.1 to read

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~~ even 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.



Dixie State University 2015-16 Budget Report (General Fund) April 14, 2016



*Actual revenue and expenditures projected through end of current fiscal year

Dr. Michael Lacourse
Provost Vice President of Academic Affairs

April 14, 2016

Dr. Richard B. Williams, President
Dixie State University

Dear President Williams:

I have reviewed the attached request from Dean Sabey of the School of Education to award Demaree Johnson the title of Associate Professor Emeritus. Based on the evidence provided in the request, I concur that Demaree has contributed significantly to the mission of the university in the areas of teaching and service over the past 23 years and is therefore qualified for this prestigious recognition. I support the nomination of Demaree for faculty emeritus status and wish to thank her for the 23 years of service to Dixie State University.

Kind Regards,



Michael Lacourse, PhD
Provost and Vice President of Academic Affairs
Dixie State University
225 S. University Avenue
St. George, UT 84770
435.652.7505
Michael.lacourse@dixie.edu

Brenda L. Sabey, Ph.D.
Dean
School of Education

April 6, 2016

Dr. Michael Lacourse
Provost and Vice-President of Academic Affairs
Dixie State University
St. George, UT 847770

Dear Dr. Lacourse,

I recently received a letter of nomination for Demaree Johnson to be awarded Associate Professor Emeritus from Dr. Cari Buckner, her department chair in Family and Consumer Sciences and Early Childhood Education. Demaree will be retiring on June 30, 2016, after 23 years here at Dixie State University.

Generally, according to DSU policy, the letter of nomination should have been submitted to our School of Education Faculty Review Committee chair. However, that would currently be Demaree. So the letter was submitted to me. Following policy, I sent the nomination letter out to the School's full-time faculty for a vote to either support or reject the nomination for emeritus status. At the conclusion of the vote, there was overwhelming support for awarding Demaree with emeritus status.

As outlined by Dr. Buckner's letter, it is clear Demaree Johnson has contributed significantly to Dixie State University in her 23 years of service. She will be missed by students and colleagues alike.

After reviewing Dr. Buckner's nomination letter, the results of the School of Education faculty vote, and my own experience with Demaree Johnson, I recommend that Demaree Johnson be awarded Associate Professor Emeritus.

Sincerely,



Brenda Sabey, Ph.D.
Dean, School of Education
Dixie State University
sabey@dixie.edu
435-652-7841

April 4, 2016

Dean Brenda Sabey
School of Education
Dixie State University
St. George, Utah 84770

Dear Dean Sabey,

I would like to nominate Demaree Johnson for Associate Professor Emeritus. Demaree will be retiring at the end of spring semester 2016.

Demaree Johnson is the epitome of Dixie Spirit. Her laughter can be heard floating through the North Instructional Building as she interacts with faculty, staff and students. She volunteers to assist in a variety of ways and then quickly and efficiently completes the task. Her caring spirit is contagious and touches the lives of all those she comes in contact with each day at Dixie State University.

Demaree is first and foremost a dedicated teacher. She remains current on the most effective instructional strategies. She was one of the first Dixie faculty members to be trained in the use of computers in the classroom. She uses a variety of instructional strategies in her teaching, which enable her to meet the needs of all students in her classes. Demaree is respected and appreciated by her students and has been nominated for Teacher of the Year. Over the past 23 years, she has influenced the lives of many students in human development, food preparation, lifespan fitness and nutrition, parenting, family relations, and nutrition courses.

Along with teaching her students, Demaree is a teacher of teachers. She developed the curriculum for the NFS 1020 nutrition classes and then mentored full time faculty and adjuncts understanding and implementing this new curriculum. She is always willing to help new adjuncts. I have observed her assisting adjuncts as they become familiar with course material and learn to use Canvas. She oversees the curriculum program for the NFS 1020 nutrition classes and is always available to answer questions and provide support.

Demaree is great leader at DSU and has served in many capacities. Some of these include: Diversity committee, Disability Resources committee, D-Day committee, Curriculum committee, Wellness Center - eating disorder committee, chaired the Alder Faculty Honor Lecture committee for 10 years and was the Chair of School of Education Promotion and Tenure committee for 4 years.

While dedicating so much of herself to the Dixie State University community, she has also served in Washington County by speaking at local and regional events on family and nutrition, serving on the Governor's Initiative for Families program and serving on the USU Extension Advisory committee for 23 years.

Demaree has been a tremendous influence on the lives of students, DSU faculty, citizens of Washington County and the State of Utah for the past 23 years. It is a great honor for me to nominate Demaree Johnson for Associate Professor Emeritus.

Sincerely,



Dr. Cari Buckner
FCS Department Chair
Associate Professor
Family and Consumer Sciences
Dixie State University
buckner@dixie.edu
435-879-4252

**Utah System of Higher Education
Administrative Unit Change Proposal
Cover/Signature Page - Abbreviated Template**

Institution Submitting Request: Dixie State University

Proposed Effective Date¹: 09/01/2016

Institutional Board of Trustees' Approval Date:

Existing Unit Title: DSU Schools

Sponsoring School, College, or Division: Dixie State University

Sponsoring Academic Department(s) or Unit(s): N/A

Proposal Type:

<input checked="" type="checkbox"/>	Name Change of Existing Unit to DSU Colleges
<input type="checkbox"/>	Administrative Unit Transfer
<input type="checkbox"/>	Administrative Unit Restructure (with or without Consolidation)
<input type="checkbox"/>	Administrative Unit Suspension
<input type="checkbox"/>	Administrative Unit Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit
<input type="checkbox"/>	Reinstatement of Previously Discontinued Administrative Unit

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

I understand that checking this box constitutes my legal signature.

¹ "Proposed Effective Date" refers to date after Regent approval when change to unit is published.

Unit Description - Abbreviated Template

Section I: The Request

Dixie State University requests approval to change name of DSU Schools to DSU Colleges effective 09/01/2016. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit change.

Dixie State University released a comprehensive 2015-2020 Strategic Plan in September 2015. Among the six major goals, the plan calls for a significant expansion of undergraduate degree programs as well as the introduction of several master's degree programs over the next four years. The plan also calls for enrollment growth from the fall 2015 headcount of 8500 students to a headcount of 14,000 students by 2020. In preparation for the planned increase of degree programs, number of tenure track faculty and student enrollment, the Office of Academic Affairs is being reorganized and a number of other organizational changes are being instituted. Included in the reorganization is the need to re-title the clustering of academic fields for administrative purposes as a college. It is generally understood that colleges, within universities, typically have three or more fields; while a school is two or less fields (i.e. school of business). The current title of a DSU administrative unit for clustering academic fields is a school, yet all six schools now have three or more fields. To align to this practice, DSU proposes naming its six schools to colleges. Additionally, two of the administrative units would like to rename their units, namely: the School of Humanities to the College of Humanities & Social Sciences; and the School of Visual and Performing Arts to the College of the Arts. The four other proposed changes are: the School of Business & Communication to the College of Business & Communication; the School of Education to the College of Education; the School of Health Sciences to the College of Health Sciences; and the School of Science & Technology to the College of Science & Technology.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

Sister USHE institutions follow this naming practice. No changes in faculty and staff are required.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

No costs, savings, new facilities, or new equipment are anticipated or will be required for the proposed actions.

Dixie State University Policy

150 Minors and Vulnerable Adults on Campus



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

I. Purpose

- 1.1 Dixie State University (hereafter referred to as “University”) is committed to ensuring the safety and security of all individuals within its campus community. The University has a particular concern for those who are potentially vulnerable, including minor children and vulnerable adults who require special attention and protection and are involved in our programs, services, activities, or who visit our campuses.

II. Scope

- 2.1 This policy provides procedures and guidelines that apply broadly to interactions between minors and University students, faculty, staff, volunteers, and University-sponsored or co-sponsored programs or activities. It further applies to all non-University organizations, entities, or agreements that operate programs or activities involving minors or vulnerable adults on campus. All parties interacting with minors or vulnerable adults within the campus community are responsible for understanding and complying with the policy, to fulfill our obligations as mandated by law, and to provide the safety and protection of any minors or vulnerable adults visiting our campuses or participating in university-related programs. For the purpose of this policy only, the term “minor” will be used hereafter, but will be assumed to include and apply to “vulnerable adults” as well (Defined in Section V).

III. Definitions

- 3.1 **Abuse:** For the purposes of this policy, defined as physical, emotional, or sexual abuse of a minor or vulnerable adult, neglect of a minor or vulnerable adult, non-accidental harm of a minor or vulnerable adult, threatened harm of

a minor or vulnerable adult, or sexual exploitation of a minor or vulnerable adult.

- 3.2 **Authorized adult:** Individuals, 18 years of age or older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors or vulnerable adults in university-sponsored or co-sponsored programs/activities or on-campus activities sponsored by outside organizations. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, independent contractors/consultants, and on-campus vendors. Authorized adults' roles may include positions such as counselors, chaperones, coaches, instructors, etc. This definition does not include temporary guest speakers, presenters, and other individuals who have no direct contact with program participants other than short-term activities supervised by an authorized adult.
- 3.3 **Designated Areas:** Are to be used in a very limited and official capacity. They are open public areas or designated and approved spaces such as an office area with exposure to the outside by window or open door.
- 3.4 **Direct contact:** Providing care, supervision, guidance, or control of minors, and/or routine interaction with minors. This subsection does not apply to concurrent enrollment students or minor students enrolled in University credit and non-credit courses.
- 3.5 **Minor:** Any person under 18 years of age.
- 3.6 **Non-University-sponsored programs/activities:** Any program not sponsored by the University that is held at a University facility through an authorized rental agreement.
- 3.7 **One-on-one contact:** Personal, unsupervised interaction between any authorized adult and a participant without at least one other adult, parent, or legal guardian present.
- 3.8 **Programs:** Programs, services, and activities offered on or off campus by the University or by non-University groups using University facilities. This includes, but is not limited to, instruction, student activities, workshops, sports camps, academic camps, conferences, pre-enrollment visits, or similar activities.
- 3.9 **Sponsoring unit:** The academic or administrative unit of the University that offers a program or gives approval for use of the facilities.
- 3.10 **Statement of Acknowledgement Waiver Form:** A form to be completed by authorized adults not employed by the University but assigned to work with

minors or vulnerable adult in University-sponsored or co-sponsored events.

- 3.11 **University facilities:** Facilities owned/leased by the University.
- 3.12 **University-sponsored or co-sponsored program/activity:** A program at which University-affiliated employees are present and participate, that is sponsored by the University exclusively or in partnership with an outside organization and is in accordance with the University Mission. This includes hosted and/or occurring activities on the University's Campus.
- 3.13 **Vulnerable Adult:** An adult over 18 years of age who has a mental or physical impairment that substantially affects that person's ability to: (i) provide personal protection; (ii) provide necessities such as food, shelter, clothing, or medical or other health care; (iii) obtain services necessary for health, safety, or welfare; (iv) carry out the activities of daily living; (v) manage the adult's own resources; or (vi) comprehend the nature and consequences of remaining in a situation of abuse, neglect, or exploitation.

IV. Policy

- 4.1 The University will comply with all state and federal laws concerning the protection of minors and vulnerable adults in programs sponsored or co-sponsored by the University or sponsored by outside organizations. In addition to this policy, future programs (such as daycare) may be subject to stricter state and federal laws and regulations. In such instances, those stricter laws prevail.
- 4.2 In keeping with the University's commitment to the protection of minors and vulnerable adults, and in compliance with applicable state and federal laws, any employee, student, or volunteer of the University who witnesses or has reasonable cause to suspect any abuse of a minor or vulnerable adult occurring at a University facility or during university-sponsored or co-sponsored programs/activities is required to report such conduct to the University Police Department and any other appropriate State or Campus enforcement office (Utah DCFS; Title IV Director/Coordinator per 4.4.1) immediately.
- 4.3 The University requires that directors or leaders of any University-sponsored or co-sponsored program/activity:
 - 4.3.1 Have all personnel working with minors or vulnerable adults be authorized adults and/or have an authorized adult to-adult ratio of at least 1-to-1 (see definition of "one on one contact" and section V). Personnel must be compliant with University Policy #329: Criminal and Other Background Checks or an equivalent or higher-level criminal

background check.

- 4.3.2 Provide evidence of appropriate training and experience (to include Code of Conduct, emergency/safety procedures, crime prevention against minors or vulnerable adults, identification and reporting requirements) of all adults supervising minors or vulnerable adults. Official approval will be in accordance with the University's Human Resources department.
- 4.3.3 Have an authorized adult and/or other responsible party sign the Statement of Acknowledgement Waiver and Certificates of Insurance and other participant waiver forms.
- 4.3.4 Provide an adequate number of authorized adults supervise program participants for the type of activity sponsored. For all activities, at least two persons should be present with a minimum of one being trained and authorized. The only exceptions which are to be used in a very limited and official capacity, are in open public areas and/or designated areas.
- 4.3.5 Minors or vulnerable adults are also restricted from other facility areas or from using certain equipment to avoid inappropriate one-on-one contact and other potentially dangerous situations.
- 4.4 University faculty, staff, students, or volunteers serving as authorized adults who supervise minors shall complete an initial mandatory training and complete on-going training at least every two years with emphasis on the conduct requirements of this policy, the prevention of the abuse of minors or vulnerable adults, recognizing signs of abuse, and appropriate and required reporting of incidents of improper conduct involving minors or vulnerable adults.
- 4.5 Exceptions to the one-on-one supervision requirement:
 - 4.5.1 Enrolled minor students including concurrent enrollment are allowed in the classroom setting, general public use areas, and/or designated areas in accordance with their program requirements.
 - 4.5.2 Minors or vulnerable adults participating in a program/activity, independent program/activity using, or visiting are allowed in the general-use facilities (athletic fields, public spaces, academic buildings, food services areas, etc.) but must be supervised.

V. References

- 5.1 The Child Abuse Prevention and Treatment Act (CAPTA) of 1974, reauthorized 2010
- 5.2 The Clery Act, 20 USC § 1092(f) and 34 CFR 668.46 (implementation)
- 5.3 Title IX of the Education Amendments of 1972
- 5.4 Utah Code 62a-4a-101, 402, 403, 408, 411 Utah Mandatory Reporting Requirements
- 5.5 Utah Code 76-5-401 Sexual Offenses
- 5.6 Utah Code 76-5b-201 Sexual Exploitation Act
- 5.7 Utah Code 78A-6-105 Definitions
- 5.8 University Policy #329 Criminal Background Checks (<https://files.dixie.edu/sites/hr/pl/policy/329.docx?Web=1>)
- 5.9 University Policy #552 Student Rights and Responsibilities (<https://files.dixie.edu/sites/hr/pl/policy/552.docx?Web=1>)
- 5.10 University Policy #324 Personal Conduct/conflict of Interest (<https://files.dixie.edu/sites/hr/pl/policy/324.docx?Web=1>)
- 5.11 University Policy #632 Faculty Responsibilities (<https://files.dixie.edu/sites/hr/pl/policy/632.docx?Web=1>)
- 5.12 University Policy #633 Faculty Rights (<https://files.dixie.edu/sites/hr/pl/policy/633.docx?Web=1>)

VI. Procedures

- 6.1 Criminal Background and Other Checks
 - 6.1.1 Background checks for all authorized adults, including official volunteers employed by the University must be reviewed and approved by the University's Human Resources department prior to individuals being hired and/or assigned to work with minors or vulnerable adults.
 - 6.1.2 Based on the results of a background check, the Executive Director of Human Resources shall, in consultation with the appropriate university officials, determine whether or not an employee will be permitted to participate in a program or activity covered by this policy. Results of

background checks conducted under this policy shall be used for the purposes of this policy. The University reserves the right to take appropriate disciplinary action, including termination, in accordance with university policy, for employees who may have previously falsified or failed to disclose information. Copies of background check reports will be retained by Human Resources.

6.2 Mandatory Training for Authorized Adults

- 6.2.1 Authorized adults (defined in Section III) must be trained on the basic warning signs of abuse or neglect, identification of crimes against minors, and proper reporting requirements. Training of Authorized adults and any other pertinent University employee shall be provided through the University's Human Resources Department.
- 6.2.2 It is the responsibility of all outside organizations, vendors, licensees, or others who are given permission to come onto campus or to use university facilities for events or activities that will include participation of minors to ensure that they have equivalent or similar policies and procedures in place for background screening requirements, training, adherence to the University authorized adult Code of Conduct (Section 6.3), as well as proper procedures for identifying and reporting abuse of a minor and vulnerable adults. The University's Human Resources department must be contacted for compliance of requirements.
- 6.2.3 Training for authorized adults shall include:
 - 6.2.3.1 Information about the Code of Conduct (Section 6.3) responsibilities, expectations, policies/procedures, enforcement, appropriate crisis/emergency responses, safety and security precautions, confidentiality issues involving minors, and basic university responsibility/liability.
 - 6.2.3.2 Accessing emergency services on and off campus.
 - 6.2.3.3 Prevention, identification, procedures and reporting requirements if a program participant discloses any type of assault or abuse (at any time previously or during the program), or an authorized adult has reason to suspect that the participant has been subject to such assault or abuse.
 - 6.2.3.4 Industry practice standards of supervisors to minors ratios (American Camp Association).

6.3 Code of Conduct for Authorized Adults

6.3.1 Authorized adults participating in University-sponsored programs covered by this policy shall not:

- 6.3.1.1 Have one-on-one contact with minors. There must be at least one adult present and a minimum of one authorized adult present during activities where minors or vulnerable adults are present. The only exceptions, which are to be used in a very limited and official capacity, are in open public areas and/or “designated areas.”
- 6.3.1.2 Have any direct electronic contact (email, text, or social media) with minors without another authorized adult being included in the communication. All such communications shall be exclusively for official University business and shall be completed in a professional manner. This sub-section does not apply to concurrent enrollment students or minor students enrolled in University credit or non-credit courses.
- 6.3.1.3 Engage in abusive conduct of any kind toward, or in the presence of, a minor or vulnerable adult.
- 6.3.1.4 Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor or vulnerable adult.
- 6.3.1.5 Transport minors or vulnerable adults, other than the driver’s own child(ren) or relative(s), to or from university-sponsored activities, except as specifically authorized in writing by the minors’ parents or legal guardians.
- 6.3.1.6 Engage in abusive conduct or sexually provocative games, including hazing or any activity involving harassment, abuse or humiliation.
- 6.3.1.7 Allow any inappropriate touching, including between minors or vulnerable adults.
- 6.3.1.8 Use prohibited, derogatory, inflammatory, pervasive, sexually based, sexually insinuating, or sexually suggestive comments. Language should be reasonable, prudent, and age appropriate. All such comments to minors or vulnerable adults shall be done in a professional manner.

- 6.3.1.9 Personally consume in the presence of, or provide alcohol or illegal drugs to, any minor. Authorized adults shall not use or provide prescription drugs to any medication to a minor or vulnerable adult unless specifically authorized in writing by the parent or legal guardian.
- 6.3.1.10 Make sexual material in any form, including printed and electronic, available to minors participating in programs covered by this policy or assist them in any way in gaining access to such materials. Exceptions would be for a disclosed and/or required academic curriculum.
- 6.3.1.11 Shower, bathe, or undress with, or in the presence of, any minors or vulnerable adults.
- 6.3.2 If an allegation of inappropriate conduct is made against an adult participating in a program, he or she will immediately discontinue any further participation in all programs and activities covered by this policy until such allegation has been appropriately investigated and resolved.
- 6.4 Reporting of Abuse and Code of Conduct Violations for Adults
 - 6.4.1 Reports of alleged minor abuse shall be made to the University Police Department, Human Resources, Title IX Office, and any other appropriate department or office. Such reports should include the name of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, along with initiating investigatory procedures, University Police shall promptly notify the appropriate Vice President of the incident. The appropriate Vice President shall inform the President, who, through periodic reporting, informs the Board of Trustees.
- 6.5 Communication and Notification
 - 6.5.1 Report misconduct of any type or to prevent imminent danger:
 - 6.5.1.1 From a campus telephone: 7515.
 - 6.5.1.2 From a cell phone (on-duty officer): 435-619-1145
 - 6.5.1.3 From any phone: 911.
 - 6.5.2 Other institutional organizational resources can be considered as well,

such as the CARE Team, Dean of Students office, and the whistleblower website, which has been established to allow anyone to report misconduct anonymously.

6.5.3 In case of an emergency, including medical or behavioral problems, natural disaster, or other significant program disruptions, the University's sponsoring unit/program shall:

6.5.3.1 Establish an appropriate procedure for the notification of each minor's parent/legal guardian or vulnerable adult's relative/legal guardian.

6.5.3.2 Maintain a list of all participants. This list shall include each participant's name, gender, age, address, and phone number(s) of parents or legal guardians, as well as emergency contact information.

6.5.3.3 Provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.

6.6 Medical Treatment, Administration of Medicines, and Emergency Services

6.6.1 The sponsoring unit/program will obtain a Medical Information and Release Form for each program participant if it is applicable to the program or activity engaged in. Program staff shall be responsible for reviewing all forms, securing the information on the forms, and for assessing the needs of each program participant. The Medical Information and Release Form can be obtained by the sponsoring unit/program when applicable.

6.6.2 Parents and/or guardians are responsible for the minor's or vulnerable adult's medical condition(s). They are expected to notify personnel of the participant's state of health and needs, and arrange for any potential medical requirements and/or use of medication (see 6.3.1.9).

6.6.3 If possible, the program staff may keep medicine in a secure location for the participant; however, the program staff and the University are not responsible for the administering medication or ensuring that participants adhere to their medication requirements.

6.6.4 Prescription medications that are self-administered may be carried by the participant during program activities (examples include, but are not limited to, personal "epi" pens and asthma inhalers).

- 6.6.5 Program staff should make reasonable efforts to have basic first-aid kits available as needed.
 - 6.6.6 The sponsoring unit, if required, will arrange for medical care, including emergency medical services, appropriate for the nature of program activities.
 - 6.6.7 The sponsoring unit will notify EMS and parents or legal guardians if emergency medical services are required.
- 6.7 Program Rules of Conduct for Participants
- 6.7.1 Program staff will develop and make available to participants the rules and disciplinary measures applicable to the University-Sponsored program. These rules shall align with the University's Code of Conduct (6.3).
 - 6.7.2 Program participants and authorized adults must abide by all university regulations and may be removed from the program for non-compliance with rules.
- 6.8 Assumption of Risk Waiver in Programs or activities by Participants/Legal Guardians
- 6.8.1 Authorized adults will obtain from participants the applicable Media, Photo, and Video Release Waiver Forms, Medical Forms, and/or Assumption of Risk Waiver Forms as part of the program registration process. These forms may be obtained from the sponsoring unit/program. All data gathered shall be confidential, are subject to records retention guidelines, and will not be disclosed, except as provided by law.
- 6.9 Minors in the Workplace
- 6.9.1 To reduce the potential for accidents and incidents in which children either harm themselves or inadvertently create a hazard for others, the University addresses and complies with health, safety, environmental, and regulatory requirements.
 - 6.9.2 Minors are not allowed in the workplace on a regular basis. Rarely, and with supervisory approval (in advance), may an employee bring his or her minor(s) to work in an emergency situation. In all cases of minors in the workplace, the University is not responsible for ensuring the minor is safe and well supervised. The employee, student, or guest is fully

responsible for the safety and supervision of the minor for the entire visit.

- 6.9.3 Supervisors and department heads may place additional restrictions on the presence of minors in the workplace consistent with the environment and the demands of the work being performed.
- 6.9.4 Employees who bring a minor to the workplace for extended periods of time must:
 - 6.9.4.1 Obtain permission in advance from their supervisor beforehand.
 - 6.9.4.2 Provide line-of-sight supervision of the minor(s) at all times.
 - 6.9.4.3 Ensure the minor(s) shall not be left alone at any time or left with other employees.
 - 6.9.4.4 Ensure the minor shall not interrupt normal workplace activities.
- 6.9.5 Minors shall not be allowed to:
 - 6.9.5.1 Play on campus anywhere unattended.
 - 6.9.5.2 Perform work of any kind at any time, other than permitted by the U.S. Department of Labor.
 - 6.9.5.3 Drive university-owned motorized vehicles, including golf carts.
 - 6.9.5.4 Be present in the following high-risk areas:
 - 6.9.5.4.1 Laboratories, workshops, studios, power plants, garages, and food preparation areas.
 - 6.9.5.4.2 Any area, indoors or out, containing power tools or machinery with exposed moving parts.
 - 6.9.5.4.3 Any area where university vehicles, such as heavy-duty machinery, grounds equipment, or other motorized equipment, are being used.
 - 6.9.5.4.4 Any other high-risk area, including, but not limited to, rooftops and construction zones.
- 6.9.6 In the event that a visiting minor becomes lost on campus, the employee shall immediately contact University Police at ext. 7515 or 911 for assistance in locating the minor.

6.10 Minors in Classrooms

- 6.10.1 Minors are not permitted in University classrooms unless they are an integral part of instruction, are enrolled in the course, or are participating in a field trip or event. Rarely, and with instructor's or a Department Chairs approval (in advance), may a student bring his or her minor(s) to class in an emergency situation.
- 6.10.2 In all cases of minors in the classroom, the University is not responsible for ensuring the minor is safe and well supervised. The student, or guest is fully responsible for the safety and supervision of the minor for the entire class.
- 6.10.3 The University and Instructors have the authority to ask students who bring minors into a class to leave per the University's #552 Student Rights and Responsibilities policy.
- 6.10.4 Adults who bring minors to campus shall not leave minors unattended in hallways and restrooms, or public, common areas. These adults are fully responsible for the safety and supervision of such minors while on campus.

6.11 Minors in Laboratories

- 6.11.1 University laboratories involve the use of hazardous materials and items that are considered dangerous. Under no circumstances are Minors allowed in a University laboratory, or left unattended anywhere in the vicinity of the laboratory unless they are an integral part of instruction, are enrolled in the course, or are participating in a field trip or event.
- 6.11.2 Unattended minors must never be present anywhere in a laboratory or its surrounding areas.

6.12 Statement of Acknowledgement Waiver (Appendix A)

- 6.12.1 Entities leasing or renting university facilities shall, in a facilities use agreement, review, acknowledge, and sign responsibilities and liabilities for the protection of minors or vulnerable adults supervised in the program.
- 6.12.2 Authorized adults not employed by the University but assigned to work with minors or vulnerable adults in University-sponsored or co-sponsored events must sign and submit the Statement of

Acknowledgement Waiver Form to the appropriate University program director before any interaction with minors or vulnerable adults. The program director is responsible for obtaining, maintaining, and archiving the appropriate forms with signature(s).

6.13 Enforcement

6.13.1 Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include the full range of available University sanctions violating this policy are applicable to the individual (faculty, staff, student, and guest), including corrective action, suspension, dismissal, termination, and, where appropriate, exclusion from campus. All persons (faculty, staff, students, and guests) are required to report violations of this policy to the nearest located department office or his or her supervisor or department head. All persons and supervisors not complying with the policy may face disciplinary sanctions. The University may also take necessary interim actions before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against non-University entities that violate this policy.

VII. Addenda

7.1 Appendix A Statement of Acknowledgement Waiver

Statement of Acknowledgement (Appendix A)

For Individuals Working with Minors at Dixie State University

I will commit to strictly following the rules and guidelines in this Statement of Acknowledgement as a condition of my providing services to the minors (children and youth) and vulnerable adults participating in Dixie State University (“University”) programs.

I will:

Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.

Never be alone with minors at university activities without another “authorized adult” (as defined in policy 6.3.1.1 #150, Minors and Vulnerable Adults on Campus) present.

Use positive reinforcement rather than criticism or comparison when working with children and/or youth.

Maintain appropriate physical boundaries at all times and touch children only when necessary and in ways that are appropriate, public, and non-sexual.

Comply with the mandatory reporting regulations found in Dixie State University’s policy #150 *Minors and Vulnerable Adults on Campus*, including reporting any suspected abuse of a minor or vulnerable adult. I understand that failure to report suspected abuse to University Police or state authorities is against the Utah Mandatory Reporting Requirements Regarding Children (see Utah Division of Child and Family Services).

Cooperate fully in any investigation of abuse of a minor or vulnerable adult.

I will not:

Have one-on-one contact with minors or vulnerable adults.

Allow any inappropriate touching, including between minors or vulnerable adults.

Have any direct electronic contact with minors without another authorized adult being included in the communication except as noted in policy #150 Minors and Vulnerable Adults on Campus, section 6.3.1, 1), 2).

Engage in abusive conduct of any kind toward, or in the presence of, a minor or vulnerable adult.

Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor or vulnerable adult.

Pick up or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian and in the company of another authorized adult (defined in the University Policy #150, Minors and Vulnerable Adults on Campus).

Engage in abusive conduct or sexually provocative games, including hazing or any activity involving harassment, abuse or humiliation.

Swear or use other inappropriate language, use or respond to sexual innuendo, or make sexually suggestive comments.

Use or provide alcohol or illegal drugs to any minor or vulnerable adult.

Use or provide prescription drugs or any medication to any minor or vulnerable adult unless specifically authorized in writing by the parent or legal guardian.

Make sexual material in any form, including printed and electronic, available to minors participating in programs or activities, or assist a minor in any way in gaining access to such materials.

Shower, bathe, or undress with, or in the presence of, minors or vulnerable adults.

I understand that as a person working with and/or providing services to minors or vulnerable adults in a Dixie State University sponsored program, I am subject to a criminal history background check. My signature confirms that I have read this Statement of Acknowledgement and that as a person working with minors or vulnerable adults I agree to follow these standards and other related policies of the University. I understand that any action inconsistent with this Statement of Acknowledgement or failure to take action mandated by this Statement and the University Policy #150 may result in disciplinary action up to and including removal from the University and/or as covered by law.

Name (print): _____

Signature/Date: _____ / _____

Policy Owner: President; Administrative Services, VP

Policy Steward: Risk Management & Safety

History:

Approved 0/0/00

Revised 4/27/15; Revised 6/30/15; Revised 10/28/15

Dixie State University Policy

223 Travel, Meals, Entertainment and Relocation



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

I. Purpose

To provide guidelines for the payment of or reimbursement to DSU personnel for necessary, appropriate and approved travel, entertainment and moving activities and expenses. DSU has a fiduciary responsibility to insure that resources are used responsibly and in accordance with Board of Regents, Utah and Federal laws and regulations.

II. Scope

This policy applies to all travelers, and travel where resources in the custody of DSU are being used for the travel. It also applies to all meal and entertainment expenses.

III. Definitions

- 3.1 **DSU Fleet Vehicle** – A vehicle owned by DSU or leased through the State of Utah Fleet Services.
- 3.2 **Extra Flight Services** - Additional costs to upgrade flight services. These may include, but are not limited to, special seat selection, early boarding/check in, insurance or other similar costs.
- 3.3 **Entertainment** - Any activity for amusement or pleasure, typically a performance of some kind.
- 3.4 **Independent Contractors** - Those who are providing services to the University and are being paid by the University, but do not qualify as University employees.

- 3.5 **Group Travel** – Travel involving groups of two or more people where one employee accepts responsibility to manage the finances for the trip, and where only one person will be requesting reimbursement for trip expenses. (For example, travel for student groups with an employee chaperone or student athletes with a coach).
- 3.6 **Personal Vehicle** – A vehicle owned and insured by the driver. Insurance is required for DSU business trips.
- 3.7 **Rental Car** – Vehicles rented from state contract vendors and reserved by the State of Utah Travel Office. Rental vehicles which are not rented through a state contract vendor must be insured.
- 3.8 **Trade Agreements** – Agreements between the University and any outside entity to exchange products and or services.
- 3.9 **Travel Prepayments** - Any expenses to be paid before the traveler departs (i.e., conference fees, motel expenses or airline tickets).
- 3.10 **Volunteers** – Any uncompensated individual who is authorized by the University to perform humanitarian, charitable or public services on behalf of the University, or to gain personal or professional experience in specific endeavors.

IV. Policy

- 4.1 GENERAL - When traveling on behalf of the University, individuals must have a bona fide business purpose that is preapproved by the appropriate supervisor and/or budget administrator.

Upon return, all travelers must submit a travel claim summarizing all costs related to the travel with all required substantiating documentation and any request for reimbursements.

It is the traveler's responsibility to acquire proper timely authorization, be fiscally responsible, follow all University policies and procedures and provide a timely and approved travel claim to the Travel Office.

It is the supervisor and budget administrator's responsibility to authorize only travel that has a bona fide business purpose and approve only costs that are business related and reasonable.

- 4.2 ECONOMICAL TRAVEL - All travel should be planned in advance and booked at the most economical rates to insure availability and value to the

University.

4.3 SPOUSAL TRAVEL - Spousal, significant other or family travel expenses.

4.3.1 It is allowable for spouses, significant others and family members to accompany a DSU employee while conducting business. However, the employee is entirely responsible for all additional expenses associated with a spouse, significant other or family member. The only exception is for the President's spouse who is covered in accordance with Board of Regent policy. Other exceptions must be approved in writing by the President of the University. Such approvals must be for a bona fide business purpose (as determined by reference to the Internal Revenue Service guidelines).

4.4 EXTENDED TRAVEL - Employees traveling on University business should use the most economic method for travel when considering both time away from campus and the expenses for the trip. When trips or a combination of trips are expected to take longer than 5 consecutive business days, special arrangements must be made as follows:

4.4.1 If the trip is expected to take longer than 5 consecutive business days, whether all for University business or a combination of University and personal business, a completed and approved "Extended Travel" permission form must be attached to the travel authorization. (see the Addenda for a link to the form and the form's procedures)

4.4.2

4.4.3 If the trip involves international travel, refer to the international travel policy for additional required documentation.

4.4.4 Due to the length of the travel, approval must be provided by the supervisor, and the travel request should be submitted two weeks prior to the departure date. Presidential approval may also be deemed necessary by the Travel Office.

4.5 STUDENT AND STUDY ABROAD TRAVEL – Refer to the Study Abroad Policy for additional requirements.

4.6 INTERNATIONAL TRAVEL – Refer to the International Travel Policy for additional requirements.

4.7 AUTHORIZATION TO TRAVEL - Any authorized person may travel on official University business at University expense providing the budget is approved and the travel has been authorized.

- 4.7.1 Travel Authorization Forms (Form TA-1) must be completed for all travelers.
- 4.7.2 Each traveler must submit a Travel Authorization Form unless they are part of a group. Group travel will be covered under one Travel Authorization Form. The organizer of the group should complete and submit this form.
- 4.7.3 Travel authorization forms for students and employees must have budget administrator and employee supervisor approval. The traveler's signature is required when an advance is requested.
- 4.7.4 For persons who are volunteers, the signature of the budget administrator and the appropriate vice president are required.
- 4.8 REIMBURSEMENTS for travel expenses may be made in a number of ways:
 - 4.8.1 Cash Advances
 - 4.8.1.1 A cash advance, not to exceed the amount of the travel budget, may be provided for group travel only (i.e., a student group or athletic team, etc.). The request is made on the travel authorization.
 - 4.8.1.2 The advance is a short-term loan. Any unused portion of this loan is due within thirty (30) days from the time the trip is completed.
 - 4.8.1.3 Delinquent loans may be garnished from the employee's wages if not settled within a sixty (60) day period from the time the trip is completed.
 - 4.8.2 Travel Prepayment
 - 4.8.2.1 Where possible, the traveler should use a University payment option rather than using personal funds.
 - 4.8.3 Travel Credit Cards
 - 4.8.3.1 Employees who frequently travel on Dixie State University business may apply for a travel credit card through the Purchasing Services Department. Travel credit cards are personal liability cards and the employee is responsible for making payments to the credit card company. Interest expense or late

fees are the responsibility of the card holder.

4.8.4 Travel Claims

- 4.8.4.1 A Travel Claim Form (Form TC-1) must be submitted for each Travel Authorization within fifteen (15) days following the return date of the trip.
- 4.8.4.2 Travelers will be notified of delinquent claims.
- 4.8.4.3 Claims requesting reimbursement which are not filed within sixty (60) days following the return date of the trip may be denied.
- 4.8.4.4 All Travel Claim forms will require signature approval from the traveler and the budget administrator. If the traveler is the budget administrator, the supervisor must also sign the claim.
- 4.8.4.5 Receipts - Receipts are required for all trip expenses except small gratuities, personal mileage, meal per diem, private residence stays, and miscellaneous expenses under ten dollars.

4.9 GROUND TRANSPORTATION

4.9.1 General

- 4.9.1.1 Everyone traveling on University business is required to wear seat belts (if available) at all times.
- 4.9.1.2 Cell phones and other electronic devices - Text messaging or electronic mail communication is prohibited while operating a motor vehicle. The use of cellphones is strongly discouraged while driving any vehicle for University business. Use of cellphones while driving buses is prohibited. Travelers must also comply with the laws of all states while traveling. Travelers will not be reimbursed for failure to comply with state laws.
- 4.9.1.3 The following modes of ground transportation are approved for business travel:
 - DSU fleet vehicle (Reserved through Facilities Management)
 - DSU fleet bus (Reserved through Road Scholar Program)
 - Rental car (Reserved by State Travel Office using state contract vendors)

- Personal vehicles (Reimbursement based on current mileage rate and not to exceed the cost of air travel)
- Taxis, shuttles, trains and buses may also be used, and costs reimbursed to the traveler with appropriate receipts.

4.9.1.4 High school students from outside the State of Utah may not be transported to or from their home state in fleet vehicles or fleet buses.

4.9.1.5 DSU encourages sharing of a vehicle if two or more people are going to the same conference or meeting.

4.9.1.6 For personal mileage reimbursements and fleet rates see the “Mileage Rates for Vehicles” table and the “Personal Vehicle Mileage form. (see the Addenda for a link to the form and the form’s procedures)

4.9.2 Fleet Vehicles

4.9.2.1 Operation of Fleet Vehicles

- You must have:
 - Taken the defensive drivers training course within the last two years
 - A valid driver’s license
- Smoking is not allowed in the vehicles
- Age Minimum to Drive –
 - 18 years for mini-vans, sedans, and SUV’S
 - 21 years for Volunteer drivers
- Volunteers may not drive outside Utah
- Independent Contractors may not drive
- Spouses may not drive
- Athletics Only – Student athletes may never drive one another, and coaches may not drive their own teams unless they have approval from the Athletic Director.
- Minor children who are **not directly** involved in DSU-related activities are not allowed to travel in fleet vehicles.

4.9.2.2 Fleet Buses

- A valid CDL license is required
- Drivers must be employees of the University

- May only be used for groups **directly** related to Dixie State University or when approved specifically by the State of Utah Risk Management Office.
- Drivers have a maximum drive time of 10 hours per day and “on duty” time of 15 hours per day. If the distance requires two drivers, additional costs will apply. (see the Addenda for a link to the “Mileage Rates for Vehicles” table and the associated procedures)

4.9.3 Rental Vehicles

4.9.3.1 To receive the benefits of the state rental contracts, all domestic reservations should go through State of Utah Travel regardless of the pickup location.

4.9.3.1.1 State of Utah Travel may be contacted at 801-538-3350.

4.9.3.2 When a state contract rate is available and the renter does not take advantage of the contract, the renter assumes all responsibility and liability for the rental. Additionally, The University will only reimburse the traveler up to the amount of the State contract rate.

4.9.3.3 The State of Utah includes 12-passenger vans on state contract. These vans may not carry more than 9 occupants, including the driver. Drivers may not drive more than 6 hours without a 2-hour break. Seat belts must be worn at all times. These vans are not to be driven between 11 p.m. and 5 a.m., and may not be driven in adverse road or weather conditions.

4.9.3.4 Minor children are allowed as passengers in state contract rentals except in 12-passenger vans.

4.9.3.5 Under the state contracts, the following restrictions apply to drivers:

4.9.3.5.1 Must be on official University business and;

4.9.3.5.2 Must be at least 18-years old, except when driving 12-passenger vans. When driving a 12-passenger van, drivers

must be at least 21-years old and have no moving traffic violations within the past 12 months.

4.9.3.6 Rules for Rentals When State Rentals are Not Available

4.9.3.6.1 Occasionally, a state contract rental vehicle will not be available at your destination. The University does not have insurance coverage in this case. If you rent a vehicle which is not on a state contract, you **must** purchase liability insurance with limits of (100,000/300,000/25,000) and full collision damage waiver insurance. This will cost at least \$25 per day. If a 15-passenger van is rented, all rules pertaining to 12-passenger vans apply.

4.9.4 Personal Vehicles

4.9.4.1 Personal vehicles are not covered by DSU insurance. The driver assumes all responsibility and liability.

4.9.4.2 Mileage costs for personal vehicles will be reimbursed based on the standard mileage from the DSU campus to destinations as outlined below:

4.9.4.2.1 Standard mileage to a destination is based on the mileage calculations using online mapping tools. Standard mileage to common destinations is available in the "Round-Trip Mileage" table. (see the Addenda for a link to the table and any additional procedures)

4.9.4.2.2 Standard mileage plus up to 20 miles per day is considered normal mileage. Mileage above this requires completion of the "Personal Vehicle Mileage" Form, (see the Addenda for a link to the form and any additional form's procedures), which must be completed and signed by the traveler's supervisor and appropriate budget administrator

4.9.5 Courtesy Vehicles

4.9.5.1 These vehicles are provided to DSU by dealers in exchange for corporate sponsorships, are insured through the University, and

are not considered DSU fleet vehicles.

- 4.9.5.2 Personal use of these vehicles is permitted, and passengers are covered by the insurance.
- 4.9.5.3 Daily logs must be kept for each vehicle, and the employee pays their pro-rated portion of the insurance premium. The “log year” runs from November 1 – October 31. All mileage for employees not maintaining a log, will be considered personal mileage. Personal mileage on these vehicles is reported on the employee’s W-2.
- 4.9.5.4 Deductibles for collisions may be paid with University funds if the accident occurs while the employee is on DSU business. Deductibles for accidents occurring when the vehicle is being used for personal business are the employee’s responsibility.

4.9.6 Summer Camps and Conferences

- 4.9.6.1 Summer camp and conference participants are generally minor children. Therefore, additional restrictions on travel apply as follows:
 - 4.9.6.1.1 Full Size Vans (“12-15 Passenger”) may not be used to transport minors at any time.
 - 4.9.6.1.2 Utah high school students may be transported to and from summer camps in DSU buses.
 - 4.9.6.1.3 High school students from outside the State of Utah may not be transported to or from their home state using DSU fleet vehicles or vehicles rented by DSU.
 - 4.9.6.1.4 DSU does not rent vehicles for use by summer camp and conference advisors/coaches.
 - 4.9.6.1.5 Non-employee summer camp advisors/coaches may not drive DSU fleet vehicles.
 - 4.9.6.1.6 In situations where it becomes necessary to transport summer camp participants across state lines, the following will apply:

- 4.9.6.1.6.1 DSU fleet vehicles or vehicles rented by DSU which

carry summer camp participants across state lines must be driven only by DSU employees.

4.9.6.1.6.2 Pre-approval for the exception must be received (in writing) from the DSU Risk Manager.

4.10 AIR TRANSPORTATION

- 4.10.1 Air travel should be booked at the most economical rates using normally traveled routes.
- 4.10.2 Travelers should make every effort to take advantage of all advance purchases, Saturday night stay, promotional flights, reasonable non-direct flights, conference fares, special negotiated fares, departing and arriving at times slightly less than convenient and any other reasonable savings opportunities which do not compromise the effectiveness and purpose of the trip.
- 4.10.3 Air carrier selection CANNOT be biased by any traveler's frequent flyer affiliation or benefits. The lowest cost air travel will take precedence over such programs. Any employee choosing a more expensive flight to take advantage of such program will be required to reimburse the University for any additional cost.
- 4.10.4 Frequent flyer miles earned on travel funded by the University are maintained and redeemed individually by University personnel. Whenever possible, personnel should redeem frequent flyer miles earned while traveling on University business to fund other University business travel.
- 4.10.5 In the event that a traveler wishes to purchase a higher fare than the lowest applicable fare and have the University pay for the additional cost, assuming the scheduling and convenience factors to be equal, approval must be obtained from the University President or Vice President for Administrative Services prior to the booking. To obtain approval, the traveler must submit a written request explaining the business or medical need for the additional cost and an appropriate cost comparison.
- 4.10.6 Travelers are encouraged to book all airfare using a University, rather than personal, method of payment.
- 4.10.7 Tickets

- 4.10.7.1 Airlines often have an additional charge for paper tickets. Travelers are encouraged to use e-tickets to avoid any additional cost. Should the traveler feel the need to have a paper ticket, the University will reimburse the traveler for the cost. However, lost paper tickets are the traveler's personal responsibility and any reprinting costs will not be reimbursed.
- 4.10.7.2 Tickets or any portion thereof that go unused, have future value, and were paid for by the University remain property of the University. The traveler should make every effort to apply any credit, coupon, or voucher to another University business trip.
- 4.10.7.3 Emergency cancellations will be reimbursed as long as the cancellation was requested and/or approved by the traveler's supervisor and the respective budget administrator.
- 4.10.7.4 Itinerary change fees may be reimbursed only with approval by the traveler's supervisor and the respective budget administrator.

4.10.8 Baggage

- 4.10.8.1 Many airlines charge for baggage. Travelers should be aware of the cost and only take necessary items when traveling on University business. The University will pay for the first piece of luggage. The traveler is responsible for any additional baggage costs, unless they provide written documentation explaining the business need for additional bags.

4.10.9 Extra Flight Services

- 4.10.9.1 All costs associated with extra flight service requests are the responsibility of the traveler and will not be reimbursed by the University unless there is a documented and approved need for the request. This approval must be in writing from the traveler's supervisor and budget administrator prior to the trip.

4.10.10 Drive vs. Fly

- 4.10.10.1 Should a traveler decide to drive rather than fly, when flying is the most economical, the University will reimburse the amount the airfare would have been with a 14 day advanced purchase as determined by the Travel Office.

4.10.11 Personal Travel in Conjunction with Business Travel

4.10.11.1 Additional costs associated with airfare (variations from normally traveled routes) are the responsibility of the traveler and will not be reimbursed. If the University pays for the airfare directly, the traveler must pay the University for the additional cost when the ticket is booked. Payment is made at the Cashier's Office. The traveler needs to contact the Travel Office for instructions on reimbursing the University. The traveler should attach the cashiers receipt to the travel claim. The amount of the repayment must be approved by the supervisor, and the supervisor must sign the cashiers receipt.

4.10.12 Frequent Flyer Programs/Club Memberships

4.10.12.1 An employee may not be reimbursed or compensated for business use of frequent flyer vouchers, vouchers for bumping, discount coupons or other instruments of value.

4.10.13 Charter Flights

4.10.13.1 All charter flights must be approved and booked through the Purchasing Services office.

4.10.14 Private/Personal Aircraft

4.10.14.1 The University does not provide reimbursement for travel in private aircraft unless authorized by the President.

4.10.15 Federally Funded Grants

4.10.15.1 All travelers must comply with the Fly America Act unless exceptions in the Open Skies Agreement pertain.

4.11 LOCAL TRAVEL

4.11.1 At times employees may be required to travel locally while on University business. Local travel is defined as travel within a 50-mile radius of the main campus. No meal per diem is allowed while traveling locally. However, if a personal vehicle is used, reimbursement based on the standard mileage rate may be allowed. Mileage reimbursement may not be requested for commuting from the traveler's home to campus regardless of the frequency of these trips each day or if it occurs after business hours or on weekends.

- 4.11.2 When a reimbursement for personal vehicle mileage is necessary, employees must submit an approved travel authorization prior to any travel. For those employees that have approved frequent local travel, travel authorizations may be completed to cover a period of up to one fiscal year.
- 4.11.3 All requests for local travel mileage reimbursement must be submitted on a "Travel Claim" form along with a daily log that includes the specific origin and destination of each trip, number of miles, and the purpose of the trip. (see the Addenda for a link to the form and the form's procedures)

4.12 MEALS

- 4.12.1 This policy applies to University employees and students except as noted in the Guest or Business Meals sections below. The University will provide a meal allowance for all University travel. Travelers should use reasonably priced restaurants and dining rooms. In planning entertainment for University guests, all efforts should be made to provide reasonable meal arrangements. University guests are treated the same as employees for meal allowances.
- 4.12.2 The following meal expenses cannot be reimbursed:
 - 4.12.2.1 Spouses without presidential approval.
 - 4.12.2.2 Alcohol
- 4.12.3 The cost of the meal must be reasonable, not lavish or extravagant, and the number of participants present should be limited to only those who are required.
- 4.12.4 The traveler has the option of claiming a meal per diem each day or being reimbursed for the actual cost of meals each day and is not to exceed a maximum daily allowance as set by the Administration (University Council). The traveler must select actual costs or the meal per diem allowance for all meals on a travel day.
 - 4.12.4.1 Meal Per Diem Allowance. When choosing this allowance, the traveler will not be required to submit itemized receipts for meal expense. This allowance should be adjusted when the traveler is traveling for only a portion of the day. (see the Addenda for a link to the "Time of Day" and "Meal Allowance" tables with their additional procedures.)

- 4.12.4.2 **Actual Cost of Meals.** The University will reimburse the traveler for the actual cost of meals subject to certain daily limits per the “Meal Allowance” table. The meals must be supported by original itemized receipts. (see Addenda for a link to the table and procedures on meal allowances.)
- 4.12.5 **Group/Team Meals.** The employee who is the group leader may choose to give group participants a cash meal allowance rather than submit receipts for individual meals. The allowance must be less than or equal to the meal per diem allowance. In such cases, group participants must sign verifying that they have received the funds on the “Group Travel Meal Receipt” form. (see Addenda for a link to form and related procedures).
- 4.12.5.1 If group meals are going to be paid by a single person, the person must attach an itemized receipt with a list of all meal participants. The cost of all group meals for the day cannot exceed the daily meal allowance multiplied by the number of participants. (see the Addenda for the “Group Travel Meal Receipt” form)
- 4.12.6 **Guest Meals.** Guest meals are defined as those meals provided during the course of DSU business when at least one non-DSU employee is present.
- 4.12.6.1 There must be a documented business purpose (must meet IRS ordinary and necessary criteria) and need for business to extend into a traditional meal time period.
- 4.12.6.2 The number of DSU employees present to entertain the guest should be limited to only those required, but should not exceed five employees.
- 4.12.7 **Business Meals.** Business meals are those taken with guests, colleagues, or donors during which focused business discussions take place. Business meals are different than guest meals in that a guest does not have to be present and there is not a limit on the number of employees that can attend the meal.
- 4.12.7.1 The cost incurred for business group meals must be prudent, reasonable, and in the best interest of the University.
- 4.12.7.2 Business meals must have a clear and bona fide business

purpose.

- 4.12.7.3 Expenses for spouses in attendance at business meals or meetings are not reimbursable unless there is a business purpose for the spouse's presence and their presence has been approved by the University President.
- 4.12.7.4 Documentation supporting a business meal must include the names of those attending and the purpose of the meal. Itemized receipts are required for all business meals. The cost of the group meal cannot exceed the group per guest meal allowance as is shown in the "Business Meals" form. (see the Addenda for a link to form and related procedures)
- 4.12.8 Athletic Meals using Trade Agreements. When using trade agreements for meals, the following apply:
 - 4.12.8.1 There must be at least one non-DSU employee or student present.
 - 4.12.8.2 There must be a documented business purpose and the need for business to extend into a traditional meal time period.
 - 4.12.8.3 The number of DSU employees present to entertain the guest or student should be limited to only those required.
- 4.12.9 Local Meals. Reimbursements for meals, where an overnight stay is not required, will be treated as taxable income to the traveler and may be included on the traveler's W-2 unless the meal is a qualified business meal.
- 4.12.10 Missing Meal Receipts. When meal receipts are unobtainable the reimbursement will be based on the appropriate per diem amount.
 - 4.12.10.1 Missing receipts for group meals require a written explanation of why no receipts are available. The University reserves the right to withhold any meal reimbursement not having sufficient proof of actual expenditures.

4.13 LODGING

4.13.1 Hotels

- 4.13.1.1 University travelers should book standard room accommodations at non-luxury/moderately priced hotels. When,

in the opinion of the Travel Office, lodging costs appear to be excessive, written justification and supervisory approval will be required.

4.13.1.2 All lodging claims must be supported by a detailed folio showing daily room rate, guest name(s), dates of stay, type of accommodations, and all other room charges.

4.13.1.3 If the employee occupies a room with a personal guest(s), such as family or friends, for which an additional charge is assessed, the traveler must note this on the "Travel Claim" form and request reimbursement for only the single occupancy rate. (see the Addenda for a link to the form and the form's procedures)

4.13.1.4 When traveling for a conference it is appropriate to stay at the hotel hosting the conference; however, the room should be booked at the conference rate.

4.13.1.5 Reimbursement is limited to the nights that a reasonable person would expect to stay given the nature of the travel. No reimbursement will be made for extended stay for personal purposes.

4.13.2 Private Homes. When staying with family or friends, travelers are entitled to receive a per diem amount up to \$20 per day.

4.13.3 Timeshares

4.13.3.1 When an employee stays at a timeshare, they will be reimbursed at a standard rate of \$90.00 per night. Appropriate documentation from the timeshare is required.

4.14 ENTERTAINMENT

4.14.1 Reimbursement for entertainment expenses is not allowed except where the entertainment is:

4.14.1.1 Directly related to desired academic outcomes involving students and their advisor/professor with prior written approval of the appropriate Academic Dean.

4.14.1.2 For professional development purposes with prior written approval of the appropriate Vice President.

4.14.1.3 For University public relations purposes by DSU employees and guests with prior written approval of the appropriate Vice President.

4.14.1.4 Approved in writing by the President for purposes deemed appropriate.

4.14.1.4.1 Written approval must be attached to the Travel Authorization and submitted prior to the trip. This approval will clearly outline the business purpose for the exception to policy.

4.15 NON-EMPLOYEE TRAVEL & ENTERTAINMENT

4.15.1 Non-employees include consultants, guest speakers, guest lecturers, visiting professors, visiting students and prospective employees.

4.15.2 Reimbursement may be provided to non-employees who incur necessary and reasonable travel and business expenses in the conduct of official University activities. A necessary and reasonable expense is one for which a clear business reason exists and for which the cost is not excessive. Reimbursement requests should be submitted on check request forms. (The Accounts Payable Office should be contacted for correct form and procedures)

4.15.3 Travel and business expenses for non-employees must follow the University's accountable plan, which requires original receipts, to be non-taxable.

4.16 RELOCATION EXPENSE REIMBURSEMENT

4.16.1 All relocation expenses must be approved by the University President or the appropriate Vice President as negotiated and determined on a case-by-case basis. Per Pub 521 of the IRS, expenses must also:

- Be expenses identified as reimbursable by the IRS, as well as by the University.
- Be "qualified moving expenses" to be exempt from tax.
- Include with the reimbursement request itemized receipts clearly showing the expenses to be treated as a non-taxable reimbursement. Any reimbursement request that contains expenses not classified as "qualified moving expenses" and/or does not have adequate receipts

will be considered taxable income to the employee.

4.16.2 Requests for payment must be submitted to the Payroll Office for processing.

V. References – NA

VI. Procedures – NA

6.1 Available from the Travel Office.

VII. Addenda

7.1 For forms and procedures go to the following link for the travel office.

http://dixie.edu/busoff/travel_information.php

Policy Owner: Administrative Services, VP

Policy Steward: Business Services

History:

Approved 0/0/00

Revised 0/0/00

Dixie State University Policy

224 International Travel



I. Purpose

- 1.1 Individuals traveling on behalf of Dixie State University are aware that International travel poses additional safety risks, not inherent in domestic travel. This policy provides guidelines to mitigate those risks wherever possible.

II. Scope

- 2.1 This policy covers all travel outside of the United States, its possessions and territories with the exception of athletic travel to Canada. The policy is applicable to all faculty, staff, and students of Dixie State University that are engaged in university supported or sponsored programs or activities.

III. Definitions

- 3.1 INTERNATIONAL TRAVEL – Travel outside of the United States, its possession or territories.
- 3.2 TRAVEL INSURANCE POLICY- Travel insurance for any international travel. The traveler must purchase insurance policies through DSU's Purchasing Department.
- 3.3 TRAVELER'S CHECKLIST – A checklist form that insures all requirement for international travel have been met. (See the Addenda B for a link to the "Traveler's Checklist" form)
- 3.4 TRAVELER'S CONTACT AND EMERGENCY INFORMATION – A form that provides contact information for the University in case of an emergency. (See the Addenda for a link to the "Traveler's Contract and Emergency Information" form)
- 3.5 TRAVELER'S ITINERARY AND CONTACT INFORMATION – A form that provides contact information for the traveler at each destination in the case of an emergency. (See the Addenda for a link to the "Contact Information" form)
- 3.6 WAIVER OF LIABILITY –A form that provides for the waiver of liability for Dixie State University. (See the Addenda for a link to the "Waiver of Liability" form)

IV. Policy

- 4.1 Due to the potential risks associated with international travel, the travel must be recommended by the responsible Vice-President and be approved by the University President and be supported by a letter listing the reasons for the travel and the importance of the travel to the University. The University has the right to deny a travel request due to substantial travel risks, due to an inadequate relationship between the travel and the oversight responsibilities of the traveler, or due to an inadequate business purpose for the trip.

International travel to destinations on the US State Department's warning list will not be approved. International travel to destinations on the US State Department's travel alert list will be approved only when the business circumstances warrant risky travel.

- 4.2 The travel must be supported by sufficient funding to cover all travel costs prior to the start of the trip. The funds must reside in the index codes designated for the travel. All international travelers must purchase insurance policies through DSU's Purchasing Department.
- 4.3 The Traveler must also complete all of the forms listed in "Forms to be Completed Prior to Start of Trip" checklist and submit them to the Travel Office at least 30 days prior to the start of the trip. (See the Addenda for a link to the forms website)
- 4.4 International travel is limited to persons who are 18 years of age or older.
- 4.5 Individuals are responsible for making travel arrangements that provide adequate standards of comfort, convenience, safety and efficiency, and are the most economical option under the circumstances.
- 4.6 Foreign Currency Conversion Costs
 - 4.6.1 When traveling internationally, there are costs associated with buying foreign currencies, typically 2% to 3%. These may include credit card fees, bank fees and ATM fees. These fees are reimbursable to the traveler if receipts are provided and submitted with the travel claim.

V. References – N/A

VI. Procedures – N/A

VII. Addenda

For forms, tables and related procedures please use the following link to the travel office website:

http://dixie.edu/busoff/travel_information.php

Policy Owner: Administrative Services, VP

Policy Steward: Business Services

History:

Approved 0/0/00

Revised 0/0/00

DRAFT

Dixie State University Policy

310 Part-Time Employment



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

I. Purpose

- 1.1 To define the various types of University non-benefited part-time employment and outline employment guidelines for those individuals who work in a part-time capacity within Dixie State University as defined by University Policy 301: Personnel Definitions. It is also meant to set up procedure for the hiring, maintenance, and termination of part-time employees.

II. Scope

- 2.1 This policy applies to all part-time employment within Dixie State University (DSU). Since auxiliary/adjunct faculty are defined by University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty, this policy will focus on hourly employment, seasonal/temporary employment, and rare instances of part-time employees with more than one part-time assignment.

III. Definitions

- 3.1 **Regular Part-time Employee (variable hour employees):** Those individuals who are scheduled to work between 0-29 hours per week with varying hours based on job assignment and availability. These positions may be classified into several subcategories, including:
 - 3.1.1 **Student Employee:** A Dixie State University student who is enrolled in six or more credit hours in the current academic semester who also works in a non-benefited part-time campus position.
 - 3.1.2 **Work-Study Employee:** A Dixie State University student employee who is eligible for a need-based financial aid award specifically allocated for campus work as part of their school financial aid package. These positions are subject to special federal guidelines governed by the

- 3.1.3 **Hourly Employee:** A non-benefited part-time employee who does not meet the definition of a student employee or work-study employee.
- 3.2 **Seasonal/Temporary Employee:** A Dixie State University part-time employee specifically hired to complete a certain task within a specific set time frame (usually limited to work completed in less than a pay period but not to extend beyond 90 days). While an hourly assignment may be considered seasonal/temporary, a seasonal/temporary assignment differs in the specific time frame assigned and is not ongoing for an unspecified period of time.
- 3.3 **Part-Time Auxiliary and Adjunct Faculty:** part-time instructional faculty as defined by University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty.
- 3.4 **Work Week:** defined for the purpose of this policy as Saturday morning at 12:00 am through the subsequent Friday evening at 11:59 pm.
- 3.5 **Work Month:** defined for the purpose of this policy as the time frame for which part-time labor is compensated in any given month with DSU's payroll structure. This would be the 21st of one month thru the 20th of the subsequent month (e.g. February 21st – March 5th are payable on March 15th while March 6th – 20th of the month are payable on March 31st. Thus, February 21st – March 20th would be defined as one month since that time frame is payable all within the month of March).

IV. Policy

- 4.1 Departments are responsible for working with the Financial Aid Office for all work-study positions (both advertising, selection, and/or hiring) and the DSU Career Center to advertise open student positions. Departments are encouraged to utilize DSU Human Resources to advertise hourly and adjunct faculty positions as needed. Hiring guidelines for part-time employees should be established within the department to ensure fair and equitable screening; hiring practices must comply with University Policy 306: Equal Employment Opportunity.
- 4.2 Prior to beginning work, part-time employees are required to complete employment paperwork with their hiring department and/or DSU Human Resources. This paperwork will also disclose the rules and regulations governing part-time employment including job classification, benefit ineligibility, employment policies, timekeeping practices, required trainings, etc.

- 4.2.1 Work-study employees will sign a contract and complete employment paperwork with the Financial Aid Office prior to beginning work. Work-study employees are not allowed to work during class time.
- 4.2.2 Departments must work with Human Resources (and the Financial Aid Office in the case of work-study employees) and the new or re-hired employee to ensure correct and up-to-date hiring paperwork is completed in a timely manner.
 - 4.2.2.1 Failure to comply with the above regulations violates University Policy and federal law regulating employment and may result in federal fines and possible corrective and disciplinary action for hiring authorities (see University Policy 372: Corrective and Disciplinary Action).
- 4.3 Student and Hourly employees should not be scheduled to work more than 29 hours per week. All part-time employees are limited to no more than 125 hours per month with part-time faculty limitations established in University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty.
 - 4.3.1 Departments and part-time employees are responsible for monitoring employee hours each month to ensure compliance with policy. Human Resources will also monitor workload and work with departments and/or part-time employees to ensure compliance with federal and state regulations governing part-time employment. Failure to comply with the above regulations may result in employee reclassifications, additional departmental costs, and possible corrective and disciplinary action for supervisors and/or employees (see University Policy 372: Corrective and Disciplinary Action).
- 4.4 Work-study employees shall not work more than 20 hours per week to avoid exceeding the maximum allowable funding allocated per semester and/or academic year and give priority for the student's educational endeavors.
- 4.5 Part-time employees are allowed to have only one active position. In rare instances, with approval of Human Resources and the Payroll Office, part-time employees may have a secondary active position on campus at the same time (e.g. March 21 – May 6, September 6 – November 21, etc.). Workload regulations as defined by section 4.3 above are required between both positions.
 - 4.5.1 Employees with an active part-time non-instructional (hourly) position who are approved for a temporary part-time instructional (adjunct faculty) position (or vice versa) for the same period of time (August 25 – December 11, etc.) will be required to report both positions as hourly

with workload regulations defined under section 4.3. Human Resources and the Payroll Office must be notified and approve of this arrangement prior to the second position being created and the employee beginning work in the secondary assignment.

- 4.5.2 Work-study employees are limited to only one active work-study position at a time. As such, any secondary position will be classified as a student position. Approval for a work-study student to obtain a second (student) position on campus is required from the Financial Aid Office, Human Resources, and the Payroll Office prior to the employee beginning work in the secondary assignment. If approved, work-study students are still limited in workload as defined by sections 4.2.1 and 4.4 above between both positions.
- 4.5.3 Human Resources and the Payroll Office reserve the right to deny the request for a secondary assignment if the request causes undue hardship to either department, undue administrative burden, or failure to comply with regulations set forth in this policy.
- 4.6 Changes to part-time assignments (pay rate, index code changes, title changes, etc.) must be submitted to DSU Human Resources prior to the change being effective. Justification should be provided for these types of changes that can be incorporated into the employee's personnel file.
- 4.7 When part-time employees end employment (either through voluntary resignation/retirement or involuntary termination as defined by University Policy 373: Termination and Reduction of Workforce), the immediate supervisor and/or the department is required to contact DSU Human Resources to terminate the position within HR records. Comments relating to why the employee left employment will be added to the employee's personnel file. Human Resources will contact the Payroll Department in the event of an involuntary termination to arrange final payment.
 - 4.7.1 Active part-time positions where work has not been done and/or pay has not been issued for a marked period of time will be terminated automatically by Human Resources to comply with federal and state new hire/re-hire regulations.

V. References

- 5.1 DSU Policies 301-320 (Hiring Practices)
- 5.2 DSU Policies 321-340 (Conditions of Employment)

- 5.3 DSU Policies 341-370 (Compensation and Benefits)
- 5.4 DSU Policies 371-380 (Disciplinary)
- 5.5 DSU Policy 631 (Faculty Categories)
- 5.6 DSU Policy 638 (Adjunct & Clinical Faculty)
- 5.7 Financial Aid Office Work-Study Supervisor Handbook

VI. Procedures

- 6.1 Once an individual has been selected for part-time hire, whether as a new DSU hire or a re-hire that has not been employed at Dixie State University in the last 12 months, the employee and his/her department are required to complete employment forms. These forms (with the exception of work-study employment forms) are found on the Human Resources Forms Webpage <http://dixie.edu/humanres/forms.php> and are maintained by DSU Human Resources or in the Human Resources office. Work-study employment forms are maintained within the Financial Aid Office.
 - 6.1.1 Employees who have worked for Dixie State University within the last 12 months and are re-hired will complete re-hire paperwork, also available online or in the Human Resources office.
- 6.2 Once paperwork has been processed, regular part-time employees must report time worked (established as a clock in/out) at the beginning and end of every shift using the approved timekeeping system. Immediate supervisors will work with employees to ensure compliance with FLSA regulations (see University Policy 352: Staff Compensation), proper hours are recorded, and timecards approved by deadlines established by the DSU Payroll Department (see <http://www.dixie.edu/busoff/payroll.php> for Payroll Forms, Training, and Deadline Calendars). Part-time employees will be paid through the standard payroll cycle as defined by University Policy 342: Payroll.

VII. Addenda – N/A

Policy Owner: Human Resources, Exec. Director
Policy Steward: DSU Human Resources

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

Dixie State University Policy

342 Payroll



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

I. Purpose

- 1.1 To define the University's policy and procedures related to the payment of employees.

II. Scope

- 2.1 This policy applies to all employees of the University.

III. Definitions

- 3.1 **Adjunct Faculty:** Part-time instructional faculty as defined in University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty.
- 3.2 **Contracted Employee:** A full-time, benefited employee who is working between 0.75 and 1.00 FTE (includes both faculty and staff).
- 3.3 **Regular Part-Time Employee:** As defined by University Policy 310, those individuals who are scheduled to work between 0-29 hours per week with varying hours based on job assignment and availability. These positions may be classified into several subcategories, including:
 - 3.3.1 **Student Employee:** A Dixie State University student who is enrolled in six or more credit hours in the current academic semester who also works in a non-benefited part-time campus position.
 - 3.3.2 **Work-Study Employee:** A Dixie State University student employee who is eligible for a needs-based financial aid award specifically allocated for campus work as part of their school financial aid package.
 - 3.3.3 **Hourly Employee:** A part-time employee who does not meet the definition of a student employee or work-study employee.

- 3.4 *Seasonal/Temporary Employee:* A Dixie State University part-time employee specifically hired to complete a certain task within a specific time frame.

IV. Policy

4.1 Pay Days

- 4.1.1 Contracted employees are paid semi-monthly on the 15th and the last working day of each month.
- 4.1.2 Temporary, seasonal and regular part-time employees are paid semi-monthly on the 15th and the last working day of each month.
- 4.1.3 Adjunct faculty are paid semi-monthly on the 15th and the last working day of each month throughout the semester, beginning on the 15th of the month after the first partial month of the semester.
- 4.1.4 There may be exceptions when paperwork is not properly completed, for some adjunct areas such as private music lessons and for summer semester.
- 4.1.5 If a standard pay day falls on a weekend or holiday, pay day will be moved up to the last prior working day.

4.2 Deductions

- 4.2.1 Deductions are automatically made from the employee's paycheck for Federal Withholding Tax, State Withholding Tax, and FICA as required by law.
- 4.2.2 Student employees, both regular student employees and work-study employees, qualify for an IRS exemption to the FICA tax (per IRS regulation) if they are enrolled in six or more credit hours during a semester and their primary relationship with the University is for education and not employment.
- 4.2.2.1 Student status will be evaluated each pay period to determine if the student employee continues to be enrolled in at least six credit hours. Once a student employee drops below six credit hours, FICA taxes will be deducted from their paycheck starting with the first pay period after they fall below six credit hours (and vice versa for employees who add more credit hours to total six credit hours or more).
- 4.2.2.2 A review of the employment relationship to determine whether

the services are incident to and for the purpose of pursuing a course of study or are provided as a “career” employee can be made with the department of Human Resources in order for an employee to “opt out” of the Student FICA exemption.

4.2.3 If the contracted employee chooses to participate, additional elective deductions can be made for group health and accident insurance, life insurance, union dues, salary deferral programs, and other additional withholdings as approved by the University administration.

4.2.3.1 Elective deductions are available to contracted employees only, or as required by law.

4.3 Faculty

4.3.1 Faculty on nine-month contracts will be paid in 24 equal payments over 12 months.

4.3.1.1 New faculty hired at the beginning of a school year will receive pay beginning with the July 15 payroll, though active duty begins in August.

4.3.1.2 Full-time on-going faculty, those whose FTE is between 0.75 and 1.00, will receive paychecks beginning with the July 15th payroll, though active duty begins in August.

4.3.1.2.1 A faculty member who chooses to terminate before active duty begins will be required to reimburse the University for the salary plus the benefits that were paid from July 1st.

4.3.2 Part-time faculty who choose to terminate before active duty begins will be required to reimburse the University for the salary plus the benefits that were paid.

4.4 Staff

4.4.1 Staff employees working between 0.75 and 1.00 FTE who use contract release time before it is accrued, then choose to terminate, will be required to reimburse the University for the overpayment of salary and benefits.

4.5 Salary Distribution

4.5.1 Payroll funds will be available on payday.

- 4.5.2 All employees are required to participate in direct deposit.
 - 4.5.2.1 Deposits may be made to any bank or credit union checking or savings account.
 - 4.5.2.2 The number of deposits is limited to two accounts:
 - 4.5.2.2.1 Two checking accounts, two savings accounts, or one savings and one checking.
 - 4.5.2.2.2 An employee can deposit a dollar amount or a percentage of each paycheck to each account.
 - 4.5.2.3 An employee who does not complete direct deposit paperwork in time for their first paycheck will cause a paper check to be printed. The paper check will be put in the US mail on payday and mailed to their local (or permanent if no local is available) address on file.
- 4.5.3 Employees who leave the service of the University for any reason shall receive all pay at the appropriate time which may be due them with the following qualification:
 - 4.5.3.1 An employee who owes any money to the University at the time of his/her separation will have the amount deducted from his/her final pay.
- 4.5.4 Salary and accrued vacation leave will, upon an employee's death, be paid to such beneficiaries as were designated by the employee, or, if none was designated, to the surviving spouse or children or parents in that order.
 - 4.5.4.1 Upon an employee's death, salary for two pay periods, subsequent to the date of death, will be paid to the designated beneficiaries.

4.6 Recordkeeping

- 4.6.1 The Fair Labor Standards Act (FLSA) and the Government Records Access and Management Act (GRAMA) require extensive payroll records to be maintained.
 - 4.6.1.1 Payroll forms are retained for three years by the payroll department.

- 4.6.1.2 Time cards utilized by the University are maintained for two years.
- 4.6.1.3 Departments who report to payroll total hours worked only (whether on a contract service form or on a timecard) are required to maintain records showing the start and stop times and days worked for all hours reported for two years.

V. References

- 5.1 DSU Policies 341-370 (Compensation and Benefits)
- 5.2 DSU Policy 310 (Part-Time Employment)
- 5.3 DSU Policy 631 (Faculty Categories)
- 5.4 DSU Policy 638 (Adjunct & Clinical Faculty)
- 5.5 Government Records Access and Management Act (<http://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html>)
- 5.6 Internal Revenue Service (www.irs.gov)
- 5.7 The Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/>)

VI. Procedures – N/A

VII. Addenda – N/A

Policy Owner: Human Resources, Exec. Director
Policy Steward: Director of Payroll

History:
Approved 10/27/95
Revised 2016

Dixie State University Policy

405 Animals on Campus



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

I. Purpose

- 1.1 This policy establishes the rules and expectations regarding the presence of animals on campus. It also provides guidelines the University uses to determine whether or not an animal is a reasonable accommodation for a qualified individual with a documented disability. Dixie State University is committed to complying with state and federal law pertaining to qualified individuals with disabilities and federal housing regulations.

II. Scope

- 2.1 This policy applies to University personnel, students, and campus visitors/guests. Each group is identified with specific procedures as it pertains to both requesting and maintaining accommodation under this policy.

III. Definitions

- 3.1 ***Service Animal:*** under the Americans with Disabilities Act (ADA), defined as a dog that has been individually trained to do work or performs specific task(s) for a qualified individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The University may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

- 3.1.1 *Tasks of Service Animals:* the dog must be trained to take a specific action when needed to assist the person with the disability. Examples includes: assisting an individual who has limited vision with navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; providing assistance with stability and balance to an individual with a mobility disability;

reminding a person with a mental illness to take prescribed medications; and calming a person with diagnosed Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties.

- 3.2 **Assistance Animals (sometimes called Emotional Support Animals or Therapy Animals):** provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Assistance or Support animals are not service animals even if prescribed by a physician or therapist.
- 3.3 **Pet:** any domesticated animal that does not meet the definition of a service animal or assistance animal. A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal or a support animal.

IV. Policy

4.1 Service Animals

- 4.1.1 In determining whether or not an animal may be considered a reasonable accommodation, the University must balance the needs of the individuals requesting the accommodation with the impact the animal may have on others within the campus community. Where it is not readily apparent that the animal is a service animal, the individual will be given the opportunity to show the animal is a service animal needed for a disability or that the animal is a service animal in training. If the individual cannot identify a specific task the animal performs, the animal will not be deemed a service animal.
- 4.1.2 Individuals may choose to provide additional information such as documentation provided on letterhead from a treating physician or mental health provider, which permits the University to determine:
 - 4.1.2.1 The individual has a disability for which the animal is needed;
 - 4.1.2.2 How the animal assists the individual, including whether the animal has undergone any training or can effectively perform the specific task assigned;
 - 4.1.2.3 The relationship between the disability and the assistance the animal provides.
- 4.1.3 Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. The University

may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform as part of the approval process. The University may also verify through observation that the animal performs the specific task when needed to assist the person with a disability.

- 4.1.4 If approved, individuals with disabilities may be accompanied by their service animal on any premise or in any facility at Dixie State University where members of the public or participants in services, programs or activities are allowed to go.
- 4.1.5 The University may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the University may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual has not taken effective action to control it or if the animal demonstrates it is not housebroken.
- 4.1.6 The University is committed to reasonably accommodating qualified students with disabilities. Students who seek to bring a service animal or assistance animal to campus should contact the Disability Resources Center (DRC) to discuss their request. DRC will determine, on a case-by-case basis, whether bringing the animal to campus is a reasonable accommodation for the student. In making this determination, DRC will consider the needs of the student with a disability as well as the impact of the animal on the campus community.
 - 4.1.6.1 Students with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) should contact the Disability Resource Center if they have a health or safety related concern about exposure to a service animal. The Disability Resource Center will consider the conflicting needs and/or accommodations of all persons involved.
 - 4.1.6.2 Service animals may travel freely with their owners throughout on-campus housing. The owner is responsible for assuring that the service animal does not unduly interfere with University business or routine activities of the on-campus housing community or cause difficulty for students who live there.
 - 4.1.6.3 Service animals may not be left overnight in on-campus housing to be cared for by another person. Animals must be taken with

the student if they leave campus for a prolonged period.

- 4.1.7 The owner is financially responsible for the actions of the service animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like.
- 4.1.8 The owner is responsible for any expenses of cleaning above and beyond a standard cleaning or for repairs to any damaged University premises. All cost will be assessed by the University and the student, staff, or faculty member will be billed accordingly.
- 4.1.9 To replace a service animal, the owner must request and be granted re-approval from Human Resources (for employees) or the Disability Resource Center (for students).
- 4.1.10 The University is not responsible for the care or supervision of service animals. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. A service animal shall be restrained with a harness, leash, or other tether, unless the individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.
- 4.1.11 Owners are responsible for ensuring the immediate cleanup and proper disposal of all animal waste. Although the University may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service animal in the same manner the University imposes charges for damages.
- 4.1.12 The owner is responsible for assuring that the Service animal does not unduly interfere with University business.

4.2 Assistance Animals

- 4.2.1 Federal housing laws and regulations allow individuals with disabilities the presence of a broader range of animals (assistance animals) in University housing as compared with the campus as a whole. An individual may keep an assistance animal as an accommodation in University housing if:

- 4.2.1.1 The individual has a disability;
 - 4.2.1.2 The animal is necessary to afford the individual an equal opportunity to use and enjoy a dwelling;
 - 4.2.1.3 There is an identifiable relationship between the disability and the assistance the animal provides.
- 4.2.2 Individuals desiring to keep an assistance animal in on-campus housing must receive approval from the Disability Resource Center (DRC).
- 4.2.3 Students with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) should contact the DRC if they have a health or safety-related concerns about exposure to an assistance animal. The DRC will consider the conflicting needs and/or accommodations of all persons involved.
- 4.2.4 An approved assistance animal may only be kept in an individual's assigned room and cannot be in other shared or public areas of the apartment, suite, or building except when transported outside the assigned room in an animal carrier or controlled by leash or harness. Assistance animals are not permitted in other areas of the University such as academic and administrative buildings, classrooms, labs, athletic facilities, food service dining areas, and the Student Center.
- 4.2.5 The owner is responsible for assuring that the assistance animal does not unduly interfere with University business and all routine activities of the on-campus housing community or cause difficulty for students who live there.
- 4.2.6 Assistance animals may not be left overnight in on-campus housing to be cared for by another student. Assistance animals must be taken with the student if they leave campus for a prolonged period.
- 4.2.7 The owner is financially responsible for the actions of the assistance animal including bodily injury or property damage. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like.
- 4.2.8 The owner is responsible for any expenses of cleaning above and beyond a standard cleaning or for repairs to any damaged University premises. All cost will be assessed by the University and the student, staff, or faculty member will be billed accordingly.

- 4.2.9 To replace an assistance animal, the owner must request and be granted re-approval from the Housing & Resident Life Office and the Disability Resource Center.
 - 4.2.10 The University may exclude an assistance animal from University housing if the animal is not housebroken; causes substantial physical damage to the property of others; poses a direct threat to the health or safety of others; would fundamentally alter the nature of a program or activity; or is not being cared for by the individual.
 - 4.2.11 The University is not responsible for the care or supervision of assistance animals. Individuals with disabilities are responsible for the control of their assistance animals at all times and for ensuring the immediate cleanup and proper disposal of all animal waste.
 - 4.2.12 Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animals health and lease laws, as well as the University's rules in lease provisions regarding vaccination, licensure, leash control, cleanup rules, animal care, and community relationships.
- 4.3 Pets
- 4.3.1 Pets are not permitted to enter campus buildings. Animals walking around or across the campus grounds are allowed if they are accompanied and appropriately restrained by their owner and comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. Individuals walking their pets around or across the campus grounds are responsible for the immediate removal of their pet's waste.
 - 4.3.2 Animals are prohibited from all campus athletic playing fields and turf without written permission of the University's Athletic Director.
 - 4.3.3 Pets who are unattended or unrestrained, pets that pose a hazard or potential hazard to passersby, or pets in danger or distress, will be removed from institutional property by a local animal control service or the Dixie State University Campus Police.
- 4.4 Animals used for Institutional Programs or Services
- 4.4.1 Any animal used in an academic course, in a laboratory, as a demonstration animal, for law enforcement or rescue purposes, or for special campus events is allowed on institutional property, so long as:

- 4.4.1.1 Such animal has a current, valid license and current vaccinations, according to the requirements for all animals of the same species in a municipality or local area government where such animals resides or are located;
- 4.4.1.2 Such animal is under appropriate restraint and under appropriate control at all times;
- 4.4.1.3 Such animal does not pose a direct threat to the health or safety of other people on institutional property;
- 4.4.1.4 The standards and practices associated with such academic, laboratory, and research purposes are followed.

4.5 Enforcement and Addressing Policy Violations

- 4.5.1 Individuals who bring unauthorized animals onto the University's campus shall be asked to remove the animal immediately or secure it in a safe off-campus location.
- 4.5.2 Anyone observing unauthorized animals on campus, or animals not appropriately restrained, shall contact the Dixie State University Campus Police.
- 4.5.3 DSU employees who are repeat violators will face disciplinary action including but not limited to written warnings, or in extreme cases, potential loss of employment.
- 4.5.4 Students that repeatedly violate this policy may face disciplinary action including reprimand through the Student Conduct Code, or in extreme cases, removal from University housing, suspension or expulsion from the University.
- 4.5.5 The individual(s) responsible for any damage to institutional property caused by their animal will be required to pay for the repair or replacement of the damaged property as determined by the Housing and Resident Life Office, Facilities Management or the Purchasing Department.

4.6 Grievances and Appeals

- 4.6.1 Grievances and/or appeals arising from the application of this policy will be addressed through University Policy 151: Grievance Procedure for employees or University Policy 552: Student Rights and

Responsibilities for students.

V. References

- 5.1 Americans with Disability Act:
http://www.ada.gov/regs2010/service_animal_qa.html
- 5.2 National Association of College and University Attorneys:
<http://www.nacua.org/>
- 5.3 Utah Department of Administrative Services, Division of Risk Management:
<http://risk.utah.gov>
- 5.4 U.S. Equal Employment Opportunity Commission:
<http://www.eeoc.gov/laws/types/disability.cfm>
- 5.5 DSU Policy 151 (Grievance Procedure)
- 5.6 DSU Policy 552 (Student Rights and Responsibilities)

VI. Procedures

- 6.1 These procedures have been set forth for the purpose of distinguishing between the various types of animals permitted on Institutional Property, as well as those excluded from the same, and for setting forth the requirements, expectations, and responsibilities of involved parties regarding animals on campus.
 - 6.1.1 *Employees* may contact the Human Resources Department to request to have a service animal as a workplace accommodation or for more information and guidance.
 - 6.1.2 *Students* may contact the Disability Resource Center for information and guidance relating to accommodations.
 - 6.1.3 *Residents of on-campus housing* may contact the Housing and Resident Life Office for information regarding these accommodations. Students will need to contact the Director of Housing and Resident Life at least seven (7) days prior to the need for accommodations, except in emergency situations.
 - 6.1.4 *Visitors/Guests* who may be accompanied by a service animal when participating in programs and accessing services without requesting an accommodation should contact the Risk Management Department for information and guidance.

- 6.2 The University reserves the right to remove or exclude a service animal or emotional support animal from campus if:
- 6.2.1 The animal poses a direct threat to the health and safety of others;
 - 6.2.2 The animal's presence results in a fundamental alteration of the University's programs or activities;
 - 6.2.3 The animal is in poor health and/or is not housebroken;
 - 6.2.4 The owner fails to comply with his/her responsibilities under these procedures or the respective policy;
 - 6.2.5 The animal is out of control or otherwise creates an unmanageable disturbance or interference with the University community.

VII. Addenda – N/A

Policy Owner: VP of Administrative Services

Policy Stewards: [Steward]

History:

Approved 0/0/00

Revised 0/0/00

Dixie State University Policy

465 Video Surveillance



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

I. Purpose

- 1.1 DSU reserves the right to conduct appropriate video surveillance on its campus in a professional, ethical, and legal manner in order to assist in providing public safety and security for the DSU community as well as for ensuring academic integrity, operational effectiveness, and compliance with University policy. This policy regulates all video surveillance on the Dixie State University (DSU) campus and applies to all employees and students as well as campus visitors.

II. Scope

- 2.1 Use or installation of camera or video equipment by any University department or entity for the express or implied purpose of surveillance is subject to this policy. Use or installation of video or camera equipment for purposes other than surveillance is not subject to this policy. Non-surveillance purposes include but are not limited to academic instruction, video conferencing, recording and/or transmission of public events or performances, use of web and mobile phone cameras, etc.

III. Definitions

- 3.1 **Camera:** Any digital or analog device that can capture or transmit visual images designed to monitor a specific area, including but not limited to video cameras, still cameras, cellular telephones, webcams, and electronic surveillance systems and computing devices.
- 3.2 **Campus:** The DSU campus and other owned or controlled properties, buildings, or facilities, including locations where an official University activity is being held.

- 3.3 ***Private Spaces:*** Areas in which individuals have a reasonable expectation of privacy, including but not limited to restrooms, locker and dressing rooms, and individual residential rooms.
- 3.4 ***Video Surveillance:*** Viewing, recording, or making available for viewing visual images of campus in the form of photographs, video recordings, live feeds, or in other formats.
- 3.5 ***Video Surveillance System:*** All components of video surveillance including hardware, software, camera installations, recording protocol, monitoring, etc.

IV. Policy

- 4.1 All public areas of the University campus are subject to video surveillance for the purposes defined by this policy. Except as directed by lawful court order, video surveillance cameras will not be directed at private spaces on or off-campus.
- 4.2 Recording audio data as part of video surveillance is specifically prohibited unless it is part of video monitoring excluded from this policy or is undertaken as the result of court order issued lawfully under State or Federal laws and regulations.
- 4.3 The University operates a central video surveillance system to manage all video surveillance installations and centralize viewing and recording of video feeds. This system is owned by and its uses directed by the Vice President of Administrative Affairs.
 - 4.3.1 Campus Police and Information Technology (IT) Services operate the central video surveillance system under the direction of the Vice President of Administrative Affairs and maintain standards and guidelines, governed by this policy, regarding use and operation of the University video surveillance system.
 - 4.3.2 All video surveillance installations are controlled by the Vice President of Administrative Affairs. University departments may fund specific surveillance installations in areas of campus under their control or interest but may not install or operate these installations. Unless otherwise arranged with the Vice President of Administrative Affairs, departments retain ongoing responsibility for fiscal maintenance of these sites.

- 4.3.3 IT Services will maintain site installation standards and is responsible for installation and technical maintenance of video surveillance sites.
- 4.3.4 Other specialized video surveillance systems for a specific purpose incompatible with the central University video surveillance system, or any other video surveillance installed on University premises for any purpose must be approved by the Vice President of Administrative Affairs.
- 4.4 Access for employees to view live video surveillance feeds must be approved by a University Vice President. Access to surveillance feeds must be based on an employee need-to-know basis and in harmony with the purposes for surveillance as defined by this policy. Access procedures will be maintained by Campus Police and IT Services.
 - 4.4.1 Campus Police shall have access to all live surveillance feeds only as it directly relates to the performance of their duties to provide public safety and security, including safeguarding University property and assets.
 - 4.4.2 IT Services shall have access to all live surveillance feeds only for the purposes of installation and maintenance of surveillance sites.
- 4.5 Access for employees to view recorded video feeds must be approved by the Vice President of Administrative Affairs. Campus Police are authorized to export recorded video surveillance data or feeds from the video surveillance system. Other employees may be authorized to export recorded video data on a case-by-case basis approved by the Vice President of Administrative Affairs when an appropriate academic or business purpose exists. All other requests to export recorded data must be requested from the Campus Police. Recorded video data may only be used for the following purposes.
 - 4.5.1 Investigations or prosecutions of actual or potential criminal actions and/or policy violations conducted by DSU Campus Police or other law enforcement agencies.
 - 4.5.2 Investigations by academic officials involving academic integrity and/or academic or professional misconduct as defined by the Code of Student Rights & Responsibilities (Policy 533) and/or the Faculty Rights & Responsibilities (Policy 633).

- 4.5.3 Compliance with court orders, search warrants, subpoenas, and law enforcement requests issued lawfully under Federal regulations or State law.
 - 4.5.4 Other circumstances, including public records requests, approved by the University President or Vice President of Administrative Affairs after consultation with the Director of Campus Police and/or University legal counsel.
- 4.6 Objections
- 4.6.1 Any member of the DSU community may submit a written request to the Vice President of Administrative Services to change the location or limit the visual range of video surveillance equipment based on a belief that use of the equipment infringes on that individual's reasonable expectation of privacy or protected rights.
 - 4.6.2 Specific information regarding the location, the right believed to have been infringed, and how the installation infringes on that right is required.
 - 4.6.3 The Vice President of Administrative Services or designee will, after consultation with University Legal Counsel and DSU Campus Police, respond to the complaint within 30 calendar days of receipt. The response from the Vice President of Administrative Services or his/her designee may not be appealed.

V. References – N/A

VI. Procedures

VII. Addenda – N/A

Policy Owner: Administrative Services, VP
Policy Steward: Information Security Officer

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