

UVU BOARD OF TRUSTEES

June 20, 2013

7 p.m. – SC213c

Board of Trustees Members Present

Karen L. Acerson
Jono Andrews
Curtis B. Blair
Greg Butterfield (by phone)
Ronald K. Hawkins
Steven J. Lund

Board of Trustee Members Excused

Debbie Bingham
Rebecca Marriott Champion
Carolyn Merrill
Doyle Mortimer
Terry Shoemaker

UVU Regular Attendees

President Matthew S. Holland
Marc Archambault, Vice President Development and Alumni
Mark Bracken, representing Faculty Senate
Linda Makin, VP Planning, Budget & HR
Cameron Martin, Vice President University Relations
Karen Olsen, Secretary to the Board
Alexis Palmer, PACE President
Val Peterson, Vice President Finance and Administration
Kyle Reyes, Assistant to the President
Michelle Taylor, Vice President Student Affairs
Ian Wilson, Senior Academic Vice President
Whitney Wilkerson, University Marketing and Communications

Dinner guests were leaders in the division of Finance and Administration: Jacob Atkin, Nancy Bartlett, Laird Bellon, Joe Belnap, Ked Black, John Brewer, Robin Ebmeyer, David Jones, Jim Michaelis, Eddie Sorenson and Frank Young

Meeting was conducted by Vice Chair Ronald K. Hawkins.

I. ACTION

A. Resolutions of Appreciation. Resolutions for outgoing Trustees were postponed until the next meeting.

B. Oath of Office. Oath of Office for new Trustees Jono Andrews and Curtis B. Blair was administered by Trustee Vice Chair Ron Hawkins. They were asked to briefly introduce themselves.

Jono Andrews started at UVU playing on the Lacrosse team, then joined club leadership and eventually student leadership. He loves UVU because the administration cares about the students. He is completing degrees in Marketing and Business Administration. He plans to receive an MBA and is hoping to go to Duke University. He is engaged and will be married on August 8.

Curtis Blair was born in Provo, but has lived all over the US. He roots for the underdog in his business and professional life, and UVU's mission attracted him here. He loves initiatives such as the Wee Care Center and others that help underserved populations gain an education who otherwise may not have had this opportunity. He is the father of five children. His small business is based in Provo and allows him the flexibility to work with UVU and be part of the momentum here. His company, Froghair, helps golf companies gain market share, and has a global presence. UVU has the momentum and initiative to take education to the highest levels and he is looking forward to working with the Trustees and Alumni.

C. Board Chair 2013-15. Greg Butterfield was commended and thanked for his service as Chair for the past two years. Trustee Acerson nominated Steve Lund to serve as Chair for 2013-15. Trustee Blair seconded. Voting was unanimous. He will begin his term July 1, 2013.

D. Tenure. Trustee Lund motioned to grant tenure to Dr. Dianne McAdams-Jones to the Department of Nursing. Trustee Acerson seconded. Voting was unanimous.

E. Sabbatical Requests for Spring 2014. Trustee Blair motioned to approve Spring 2014 Sabbatical for Dr. Jeff Torlina, and 2014 calendar year sabbatical for Dr. Fern Caka. Trustee Acerson seconded. Voting was unanimous.

F. Rank Approval. Trustee Andrews motioned for approval of rank advancement to Professor for Dr. Jeffrey Maxfield, Department of Emergency Services, effective July 1, 2013. Trustee Lund seconded. Voting was unanimous.

G. UDOT Lease Approval. Vice President Peterson explained this piece is on the front of campus next to University Parkway where the Sinclair station previously stood. Agreement is for a ten-year lease at \$100 a year, and we agree to keep in good condition. UDOT wants to preserve the right of way and has no other interest in the property. It will be kept green space and may include a sign and possible enclosed bus stop and small restaurant. Trustees asked if a ten year lease is long enough (UDOT does not lease longer than ten years), and maybe a more prominent sign for

branding. Trustee Acerson motioned for approval of the ten-year UDOT lease. Trustee Lund seconded. Voting was unanimous.

H. Ratification of Taco Bell Franchise. We have received approval from the Taco Bell area franchise owner for a location on campus. It will be located across from Jamba Juice and will cost approximately \$220,000: \$97,000 for remodel and build-out, and \$120,000 for equipment. We have negotiated an 8% royalty with a 7 year contract and will be the franchisee. Taco Bell is the #5 franchise requested by the students. Manager will be trained by Taco Bell. Anticipated opening is the first week of August. Comments and questions: a) Student feedback is very positive, b) is ownership better than contract? As owner, all profit comes to the institution, but business model is different with ebb and flow of student patrons, c) what is net income? Expectation is to be profitable which will help Dining Services. They will employ between 6-8 students with three shifts of four hours. Trustee Andrews motioned for ratification approval of the Taco Bell franchise on campus. Trustee Blair seconded. Voting was unanimous.

I. Institutional Residence Remodel. Request is for addition to the institutional residence. Three presidents have lived there. President Holland is the first with young children which creates the need for adjustments. Addition will include a bedroom, bathroom and utility room (610 sq. ft.) at a cost of \$130,000, paid from donated funds. Comments and questions: a) What is the time line? This requires both Trustee and Regent approval, with hope to have it approved at July 18 Regents meeting to begin construction immediately. Trustee Blair motioned for approval of remodel of institutional residence. Trustee Acerson seconded. Voting was unanimous.

J. Budgets

- 1) **2012-13 Education and General Operating Budget Revision**
- 2) **2012-13 Institutional Discretionary Budget Revision**
- 3) **2012-13 Institutional Residence Budget Revision**
- 4) **2013-14 Institutional Residence Initial Budget**
- 5) **2013-14 Initial Operating Budget: Education and General, Educational Disadvantaged, Institutional Discretionary, Auxiliaries, Athletics, Student Life, Community and Continuing Education**

VP Makin explained current year budget includes funds transferred from the Commissioner's Office for hard of hearing, library, engineering and concurrent enrollment. Dedicated credits budget must exceed income, which this does. Budget was adjusted based on actual expenses of the past year and includes usage, scholarship rate changes, faculty, unrestricted expended gifts through the Foundation, which guarantees compliance with state statute and Regent policy.

Institutional Discretionary budget was revised with more expenses out of this budget than approximated.

Institutional residence budget was adjusted with addition of exterior entry railing for safety and addition remodel. Wood shutters and railing appear in both years because they were not completed this year, but eventually will be done.

Historically, Trustees have approved all budgets, but are only required to approve Institutional Interest Income and Auxiliaries. New this year is athletics non-appropriated, student life (Wellness Center) and community and continuing education. More will be added in an effort to educate the Board on university budget revenues and expenditures.

Comments and questions: a) students voted for an additional fee for conference affiliation and these have been held centrally. Joining the WAC, these are now being deployed to help fund men's soccer, facility upgrades, and other athletic needs. B) what is the \$1.5 million facility enhancement for athletics? Includes soccer field upgrade, Jumbotron in the Events Center and upgrades to the softball field. C) Trustee requested Budget to Actual Variance Report and average expenditure per FTE.

Trustees commended budget office on the organization and background detail of the report. Trustee Lund motioned for approval of the 2012-13 Education and General Operating Budget Revision, 2012-13 Institutional Discretionary Budget Revision, 2012-13 Institutional Residence Budget Revision, 2013-14 Institutional Residence Initial Budget and 2013-14 Initial Operating Budget. Trustee Acerson seconded. Voting was unanimous.

K. Policies.

202. Payroll and 351. Annual Compensation and Benefits Plan. VP Peterson said these two policies are being presented together. Policy 202 includes a revision to definition of pay procedure, and items included in pay days, pay cycles, and pay distribution for any payments to employees. All go through Payroll Office and any remedies are made through Payroll. In Policy 351 items have been taken out of procedure and updated to conform with university best practices. Comments and questions: a) How are Endowed Chairs paid? Payments to any Endowed Chairs go through payroll for W-2's through the Foundation in support of the university. B) Trustees questioned wording in 5.2.1 of unearned, rather than overpaid. With approval by Faculty Senate and PACE representatives, this change will be made.

VP Peterson explained the following purchasing policies are a result of recent Senate bills 153 and 190 and revised Regents policy on procurement. Legislature created higher education as a procurement unit with enhanced bid and RFP requirements, need for smaller dollar and threshold requirements, ethical requirements for individual involvement in procurement process, and justification for procurement decisions.

203 Purchasing. Deletion—being replaced with new policy.

204. Appropriateness of Expenditures (limited scope).

241. University Procurement. Delegated presidential chief procurement officer authority to the Director of Procurement Services.

242. Solicitation and Award of Procurement Contracts. Increases purchasing requirements--anything over \$50,000 must go through bid RFP process

243. Small Purchases. Gives authority to Procurement Services to establish limits for small purchases. Limits will be: Good and services between \$5-15,000, construction between \$15-50,000, bids \$5,000+, \$150-500 for limited purchase checks and maximum for purchase through purchasing cards \$500.

244. Requisition Preparation and Processing. Along with policy 241, this policy states purchase order must be completed before any purchases are made, otherwise it is a violation. Also explains use of purchasing cards and checks.

245. Receipt of Commodities and 421. Property and Equipment. Outlines procedures for receiving goods and services through the Warehouse for payment to vendors.

246. Surplus Property. Outlines process for surplus property.

421. Property and Equipment (limited scope).

VP Wilson reviewed academic policies:

631. Student Evaluations of Faculty and Courses. This is a key academic policy that outlines how students are able to evaluate instructors and courses. Revision talks about how student evaluation forms are developed and used, who has access to them, and how and when the information will be used. Also states that this evaluation is the only student evaluation tool that will be used to evaluate instructors for tenure and rank advancements. Questions and comments: a) there are significant differences between departments, so will this policy work for all? Policy includes fairly generic language that can work across academics and does allow for some comparisons. Comment section allows students to provide more granular feedback. These comments are carefully considered by the deans and departments for rank, tenure and disciplinary actions, b) Are evaluations only for full-time faculty? Adjunct faculty are evaluated and reviewed by department chairs, c) On line 14, the verb should be “is”, which will be corrected, d) what about public release of evaluations? These have not been released publically but policy does allow. It is a more valid measure than others such as “rate my professor”, e) 4.5 states evaluations go to Trustees. Trustees do see these as part of tenure and rank advancements, and general information could be made available. Trustees would like to have this information for trustee award nominees, f) are evaluations user-friendly and what is response rate? There is about a 60% return rate. Section 4.8 refers to way to increase participation, g) there is a sense in the community that UVU doesn’t reward or penalize good or bad teachers so these evaluations are a very important tool for administrators. We are also revising post-tenure review policies.

637. Faculty Tenure. Minor changes being made: a) line 226 deleted “supervisor assessments”, which are redundant from department assessment; b) line 254-55 identifies external reviewers. Another key measurement is peer evaluations by other colleagues in the department who observe and comment and also external peers from outside the institution, c) The word “track” will be added to V.C.I. Faculty tenure *track* status...

It was noted by Trustees the word Tenure under *III. Terms* doesn’t seem to be defined, and is better defined in *E. Responsibilities of Tenured Faculty Member and the University*. Any change of this scope would require policy to go back through the regular policy process. It could have limited scope approval and then be recommended for additional limited scope review.

546. Student Consumer Complaints (temporary emergency). VP Makin explained this policy is to comply with state administrative code in providing information to students on how to file complaints for fraud, false advertising or other deceptive practices through the Utah Division of Consumer Protection. Policy must be in place by July 1 and posted on the web site, so is here as a temporary emergency policy and will then go through the regular policy approval process.

Trustee Blair motioned for approval of the following policies. Trustee Andrews seconded. Voting was unanimous.

202. Payroll (change of wording in Section 5.2--replace the word unearned with *overpaid*)

351. Annual Compensation and Benefits Plan

204. Appropriateness of Expenditures (limited scope)

241. University Procurement

242. Solicitation and Award of Procurement Contracts

243. Small Purchases

244. Requisition Preparation and Processing

245. Receipt of Commodities

246. Surplus Property

421. Property and Equipment (limited scope)

631. Student Evaluations of Faculty and Courses (change in 1.0, second sentence , information *is*, rather than *are*)

637. Faculty Tenure (added word *track* after tenure in V.C.1.)

546. Student Consumer Complaints (temporary emergency)

Deletion of Policy 203. Purchasing

II. CONSENT CALENDAR

A. Minutes of March 28, 2013 Board Meeting and May 9, 2013 Retreat

B. Human Resources Report for February, March and April 2013

C. Investment Report for February, March and April 2013

Trustee Acerson motioned for approval of Consent Calendar. Trustee Blair seconded. Voting was unanimous.

III. INFORMATION

A. Campus Report. President Holland said we have recently had a series of positive retreats with Trustees, Cabinet and executive leadership where we reflected on the previous four years and where it takes us for the next four years, which has been a point of reflection for him. Leadership changes were made: Ian Wilson, Senior Vice President for Academic Affairs; Michelle Taylor, Vice President for Student Affairs; Linda Makin, Vice President for Budget, Planning and Human Resources; and addition of Athletics to Val Peterson's portfolio. The next four years will include the 75th celebration of the university. President Holland said he appreciates the extraordinary team of the Trustees and Cabinet and has appreciated working with them these past four years. He has learned much from each of them and is excited and optimistic for the next four years with a clear sense of what needs to be done. He thanked the Trustees for all they do for him and the institution.

B. Foundation Report. Vice President Archambault presented the Foundation Report. Based on results through the end of March and compared to last year, we have already received an all-time record of 4,238 pledges, stock gifts and cash gifts—an increase in number of 23% over last year. They anticipated a 15% increase in total value to \$4.5 million for the year. Last year annual giving increased, particularly the first Student to Student Annual Gift drive which resulted in 706 gifts from current students totaling more than \$11,000, with \$7500 from graduating seniors. The top national benchmarking organization, CASE, has named UVU's fundraising program the most improved in the nation among public liberal arts institutions, out of 1,000 institutions considered in 25 categories. This is a result of time, stability and good best practices, along with clear vision and university status. Contributions from Alumni still remain modest, with most gifts from "friends" of the university, and most growth in the first quarter from stock gifts.

C. University Indicators--Mission, Core Themes and Administrative Imperatives. VP Makin said we have identified indicators for each objective, and have gone through a self-evaluation process conducted by the University Planning Advisory Committee. They assessed the level of accomplishment and the overall correlation to student success. A rubric has been developed for self-evaluation of each objective. All information is listed in individual tabs on the UVU web site at <http://www.uvu.edu/iri/indicators>. She reviewed several core themes and objectives: a) Student Success Objective I. We have improved student retention, but have not reached our goal, and this will remain a continued focus. Graduation rates are somewhat improved as we continue to graduate more students each year, but also needs improvement. B) Operate Effectively, Objective Two. We have strategically allocated resources to achieve institutional objectives utilizing a collaborative decision making process. Employees have a strong sense of shared governance. Next steps will be to continue to identify areas of strength and weakness for informed planning that will be used for quality improvement initiatives. Self-evaluation will be repeated regularly and will be part of regular accreditation process. Suggestion was made to print web site on the brochure.

Trustee Acerson motioned to hold an Executive Session under the provisions of the Open and Public Meeting Act to discuss personnel issues. Trustee Andrews seconded. Voting was unanimous.

Trustee Lund motioned to move out of closed session. Trustee Acerson seconded. Voting was unanimous.

Trustee Acerson motioned to adjourn. Trustee Blair seconded. Meeting adjourned at 9:31 p.m.