

**DIXIE STATE UNIVERSITY
MINUTES OF THE BOARD OF TRUSTEES MEETING
ZION ROOM, HOLLAND CENTENNIAL COMMONS
February 1, 2019**

8:00 a.m. – General Session (Trustees)
8:01 a.m. – Executive Session (Trustees)
9:00 a.m. – General Session (All Meeting Attendees)
12:00 p.m. – Luncheon (All Meeting Attendees), Zion Room
1:00 pm – Tour of Human Performance Center (Trustees)

BOARD MEMBERS PRESENT:

Lindsay Atwood
Julie Beck, Vice Chair
David Clark, Chair
Colleen Kvetko
Jon Pike
Kelli Prince
Gail Smith
Cajun Syrett
Tiffany Wilson

ALSO PRESENT:

President Richard B. Williams
Ken Beazer, Director of Development
Dr. Eliezer Bermudez, Dean of the College of Health Sciences
Theresa Bondad, Assistant to the President
Dr. Jason Boothe, Executive Director of Athletics
Sylvia Bradshaw, President Elect of the Staff Association
Andrea Brown, Director of Institutional Research
Dr. Pamela Cantrell, Director of Graduate Studies
Megan Church, Events and Promotions Specialist
Cindy Cole, Associate General Counsel/Title IX Coordinator
Darlene Dilley, Assistant Vice President for Enrollment Management
Susan Ertel, Associate Professor of English/Policy Steering Committee Co-Chair
Donald Fischer, Instructor of Marketing
Dr. Peter Gitau, Vice President of Student Affairs
Dr. Kristy Grayson, Assistant Professor of Marketing
Jyl Hall, Director of Public Relations and Marketing
Dr. Nancy Hauck, Associate Provost of Community and Global Engagement
Dr. Jeffrey Hoyt, Asst. Vice President for Student Success and Co-Curricular Assessment
Dr. Jeffrey Jarvis, Dean of the College of the Arts
Gary Koeven, Chief Information Officer
Dr. Michael Lacourse, Provost and Vice President of Academic Affairs
Dr. Michelle McDermott, President of the Faculty Senate
Dr. Eric Pedersen, Dean of the College of Science and Technology
Kelly Peterson-Fairchild, Dean of the Library and Learning Services
Dr. Mike Peterson, Interim Chair, English Department
Travis Rosenberg, Executive Director of Human Resources
Dr. Brenda Sabey, Dean of the College of Education
Stacy Schmidt, Public Relations/Publications Coordinator
Kevin Simmons, Director of Concurrent Enrollment
Dr. Laura Snelson, Director of Assessment
Scott Talbot, Assistant Vice President, Administrative Services Special Projects
Ali Threet, President Elect of the Staff Association
Dr. Samuel Tobler, President Elect of the Faculty Senate
Dr. Tasha Toy, Asst. Vice President for Campus Diversity/CDO/Director of MIC
Dr. Kyle Wells, Dean of the School of Business and Communication
Courtney White, Chief of Staff

GENERAL SESSION

At 8:00 a.m., David L. Clark, Chair of the Dixie State University (DSU) Board of Trustees, welcomed attendees to the meeting. At 8:01 a.m., he called for a motion to move into Executive Session for discussing personnel and/or real estate issues. Motion by Cajun Syrett; duly seconded by Julie Beck, to move into Executive Session for discussing personnel and/or real estate issues. Action: Approved unanimously, by a show of hands.

EXECUTIVE SESSION

At 9:35 a.m., Chair Clark called for a motion to adjourn the Executive Session. Motion by Gail Smith; duly seconded by Lindsay Atwood. Action: Approved unanimously, by a show of hands.

GENERAL SESSION

At 9:43 a.m., Chair Clark again welcomed attendees including the following individual who is new to his position:

- **Paul Peterson, Head Football Coach**

PRESIDENT'S REPORT

President Williams reported that the Legislative Session has begun and a successful Dixie Day at the Capitol was held on January 28. DSU will present its building project funding requests to the Legislature on February 8. The inaugural annual academic report will be distributed this April. The EAB Navigate platform was selected to support student success through advisement and analytics. The Trustees are invited to attend the strategic plan report-out on April 23 where goal and strategy leaders will share the work accomplished this year. The all hands on deck enrollment campaign is on course. Applications and admission numbers are trending positively. DSU was ranked #12 in the country for the lowest student loan debt by Go Banking Rates. University Marketing and Communication (UMAC) recently earned an AVA Digital Award and will roll out the new Raging Red music video in March.

REPORTS

DSU Student Association (DSUSA)

Trustee Syrett, President of DSUSA, reported on various projects and initiatives of student leadership including Invite and Unite, the student fee allocation committee, academics, clubs and organizations, and student life. In addition, President Syrett reported on the increased number of community partners for service projects and events and the service hour awards for student organizations. The first international alternative spring break will be in Belize this year where DSU students will serve the needy. The softball stadium donation has allowed for the start of the design process.

Faculty Senate

Dr. Samuel Tobler reported that the faculty senators are reporting concerns and questions to the Faculty Senate monthly. Subgroups of faculty senators have been formed and tasked with defining and describing professionalism, academic freedom, and shared governance. Academic policies are being revised and updated along with the Workload, Evaluation, and Compensation (WEC) Policies. Dr. Michelle McDermott reported that the Faculty of the Semester Award will be given for the first time this spring. Faculty are being honored with Mini Trailblazer Awards.

Staff Association

Ali Threet reported that there was attendance was high at the Staff Association breakfast with the President and she received good feedback about President Williams' presentation. Involvement in events across divisions is increasing. Awards were given to staff members including the awards for Staff Members of the Fall Semester, Brooks Burr and Randy Hunt.

The part-time staff member scholarship was also awarded. Faculty, staff, and Trustees are invited to participate in the step challenge that will begin in March.

PRESENTATIONS

Digital and Extended Learning

Ryan Hobbs gave a presentation on digital and extended learning which includes courses on campus, online, and for continuing education.

Retention Grant Recipient Presentations

The Atwood Retention Grant recipients gave presentations on the implementation of the following projects:

- Improving Retention through Open Educational Resources (OER) (Ryan Hobbs)
- Supplemental Tutoring Program (Robert Gray)
- Making Connections: FYE Student Success (Dr. Erin Ortiz)
- Concurrent Enrollment Targeted Active Learning Campus Engagement Experiences - "Active learning. Active life Fridays" (Darlene Dilley and Kevin Simmons)

The four retention grants totaled \$270,000. Periodic updates will be provided to the University and the Trustees.

BOARD OF TRUSTEES COMMITTEE REPORTS

Chair Clark requested reports for the following Board of Trustees Committees:

Executive Committee

Committee Chair David Clark, with Committee Members Julie Beck and Gail Smith. Chair Clark reported that the committee met and discussed general affairs. The committee has nothing to report.

Academic Committee

Committee Chair Julie Beck, with Committee Members Larry Bergeson, and Kelli Prince. Vice Chair Beck reported that the committee has met regarding the various academic proposals and thanked all those who worked on them. They review each proposal carefully to see how they fit into the strategic plan and University mission.

Audit Committee

Committee Chair David Clark, with Committee Members Colleen Kvetko and Kelli Prince. Chair Clark reported that the committee has met with the State Auditor after the annual audit. The auditors gave positive comments. There were no findings for the other four audits.

Finance/Investment Committee

Committee Chair Colleen Kvetko, with Committee Members David Clark and Julie Beck. Chair Kvetko reported that the investment portfolio was reviewed and will be restructured for a higher return. RFPs were sent out for all of DSU's banking services.

Government Affairs Committee

Committee Chair Jon Pike and Committee Members David Clark and Julie Beck. Chair Pike reported that DSU is in good position with our requests and that he will be at the Capitol weekly. Chair Clark reported that Dixie Day at the Capitol was a success.

Honoree Selection Committee

Committee Chair Tiffany Wilson with Committee Members David Clark, Julie Beck, and Cajun Syrett. Chair Wilson reported that the committee has selected Ralph Atkin and Terri Kane to receive honorary doctorates at Commencement 2019. The Commencement speaker has also been chosen and will be announced shortly.

Policy Committee

Committee Chair Larry Bergeson with Committee Members Kelli Prince and Gail Smith. Kelli Prince stated that the committee has nothing to report at this time.

Dixie Technical College Board Liaison

Trustee Pike reported that the programs are doing well and DTC is already in need of more space. DTC is developing a strategic plan and DSU leadership is participating in the process.

National Advisory Council (NAC) Representatives

Committee Chair Gail Smith with Committee Members Colleen Kvetko and Tiffany Wilson.

Chair Smith stated that the committee has nothing to report.

ACTION ITEMS

APPROVAL OF MINUTES

Chair Clark called for a motion to approve the minutes of the November 30, 2018, Board of Trustees meeting. Motion by Cajun Syrett; duly seconded by Kelli Prince, to approve the minutes of the Board of Trustees meeting held on November 30, 2018, as presented. Action: Approved unanimously.

UNIVERSITY ADVANCEMENT

Ken Beazer presented the donation report. Motion by Jon Pike; duly seconded by Tiffany Wilson. Action: Approved unanimously.

ADMINISTRATIVE AFFAIRS

Investment Report

Scott Jensen presented the investment report for approval. Motion by Lindsay Atwood; duly seconded by Colleen Kvetko. Action: Approved unanimously.

Financial Statement

Scott Jensen presented the investment report for approval. Motion by Lindsay Atwood; duly seconded by Cajun Syrett. Action: Approved unanimously.

Human Resources

Travis Rosenberg presented for approval the early retirement request from Will Powell, Facilities Project Manager. Motion by Julie Beck; seconded by Jon Pike. Action: Approved unanimously.

POLICIES

Doajo Hicks presented the following policy for approval:

- 152 Records Access and Management (revision). Motion by Lindsay Atwood; duly seconded by Colleen Kvetko. Action: Approved unanimously.

Vice President Paul Morris presented the following policies for approval:

- 204 Budget Process (revision). Motion by Jon Pike; duly seconded by Gail Smith. Action: Approved unanimously.
- 206 Trademarks and Collegiate Licensing (revision). Motion by Kelli Prince; seconded by Tiffany Wilson. Approved unanimously.
- 305 Hiring (revision). Motion by Lindsay Atwood; duly seconded by Colleen Kvetko.
- 307 Interim and Acting Appointments (deletion). This policy was included in 305. Motion by Jon Pike; seconded by Kelli Prince. Approved unanimously.
- 359 Early and Phased Retirement (revision). Motion by Gail Smith; seconded by Tiffany Wilson. Approved unanimously.
- 462 Use of University IT Resources (revision). Motion by Kelli Prince; seconded by Colleen Kvetko. Approved unanimously.

Vice President Gitau presented the following policy for approval:

- 551 Confidentiality of Records (revision). Motion by Cajun Syrett; seconded by Kelli Prince. Approved unanimously.

Provost Lacourse presented the following policies for approval:

- 604 Academic Travel Study Programs (revision). Provost Lacourse requested that the discussion of Policy 604 be postponed until the next scheduled Board of Trustees meeting as another policy on international travel is being reviewed.
- 614 Academic Fees (revision). Motion by Tiffany Wilson; seconded by Kelli Prince. Approved unanimously.

ACADEMIC AFFAIRS

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

Provost Lacourse presented the request for approval of the applications for Intermediate Review/Continued Probationary Status; Rank Advancement; Tenure; Post-Probation Review; and Final Probationary Review.

- Motion by Jon Pike; duly seconded by Colleen Kvetko, to approve the Intermediate Review/Continued Probationary Status, as presented. Action: Approved unanimously.
- Motion by Lindsay Atwood; duly seconded by Jon Pike, to approve the Rank Advancements, as presented. Action: Approved unanimously.
- Motion by Colleen Kvetko; duly seconded by Gail Smith, to approve the Post-Probationary Review, as presented. Action: Approved unanimously.
- Motion by Tiffany Wilson; duly seconded by Lindsay Atwood, to approve the Final Probationary Review, as presented. Action: Approved unanimously.

New Degree Programs

Donald Fischer, Dr. Kristy Grayson, and Dean Wells presented the proposed new BA/BS in Marketing for approval. Motion by Lindsay Atwood; duly seconded by Colleen Kvetko. Action: Approved unanimously. Dr. Travis Ficklin presented the proposal for the new Master of Athletic Training program. Motion by Gail Smith; duly seconded by Lindsay Atwood. Approved unanimously. Dr. Mike Peterson presented the proposal for the new MA Technical Writing and Digital Rhetoric program. Motion by Jon Pike; duly seconded by Tiffany Wilson. Approved unanimously.

New Minor

Dr. Robert Oxley presented the proposed new Minor in Nonprofit Management for approval. Motion by Lindsay Atwood; duly seconded by Colleen Kvetko. Action: Approved unanimously.

New Certificates

Provost Lacourse requested that the Nonprofit Management Certificate proposal be withdrawn. Dr. Oxley stated that the certificate will be embedded in the Nonprofit Management Minor. The proposal for the Nonprofit Management Certificate will be readdressed, if necessary. Dr. Pamela Cantrell presented the proposed new Biotechnology Certificate for approval. Motion by Kelli Prince; duly seconded by Gail Smith. Action: Approved unanimously.

Emphasis Name Change

Provost Lacourse presented the emphasis name change for the BA/BS in Criminal Justice from Digital Forensics to Digital Defense and Security. Motion by Kelli Prince; duly seconded by Jon Pike. Action: Approved unanimously.

Fees

Provost Lacourse presented the proposed reduction of the student fees for 82 computer classes and requested approval. Motion by Cajun Syrett; duly seconded by Julie Beck. Action: Approved unanimously.

CONCLUDING REMARKS

Chair Clark and Vice Chair Beck thanked attendees for their participation in this Board meeting.

MEETING ADJOURNED

Motion to adjourn by Jon Pike. Action: Approved unanimously.
The meeting was adjourned at 12:41 p.m.

LUNCHEON FOR ALL ATTENDEES, ZION ROOM

TOUR FOR TRUSTEES OF HUMAN PERFORMANCE CENTER

NEXT BOARD OF TRUSTEES MEETING – Friday, March 22, 8:00 a.m. – 12:00 p.m., Zion Room

CALENDAR OF UPCOMING MEETINGS AND EVENTS

- Presidential Awards Dinner - Thursday, April 18, 6:00 p.m., Gardner Ballroom
- Board of Trustees Meeting – Friday, April 19, 8:00 – 1:00 p.m., Zion Room
- Strategic Plan Report-Out – Tuesday, April 23, 9:00 am–1:00 p.m., Zion Room
- Commencement - Friday, May 3, Trailblazer Stadium

Minutes Approved: March 22, 2019