

**DIXIE STATE UNIVERSITY
MINUTES OF THE BOARD OF TRUSTEES MEETING
ZION ROOM, HOLLAND CENTENNIAL COMMONS
November 3, 2017**

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. – Board of Trustees Luncheon, Zion Room (All Meeting Attendees)

BOARD MEMBERS PRESENT:

David Clark (Chair)
Lindsay Atwood
Julie Beck
Larry Bergeson
Ezra Hainsworth (DSUSA President)
Jon Pike
Gail Smith
Tiffany Wilson

ALSO PRESENT:

President Richard B. Williams
Christine Arlotti – Executive Assistant for Administrative Affairs
Del Beatty – Dean of Students
Dr. Eliezer Bermudez – Dean of the College of Health Sciences
Theresa Bondad – Assistant to the President
Jason Boothe - Executive Director of Athletics
Sylvia Bradshaw – Director of Sponsored Programs
Andrea Brown – Director of Institutional Research
Dr. Pamela Cantrell – Director of Graduate Studies
Dr. Angela Child – Assistant Professor of Education
Megan Church - Events and Promotions Specialist
Cindy Cole – Associate General Counsel/Title IX Coordinator
Dr. Richard Featherstone – Dean of the College of Humanities and Social Sciences
Bryant Flake – Institutional Budget Director
Dr. Peter Gitau - Vice President of Student Affairs
Jyl Hall - Director of Public Relations/Publications
Doajo Hicks – General Counsel
Dr. Jeffrey Hoyt, Assistant VP for Student Success & 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
Brad Last – Vice President of Development
Frank Lojko – Vice President of Government Affairs
Rae Matalolo – Human Resources Manager
Jonathan Morrell – Co-President of Staff Association
Paul Morris – Vice President of Administrative Affairs
Kelly Peterson-Fairchild, Dean of the Library and Learning Services
Dr. Brenda Sabey – Dean of the College of Education
Dr. Jordon Sharp – Chief Marketing and Communication Officer
Melanie Sponaule – Human Resources Coordinator
Scott Talbot – Assistant Vice President of Business Affairs
Michele Tisdale - Co-President of Staff Association
Henrie Walton - Community, State & Federal Relations
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 everyone to the meeting. At 8:01 am, he called for a motion to move into Executive Session for discussing personnel and/or real estate issues.

MOTION BY TIFFANY WILSON, DULY SECONDED BY GAIL SMITH, TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND/OR REAL ESTATE ISSUES. Action: Approved unanimously, by a show of hands.

EXECUTIVE SESSION

At 9:00 a.m., Chair Clark called for a motion to adjourn the Executive Session.
MOTION BY LARRY BERGESON, DULY SECONDED BY LINDSAY ATWOOD. Action: Approved unanimously, by a show of hands.

GENERAL SESSION

At 9:14 a.m., Chair Clark again welcomed attendees including representatives of the Press.

PRESIDENT'S REPORT

President Williams reported a successful homecoming week with over 25 events. The Health and Counseling Center has seen twice as many faculty and staff as this time last year. The new parking lot where the tennis courts used to be is complete. The McDonald Building has been rededicated after renovations. The Science, Engineering, and Technology building was ranked fifth in the State by the State Building Board. The President of a university (ULADECH) in Peru visited to start the collaboration on several joint ventures. The digital forensics program is recognized by the DoD's Cyber Crime Center as a Center of Academic Excellence in Digital Forensics. There are currently 36 patent applications through the help of Dr. Wayne Provost. Women's and Men's Cross Country are both competing at the NCAA Western Regionals. DSU Magazine is now being distributed through St. George Health and Wellness and the Spectrum distribution channels.

REPORTS

Title IX Report

Cindy Cole reported that the Department of Education's changes to Title IX includes the new interim Q&A guidance for schools, the withdrawal of both the 2011 Dear Colleague Letter on Sexual Violence, and the 2014 Questions and Answers on Title IX Sexual Violence. DSU faculty and staff are required to complete the SafeColleges online training each year. There are other training programs offered to students.

DSU Student Association (DSUSA)

Trustee Hainsworth, President of DSUSA, reported that hundreds of pancakes were served to students at Pancakes with the President. Hope Squad, a program for students helping other students with mental illness that was started on campus last academic year, has been active, as well as the Mirror Project. DSUSA is hoping to get more students QPR trained. DSUSA sponsored twelve of 25 Homecoming events. \$21,000 in revenue was generated by the Halloween dance, Chaos.

Faculty Senate

Dr. Angela Child reported that the Faculty Senate is working to merge Policy 639: Constitution of the Faculty Senate with Policy 640: Bylaws of the Faculty Senate. The Faculty Senate was represented at the Homecoming Parade.

Staff Association

Jonathan Morrell and Michele Tisdale, co-presidents of the Staff Association, reported that there are two new Board members, Rose Hill and Debi Roth-Carrillo. Two hundred dollars was raised through a raffle at the Welcome Back Carnival for the part-time staff scholarship fund. The Staff Association will be hosting Dixie Development Day on May 8, 2018.

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 has no updates to report.

Academic Committee

Committee Chair Julie Beck, with Committee Members Larry Bergeson, and Tiffany Wilson. Trustee Beck reported that there is nothing current to report.

Audit Committee

Committee Chair David Clark, with Committee Members Lindsay Atwood and Russell Feller. Chair Clark reported that the committee has met. There were no findings after recent audits.

Finance/Investment Committee

Committee Chair Christina Durham, with Committee Members David Clark and Lindsay Atwood. Trustee Durham reported that DSU is pleased with its investment management and returns on investments.

Government Affairs Committee

Committee Chair Jon Pike, with Committee Members Lindsay Atwood and Christina Durham. Trustee Pike reported that the Committee has not met but plans to meet soon.

Honoree Selection Committee

Committee Chair Tiffany Larkin with Committee Members David Clark, Julie Beck, Russell Feller and Ezra Hainsworth. Trustee Wilson reported that the committee will be meeting within a week to select honorees and Commencement speakers.

Policy Committee

Committee Chair Larry Bergeson with Committee Members Julie Beck and Gail Smith. Trustee Bergeson reported that the committee has met and is impressed with the policy process and vetting.

Dixie Technical College Board Liaison

Trustee Pike reported that Dixie Applied Technology College (DXATC) is now called Dixie Technical College. Part of the new building is now open and a ribbon-cutting will be held in January 2018.

National Advisory Council (NAC) Representatives

Committee Chair Gail Smith with Committee Members Lindsay Atwood, Christina Durham, and Tiffany Wilson. Trustee Wilson reported that she attended the October 2017 NAC meeting for Trustee Smith who was unable to attend. Trustee Wilson was impressed by the attendees and discussion.

ACTION ITEMS

APPROVAL OF MINUTES

Chair Clark called for a motion to approve the minutes of the September 22, 2017, Board of Trustees Meeting. MOTION BY EZRA HAINSWORTH, DULY SECONDED BY LINDSAY ATWOOD, TO APPROVE THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON SEPTEMBER 22, 2017, AS PRESENTED. Action: Approved unanimously.

POLICIES

▪ Update on Policy Progress

Sylvia Bradshaw reported that policies are being revised and accreditation requirements are being satisfied. Policies are being written regarding graduate programs. The new policy stewards will receive training.

▪ New Policies

- o Policy 701: Graduate Studies (Pam Cantrell). The purpose of this policy is to establish general policies for the administration and operation of graduate study at DSU. MOTION BY JON PIKE, DULY SECONDED BY JULIE BECK. Action: Approved unanimously.
- o Policy 702: Administration and Governance of Graduate Studies Program (Pam Cantrell). This policy defines the administrative structure of the DSU Graduate

- Studies Program. MOTION BY LINDSAY ATWOOD, DULY SECONDED BY LARRY BERGESON. Action: Approved unanimously.
- o Policy 703: Graduate Degree Requirements (Pam Cantrell). This policy defines the general requirements for obtaining a graduate degree at DSU. MOTION BY LARRY BERGESON, DULY SECONDED BY EZRA HAINSWORTH. Action: Approved unanimously.
 - o Policy 704: Graduate Admission (Pam Cantrell). This policy outlines the specific policies for graduate admission. MOTION BY GAIL SMITH, DULY SECONDED BY LINDSAY ATWOOD. Action: Approved unanimously.
 - **Policy Revisions**
 - o Policy 521: Student Placement Exam (Dr. Peter Gitau). This policy provides guidance for exams administered by the Testing Center. MOTION BY EZRA HAINSWORTH, DULY SECONDED BY JON PIKE. Action: Approved unanimously.
 - o Policy 306: Equal Opportunity, Affirmative Action and Veterans' Preference (Rae Matalolo and Melanie Sponaugle). A revision was needed to update the language relating to laws and to bring clarity to the application of this policy. It is requested that Policies 302 and 306 be merged together under Policy 306 due to their connection to the DSU employment and the hiring process. MOTION BY LINDSAY ATWOOD, DULY SECONDED BY LARRY BERGESON. Action: Approved unanimously.
 - **Policy Deletions**
 - o Policy 302: Veterans Preference (Rae Matalolo and Melanie Sponaugle). The deletion of Policy 302 is being requested because Policy 306 incorporates it. MOTION BY JON PIKE, DULY SECONDED BY TIFFANY WILSON. Action: Approved unanimously.
 - o Policy 261 through Policy 288: Development (Vice President Brad Last). Procedural policies were deleted as were those covered by the IRS. New policies for development will be written. MOTION BY LARRY BERGESON, DULY SECONDED BY JON PIKE. Action: Approved unanimously.

ACADEMIC AFFAIRS

Academic Affairs Action Plan (Provost Michael Lacourse)

Provost Lacourse presented the action plan on EAB Academic Performance Solutions (APS). This is a tool to help deans and department chairs to make decisions based on data. From there, processes like student enrollment, faculty workload optimization, and student credit hour cost and resource allocation can be analyzed. With APS, the academic performance of DSU can be compared to other universities of the same type.

ADMINISTRATIVE AFFAIRS

Budget Report

Bryant Flake, Executive Director of Planning and Budget, presented the budget report and reported that the University is on steady financial footing with the general fund and discretionary fund. Paul Morris reported that Auxiliary Services are all self-supporting. MOTION BY JON PIKE, DULY SECONDED BY LARRY BERGESON, TO APPROVE THE BUDGET REPORT AS PRESENTED. Action: Approved unanimously.

Donation Report

Brad Last, Vice President of Advancement, reported that Development Officer John Bowler assumed his new position as the Director of Alumni Relations. The annual fund will be a Development fundraiser and not just an Alumni fundraiser. Pledges have been received for campus buildings. Total donations for the first quarter equaled \$572,501. MOTION BY TIFFANY WILSON, DULY SECONDED BY LINDSAY ATWOOD, TO APPROVE THE DONATION REPORT AS PRESENTED. Action: Approved unanimously.

CONCLUDING REMARKS

Chair Clark thanked attendees for their participation in this meeting.

MEETING ADJOURNED

MOTION TO ADJOURN BY EZRA HAINSWORTH. Action: Approved unanimously.
The meeting was adjourned at 11:58 a.m.

BOARD OF TRUSTEES LUNCHEON IN ZION ROOM

Presentations by Dr. Eliezer Bermudez, Dean of the College of Health Sciences, and Dr. Jeffery Jarvis, Dean of the College of the Arts

NEXT BOARD OF TRUSTEES MEETING – Friday, January 26, 8:00 a.m. – 12:00 p.m., Zion Room

CALENDAR OF UPCOMING MEETINGS AND EVENTS

- Board of Trustees Meeting - Friday, March 2, 8:00 a.m. – 12:00 p.m., Zion Room
- Board of Trustees Meeting - Friday, April 27, 8:00 a.m. – 12:00 p.m., Zion Room
- Board of Regents Meeting - Friday, March 30, Dixie State University
- Trustees Awards Dinner - Thursday, April 26
- Commencement - Friday, May 4