

**MINUTES OF THE DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons
Friday, September 20, 2013
8:30 a.m. – Executive Session
9:30 a.m. – General Session**

BOARD MEMBERS PRESENT:

Steven G. Caplin (Chair)
Jon Pike (Vice Chair)
Julie Beck (Participated by phone)
Elisabeth Bingham
David Clark
Christina Durham
Carlos Morgan (DSUSA President)
Gail Smith

BOARD MEMBERS EXCUSED:

Hal Hiatt (Alumni Association President)
Max Rose

ALSO PRESENT:

President Stephen D. Nadauld
Del Beatty – Dean of Students
Jason Boothe – Athletic Director
Kathleen Briggs – President of the Classified Staff Association
Cheri Capps – Director of Accounting
Robert Carlson – President of the Faculty Senate
Michael Carter – Assistant Attorney General/Legal Counsel
Bill Christensen – Vice President of Academic Services
Carole Grady – Dean of the School of Nursing and Allied Health
Seth Gubler – Director of Campus Housing and Resident Life
Brent Hanson – Dean of the School of Fine Arts
Assunta Hardy – Director of Academic Assessment
Don Hinton – Dean of the School of Humanities
Vic Hockett – Vice President of the DXATC
Jeannine Holt – Former Member of the Board of Trustees
Matthew Jacobson – Opinion Editor for the *Dixie Sun*
Kevin Jenkins – Reporter for *The Spectrum*
Steve Johnson – Director of Public Relations and Publications
Gary Koeven – Chief Information Officer
Marilyn Lamoreaux – Assistant to the President
Brad Last – Vice President of Development
Philip Lee – Interim Dean of the School of Business and Communication
Frank Lojko – Vice President of Student Service and Government Relations
Pamela Montrallos – Executive Director of Human Resources
Paul Morris – Vice President of Administrative Services
David Mortensen – Media Systems Coordinator, IT Support Services
Rick Palmer – Senior Development Officer
Eric Pedersen – Dean of the School of Science and Technology
Ken Richmond – President of the Exempt Staff Association
Sherry Ruesch – Executive Director of Campus Services
Brenda Sabey – Dean of the School of Education and Integrated Studies
Christina Schultz – Vice President of Institutional Advancement
Daphne Selbert – Dean/Director of Library Services
Nate Staheli – President-elect of the Faculty Senate
Scott Talbot – Executive Director of Business Services

I. WELCOME

At 8:30 a.m., Steven G. Caplin, Chair of the Dixie State University (DSU) Board of Trustees, welcomed everyone to the meeting today. Chair Caplin called for a motion to move into Executive Session for the purpose of discussing personnel and/or real estate issues.

MOTION BY ELISABETH BINGHAM, 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.

II. EXECUTIVE SESSION

At 9:33 a.m., Chair Caplin called for a motion to adjourn the Executive Session.

MOTION BY DAVID CLARK, DULY SECONDED BY JON PIKE, TO ADJOURN THE EXECUTIVE SESSION.

Action: Approved unanimously, by a show of hands

III. GENERAL SESSION – WELCOME/INTRODUCTIONS

At 9:41 a.m., Chair Caplin again welcomed everyone. The following introductions were made:

- **Dr. Christina J. Durham, New Member of the Board of Trustees.** Trustee Durham said she appreciates this opportunity to be on the Board and contribute – it is an exciting time. She grew up in Southern California. Her father is from Mexico, born in the U.S. He continues to maintain his Mexican citizenship. Her mother was born and raised in the states and is an educator. Trustee Durham said she came to her education a little backwards. She had her family first and then went back to pursue her dream of becoming a clinical psychologist. She has intermittently taught at Dixie State. She said Vice President Frank Lojko took her on a great tour of campus, and she is amazed at the wonderful changes and progress here in just a few years of her absence. She is excited to participate and see the changes yet to come. Chair Caplin said Trustee Durham has also been an adjunct at BYU-Provo, BYU-Hawaii, and at UVU. Chair Caplin said we look forward to serving with Dr. Durham.
- **Carlos Morgan, DSU Student Association President and Member of the Board of Trustees.** Carlos said it is a privilege to be here to represent the students. He loves this opportunity more and more.
- **Dr. Bill Christensen, Executive Vice President and Vice President of Academic Services.** Chair Caplin congratulated Dr. Christensen in this new capacity – he replaces Dr. Donna Dillingham-Evans. Bill said his former position was Dean of the School of Business and Communication, and replacing Bill in that role is **Dr. Philip Lee**, formerly Chair of the Department of Business. We also split the large School of Arts and Humanities into two parts – The School of Fine Arts with **Dr. Don Hinton** as dean, and the School of Humanities with **Dr. Brent Hanson** as Dean. **Dr. Victor Hasfurth** was replaced by **Dr. Eric Pederson** as Dean of the School of Science and Technology. Bill said we will have more changes ahead, with some retirements announced: **Dr. Carole Grady**, Dean of Health Sciences, and **Daphne Selbert**, Dean of Library Services, have both announced their retirements at the end of this academic year. Chair Caplin said the Board may not be inclined to accept those retirement requests.
- **Dr. Assunta Hardy, Director of Academic Assessment.** President asked Dr. Hardy to stand. She is director of our assessment efforts, a major concern regarding accreditation.
- Chair Caplin also welcomed press representatives Kevin Jenkins, reporter for *The Spectrum*, and Matthew Jacobsen, Opinion Editor for the *Dixie Sun*.

IV. SWEARING IN OF NEW TRUSTEES

Chair Caplin invited Dr. Christina Durham and Carlos Morgan to stand, raise their right hands, and repeat after him the swearing in oath: *"I, (state name), having been appointed to the office of Trustee of Dixie State University, do solemnly swear that I will support, obey and defend the Constitution of the United States and*

the Constitution of the State of Utah, and that I will discharge the duties of my office, for the term of my service as a Trustee of Dixie State University, with fidelity.” Dr. Durham and Carlos Morgan both said yes.

V. PRESIDENT’S REPORT (President Stephen D. Nadauld)

- **The Office of Ombuds – Mission, Charter, Contacts, Resources.** President Nadauld said we have established the Office of Ombuds, which will provide assistance in resolving conflicts. Their services will be available to all members of the DSU community. Katie Armstrong, Dr. Ami Comeford, and Will Craver are the appointed ombuds, with Dr. Kristine Olson as their advisor, and they will begin their service formally on October 1, 2013. They have been assigned an ombuds office. We hope the ombuds will be very helpful in providing a climate of fairness and appreciation for all of our employees and students. He encouraged everyone to read about each ombud, and to read the ombuds charter, both found behind Tab 2. They had training in Phoenix for three days, and they are ready to do the work. Vice Chair Jon Pike said those three people are three fantastic choices. President said thank you; they will appreciate knowing that. They are accessible, and known and appreciated for their even temperedness and fairness.
- **Draft of the Tobacco-Free Campus Policy.** President Nadauld said this policy is going through the normal process that policies go through. Some issues have been raised and he suspects there will be some modifications. Some of the Trustees are meeting with the Faculty Senate Executive Committee today at 2:00 p.m. to discuss this. The students have done an excellent job over the past three years to bring this forward.
- **USHE Budget Request.** President Nadauld referred to the combined budget for all USHE institutions, which was approved at the last Board of Regents meeting. The first priority is compensation, and the system agreed for a 3% performance-based compensation (the request was for \$20 million), and the second is 9.5% for health and dental (\$9 million). The legislature will discuss the entire budget, so we shouldn’t count on these requests. Mission-based funding, equity of \$65 million, etc. – this is a category in which we participate fairly well. Regarding state initiative number 3, \$2.5 million is our request for the balance of the \$4 million we asked for last year for university funding. We have received \$1.5 million of the \$4 million. We hope that by having this on the budget it gives our representatives a chance to go to bat for us in the political process.
- **Enrollment.** President Nadauld mentioned the missionary age change and how that would affect our enrollment. We have not nailed down the third week enrollment numbers, but a few things have happened. We have fewer freshmen because of the missionary age change, but we have more upper-division students this year (the most ever), plus a major increase in out-of-state students and a major bump in international and minority students. The diversity is quite clear on our campus; there is a flavor and fabric that is most representative of universities across the country. President commended Vice President Frank Lojko and his group in Student Services for the great job they have done. So with the increases in the sub groups, the overall impact is that our enrollment will be off somewhere in the 4-5% range. We put in place a budget that is consistent with that decline in enrollment and allows us to continue our university initiatives without any deduction in our faculty and staff, and adding more faculty and staff in some areas. There will be no budget repercussions from the enrollment decline.
- **Accreditation.** We have had an issue with our accreditation. President said Bill will speak to that. President and Bill traveled to Seattle on Wednesday, and it turned out to be a very productive meeting. Chair Caplin thanked President Nadauld for his presentation.

VI. ACTION ITEMS

Approval of Minutes

Chair Caplin called for a motion to approve the minutes of the last Board of Trustees meeting.

MOTION BY ELISABETH BINGHAM, DULY SECONDED BY JON PIKE, TO APPROVE THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY, APRIL 29, 2013, AS PRESENTED.

Action: Approved unanimously.

ADMINISTRATIVE SERVICES

Investment Report

Scott Talbot, Executive Director of Business Services, and Cheri Capps, Director of Accounting, presented this report. Cheri said her first day working at Dixie State was last year at this meeting. It has been one year and it is really a pleasure to work at this wonderful institution. Scott referred everyone to the bottom of the page; the last line shows some recovery in this area. We are on the positive side. Scott said the first report is graphic, and the other reports are behind it. Trustee David Clark said it is nice to see positive numbers again. He is curious about the strategy we have – is this long-term? Is there a benefit of consolidation of any of these funds? Scott said most of our funds are invested with the University of Utah and it is a very long look (10 years and beyond). We work with Soltis, and they are doing a very good job. They are one of the largest small firms in the nation. They are in the 6% range. Trustee Clark asked if there is coordination for tech, for example. Scott said there is an attempt to have a very diverse portfolio so we can be as close to positive as we can be. There is a 10% position with the UofU in alternative investments. President asked Scott and Paul to put together an analysis of what Trustee Clark is talking about. Chair Caplin asked Scott to fulfill the President's request prior to the next Board meeting. Scott said it is the plan to have the UofU Investment Committee come to DSU and meet with the Trustee Audit Committee. President commented on the Utah State PTIF piece. There is a draw schedule that we have as we draw our money from the state. They send us money, but we pay our bills on a different time table. There is something called "float," which is the difference between the money we receive and the money we spend. We are required by law to invest in the PTIF, and the return is very low because it is all invested in short-term (90-day) loans. Chair Caplin entertained a motion to accept the investment report.

MOTION BY JON PIKE, DULY SECONDED BY CARLOS MORGAN, TO APPROVE THE INVESTMENT REPORT FOR JULY 1, 2102 TO JUNE 30, 2013, AS PRESENTED.

Action: Approved unanimously.

Budget Report

Paul Morris, Vice President of Administrative Services, came to the table with Scott to talk about the budget.

- Scott Talbot referred to the Budget Reports as of June 30, 2013. We haven't shown this in the past, but this is how the year ended last year. The budget last year was \$47 million. As we look at fee collections, with our legislative dedicated credit amount we collected 107% of anticipated, which was good. Regarding budgeted expenditures, from a budget point of view we spent 97%, with 3% left over. The second page shows the detail of revenues. We are a conservative campus and tuition is coming in strong. President said we've spent 97% of our budgeted amounts; some institutions have a "use it or lose it" mentality, but our philosophy has been to carry over budgets for the next year – to save up for capital equipment, etc. People do a really good job and save up to have extra for the next year. If budgets are overspent, they have to take that amount out of the next year's budget. This encourages people to be better budgeters. He has been so pleased with our budget discipline while he's been here.
- Scott said the next report is the budget report as of September 15, 2013. Typically, we don't show this report this early, but we were interested in seeing how tuition was coming in. The first section shows the source of revenues. The total budget is now \$50 million (the first time we have gone into this higher range). The carry-overs from last year to this year are almost identical to the prior year. As we look at the fee collection area, we are at 52% at this time. We are not as high as other years (attributable to the 5% enrollment decline), but we are still in very good territory. We have only spent 19% of budgeted expenses. Adjunct faculty charges still have not hit, so when those come in the two percentages will be pretty close together. The second page shows the details behind page one.
- Paul said the budget is in excellent shape. We have added nearly \$4 million to the budget this year; \$2.9 million came from the legislature in state appropriations; USHE schools received 6%, DSU received 13.2%. It was a fantastic year. Thank you to President and Frank. In addition to the \$2.9 million, we received about \$12.1 million in tuition. We want to make sure the growth is sustained. It has been, but we've been conservative and that has been good.
- On the expenditure side, it is not a given through USHE that we have had a reserve. Many schools have had to cut. We are solid pragmatically. With the \$4 million, we allotted a 1% compensation increase for employees, and \$1 million in equity adjustments (we are trying to hit a 90% benchmark for faculty and

staff). The 9% PEHP increase has been funded, so our employees did not bear any insurance increases. We have either added or budgeted to add nine faculty positions. We are still trying to catch up with our enrollment growth. We've added an assessment director, and are shoring up the budget. We have added resources for teaching and learning, and are in the process of adding critical positions. We are adding the first institutional budget director (which Scott has been doing), and a risk manager to run state-of-the-art utilities (which the Purchasing Director has been doing), academic advisors, classroom technical coordinators, initiatives for students, math and English sequence accelerators, a first-year advising program, etc. Dixie State has done a lot on a little for many years; we are finally catching up.

- President feels very good about this. Regarding Last year's budget, we received more and spent more than before. We put money into professional development, one-time needs in departments, \$300,000 for completion of the Snow Math and Science, a new floor in the Burns Arena, new bleachers in the SAC, etc. Chair Caplin asked if we anticipate the same sort of budget surplus for the upcoming academic year. Paul said he thinks we'll have a solid year, and he feels good about this year. President said we anticipate some enrollment decline in the spring due to the missionary age change.
- President said we are very fortunate to have Paul on our administrative team. He worked for some years for SUU, and five years at the Commissioner's Office overseeing the budgets of all institutions. So when he says we're solid and in good shape, he knows whereof he speaks. Paul has fulfilled every assignment and provided top notch help – and President sleeps better at night.
- Chair Caplin said thank you. He congratulated DSU on being conservative in expenditures; that is not easy to do for any institution. He said this begins with our *Ph.D. in Finance University President*, and continues down into the departments. He congratulated everyone. Chair Caplin entertained a motion.

MOTION BY DAVID CLARK, DULY SECONDED BY CHRISTINA DURHAM, TO APPROVE THE BUDGET REPORT YEAR TO DATE AS OF JUNE 30, 2013, AS PRESENTED.

Action: Approved unanimously.

HUMAN RESOURCES

Policy 4-37: Athletic Staffing

Pam Montralro, Executive Director of Human Resources, thanked Jason Boothe for assisting in presenting this policy, and asked him to comment at any time. She went over the major changes – the first paragraph on the second page is new. The other major change is on the third page in Section F and the subsections. She Said we defined the annual year for each sport. Most employees in athletics are at will, but we needed to recognize that their year may be different than our fiscal year. The rest of the changes are to comply with NCAA requirements.

MOTION BY ELISABETH BINGHAM, DULY SECONDED BY GAIL SMITH, TO APPROVE CHANGES TO POLICY 4-37: ATHLETIC STAFF, AS PRESENTED.

Action: Approved unanimously.

President said one of the things that has happened with our growth over the past few years is that our Human Resources people have been heavily involved in hiring and orienting new staff, and have not been able to address all the policies. We have now identified a policy person, an individual who is dedicated to rewriting and revising policies, and you will see the results of that in our future meetings. Chair Caplin said preventative policies prevent subsequent problems.

VII. BOARD OF TRUSTEES COMMITTEE REPORTS

Chair Caplin asked for reports from the following Trustees Committees:

Audit Committee. Committee Chair David Clark, with committee members Hal Hiatt, Max Rose, and Scott Talbot. Trustee Clark said our auditor has been very busy and diligent; we have a lot of good hires. We have four different audits: Bookstore, CMI, President's Travel, and the Motor Pool. Those audits have resulted in some very positive outcomes, such as improvement in how cash is handled on campus, maintenance schedules on vehicles, inventories on equipment . . . so many positive things! He appreciates the work of the auditor and the audit committee. Thank you for your leadership, Chair Caplin said.

Finance/Investment Committee. Committee Chair Steve Caplin, with committee members David Clark, Jon Pike, and Scott Talbot. Vice Chair Pike reported that they haven't met recently, but did previously approve the investment report and appreciate Scott and Cheri. We will meet soon with the UofU.

Government Affairs Committee. Committee Chair Jon Pike, with committee members David Clark, Christina Durham, and Hal Hiatt. Vice Chair Pike said we have always had good representation from our government officials and legislators. Several were at the DOCUTAH events. He said, "We are ready, Frank, to do anything you'd like us to do."

Academic Programs Committee. Committee Chair Elisabeth Bingham, and committee members Julie Beck, Christina Durham, Carlos Morgan, Max Rose, and Gail Smith. Trustee Bingham said yesterday the Business School had their forum. Her husband spoke on business entrepreneurship and the kids brought out some great points. When we get developments like this with the ATC, it means so much with the community. She is really excited about the DXATC. She said she and her committee are looking forward to meeting with Bill and having Chris and Carlos on the committee. They had a brief meeting a couple of weeks ago; someone in the community had a great idea about science classes. She's had a lot of requests for engineering. Thank you, Chair Caplin said.

DXATC Board Liaison. Vice Chair Jon Pike said he attended the DXATC Board meeting on Wednesday. He and Vic Hockett, DXATC Vice President, had the opportunity just last week in Salt Lake City to visit the Davis ATC. Wow – it has 360,000 square feet of space, and incredible partnerships with community leaders and donors and most importantly with businesses. It helped Trustee Pike catch the vision of what Kelle Stephens, DXATC President, and her team are trying to do. They have requested \$30 million to build a new campus at the old airport, and they will soon have 30 acres up there. They already have a lease arrangement and are remodeling the terminal building. They are doing amazing things. Seeing another campus gave him a new vision for what we could be here if they expand their programs and articulate with DSU. As we look at all of our education – K-12, DXATC, DSU – we have a lot but can do a lot more regarding education and economic development for this county. We are in good shape in every way.

NAC Representative. Gail Smith is the official NAC representative, but Elisabeth Bingham and Steve Caplin also attend NAC meetings. The next NAC meeting is being held on October 24th.

Chair Caplin said we are being joined by Trustee Julie Beck by phone. Trustee Rose is on a research trip at Harvard University this week, and Hal Hiatt is home sick. Trustee Rose has been invited to sit on the Audit Committee, and Trustee Clark has been asked to sit on the Investment and Finance Committee, but he will continue to lead the Audit Committee. New Trustee Christina Durham has been asked to serve on the Government Affairs Committee and the Academic Programs Committee, and Carlos Morgan has been invited to join the Academic Programs Committee.

Break: 10:44 to 10:53 a.m.

Chair Caplin said Trustee Smith just left; she is not feeling well. Chair Caplin also said that the Utah System of Higher Ed is asking for recordings of our meetings, so he asked the Trustees to please speak directly into the microphones (the recording is done directly through the microphones).

VIII. DISCUSSION/INFORMATION ITEMS

ACADEMIC SERVICES

Accreditation Update

Dr. Bill Christensen said Trustee Max Rose is back teaching for us and we are so happy to have him back. Bill thanked his support staff when it comes to accreditation. Dr. Debra Bryant is the main writer and disseminator of information, and Dr. Assunta Hardy is a great addition as the Assessment Director. Assessment is becoming such a core part of what we need to do for accreditation. Andrea Brown is doing a great job in supervising information, and Sheila Bastian is very valuable, as well. Wednesday we met with Dr. Sandra Elman and Dr. Pam Goad. They had misunderstood our previous report. They asked for academic plans and we reported a number of degrees that were somewhat aspirational, and they interpreted that as things we had done without their approval. We smoothed that out, and they accelerated the approval of our finance degree, which we were grateful about. A lot of the issues are about their substantive change

policy. Previously if we had Board of Trustees approval, we were okay to go ahead. But now we (and all the other institutions NWCCU oversee) have to get approval from NWCCU on every proposal. The Department of Education is micromanaging and asking very specific questions, and if they don't have the answers the Department of Education gets upset. They are driven by federal requirements. Drs. Elman and Goad are visiting USHE on Monday, and Bill will be at that meeting along with reps from every USHE institution. We are hoping they might be able to outsource a lot of the approvals – it makes sense to do that since we're already almost doing it.

General Update

- Bill expressed support and excitement for the Budget Director position. Bill is new in this position, and it will be very nice to get a better understanding of the financial budget issues.
- Bill said Academics enjoys a productive relationship with Administrative Services and Student Services. We see very positive things going forward. One project we're working on is to improve our class scheduling. In looking at fall, there are huge shifts in enrollment and shifting in which courses are offered and when. Advisement is very important, so we are going to tap into that information source, especially for fall next year to do a better job in having sections available.
- We started an important initiative – Teaching and Learning – which applies to how we deal with technology. We hear a lot about technology encroaching on education. He feels that we have a great opportunity to increase the use of technology, but he wants it to be with a balanced approach. Face to face experiences are always richer than online experiences. At a recent Chief Academics Officers (CAO) meeting there was a presentation on this, and online courses are less effective than face to face, but hybrid courses are more effective than either. So we are focusing on hybrid or flipped (use face time to provide enriching experiences, coupled with online). Our teaching and learning initiative has three objectives: 1) Increase technology in teaching and learning, 2) provide more training opportunities for faculty, including adjunct, to improve tools in experiential teaching that are ripe for innovation, and 3) help us maintain the balance between the two things – so we don't give up our core competency by putting things online. We want to have a balanced approach. He has received a lot of positive emails about this.
- Bill met with Kelle Stephens and Jill Elliss; we have some shared vision and a very cooperative relationship, and we are looking at ways to use our resources and target our teaching in ways that increase economic development, etc. One low-hanging fruit is in the area of computer sciences. Eric Pederson, Dean of Science and Technology, is a great entrepreneur and he will do some great, innovative things to grow that area. There are long lists of unfilled positions.

DSU Library 2013 Annual Report – Executive Summary

Bill said Daphne Selbert, Dean/Director of the DSU Library, put together this wonderful library summary behind Tab 5. Daphne has always been a conscientious support. In the portal, there are 2½ times more off campus visits to access library information than on campus. Electronic access is way up, and the searches have increased greatly. Early in November, Sharon Weiner from Purdue University will come to give us some advice on how to improve students' research skills and access. At the bottom of the second page, there is a description of Discover Layer, which will make research even easier. Gone are those good old days spending hours in the library pulling books off the shelves. This is much faster and more efficient. Chair Caplin said thank you, Vice President Christensen. And thank you, Daphne, for the library report.

ADMINISTRATIVE SERVICES

State Funded Capital Development Project Request – Fiscal Year 2014-2015

Paul Morris, Vice President of Administrative Services, and Sherry Ruesch, Executive Director of Campus Services, talked about the state building request.

- As Paul has walked around campus to sum up what we have and what we don't have, one real need is for a physical education, student wellness/recreation building. We have some buildings that serve some of this need, but we are looking at a multi-story, multi-purpose building. Financially, we estimate the cost at \$27 million dollars. Lately, the state has been more interested in STEM-type buildings.
- To get this building approved through the process it needs to have multiple sources of funding. We're asking the state to fund \$13.5 million. Then Paul spoke with Carlos for student help. The students took

a fair look at this. They talked it through and said it would be a real need. The Old Gym was the first building on campus, and here 50-60 years later we need the same thing. The students are willing to support this financially. A \$40 per semester student fee that we can contribute to a bond would take care of about \$13 million, but we would need about \$1.2 million per year on a 20 year amortization. The students are behind this. Along with the construction costs there are O&M costs, which would be about \$572,000 on a building this size. The state and the students will both contribute. Students have been able to save some money, so by the end of this fiscal year students will have saved about \$1.7 million for this project. These are needed facilities – classrooms, multipurpose offices, studios, locker rooms, etc.

- Sherry Ruesch, Executive Director of Campus Services, said there is a picture under Tab 5 in the agenda books. Right now, we feel the best location for this building is next to our existing fitness center so the items such as the pool and lockers in the fitness center can be utilized. We also have parking just east of the proposed location. This could take some pressure off of our north parking lots and bring students more south. We would have to extend our utility tunnel, which has already been included in our planning process. We won't have to reroute voltage. This also shows on our master plan, which has been approved by the Regents.
- Paul said it has been a group process to put this together. The Education Department under Brenda Sabey's leadership has also been directly involved in this project. Our integrated studies areas have been approached by IHC and they have let us know that they have a need for partnering with us to use this. There is student demand – from student athletes, education students, etc.
- Paul said he, Frank and Del went to NAU this summer and saw an amazing 270,000 sq. ft. physical education/wellness building. Ours is fairly conservative compared to this. Theirs had indoor basketball, soccer, indoor track, exercise equipment, indoor storage to serve their outdoor recreation program, advanced studios, an indoor climbing wall, athletics department, and the third and fourth floors of this structure were classrooms. It was a student/state partnership that funded this, so the precedent is there.
- We do a building request in July of each year to the State Building Board and to the Regents. The Regents look at building projects first. We hosted them here 3-4 weeks ago, and we showed them the proposed site, took them through the fitness center (which was packed at the time), and drove by the Student Activities Center (Old Gym). They were impressed with our need.
- Their scoring analysis comes first and they have certain criteria: 1) Need – our project was number one with 50 points. 2) Outside donations – the students' donation doesn't count. 3) Old structures to demolish – we have none. Our building ranked third, but the rankings are very tight. Two or three points is all that separates the projects. Overall, our project came in sixth, which didn't surprise us. We felt good for a first-year request through the Regents.
- On October 9th President will present this request to the Building Board. Then the Building Board will do some priorities. Then it will go to the legislature. Each ranking is important, but at the end of the day the legislature will decide. We will keep pushing for this – that's the project and the process.
- President said Paul has done an excellent job of explaining the process, and he commends Paul. We will continue to work on this and to try to get points from the Building Board. He was very pleased where we ended up. Trustee Carlos Morgan said he remembers when he heard the idea of this building and the Student Executive Council did take time to consider it. They felt that this was a good initiative to support. Chair Caplin said thank you. President said 25% of new jobs in the economy in southern Utah would require graduates with skills they would get from classes in this new building. There is a strong component to this according to the economic development in this area.
- Chair Caplin asked about the Gardner Center expansion. Paul said this would be in addition to that, not to replace it. We want to keep the Gardner Center vital on campus. Right now, this is the number one priority on this campus. We don't have other facilities to do these things. Sherry said when they did the program with VCBO, many of the issues and items the students wanted were very recreational, so they fit in the new building better than in the Gardner Center. Chair Caplin said thank you for the report. .

2013 Fall Semester Housing Report

Paul Morris thought it would be nice to bring some of our department managers in for this report. He introduced Seth Gubler, Director of Campus Housing and Resident Life. We have several buildings in and around campus. Seth went through the reports. He said he graduated from Dixie with his associate degree, then got his bachelor's degree, then a master's in Nebraska. He was pleased to get a job here. He said Housing is facilities, and Resident Life is creating an experience of living in housing where residents will

continue to be connected in their lives. It includes student involvement, which enhances the sense of community, further enhances the educational mission of Dixie, and establishes a broader tie between the student and the institution. The Student Success Initiative invites students to participate in a process to attend meetings, set up goals, and review progress. We have Resident Assistants and students who participate. RAs ask questions of the students about their experiences. RAs are trying to be proactive in their roles. We have student dormitories; and can host 120 students between these two facilities. We also have family housing – Dixie View and Morgan Apartments. We have 97% occupancy in on campus housing and 91% occupancy off campus. Red Rock Ridge is an outlier in this chart and skews the total. If that were out of the equation the occupancy rate would be higher. The rooms are all private, and occupants have to have cars. President said if you take the 148 out, the occupancy is about 99%. The answer is unequivocally yes, there is room for development in the housing area. Paul said Seth has done a nice job in presenting the details. Chair Caplin said, “Seth, you’re doing a fine job. It is impressive to include student life issues in student housing.” Paul said we try to reach students at all levels.

DEVELOPMENT

General Report

Brad Last, Vice President of Development, said he wanted to thank the members of the Board of Trustees. He said to the Board, “You play an important role in the institution – it is volunteer, and takes a lot of time. We couldn’t do this without you. Thank you for your commitment and concern.”

- Brad said one of the things he has come to appreciate is the hard work of people who have been in this position before – Rudy Iverson, Karl Brooks, Dick Whitehead, Tad Derrick, George Whitehead, Christina Schultz, etc. We really haven’t had a Development Office at Dixie. We are just growing into a university, and he feels one of his responsibilities is to build a Development Office. Right now, we are working with and finding donors to raise money. We need to build a database infrastructure and a reporting infrastructure. There is a lot of institutional knowledge in these previous people. It is hard to match that knowledge base, but at some point there will be people coming into the Development Office who are not from here, so we need to build a nice infrastructure so new people coming in could go to the database. The banner system that we use has capabilities.
- The Athletic Hall of Fame Banquet was held last week and was very nice. We are working with the Athletic Department and a decision was made to name the football field after Sark Arslanian.
- Most conversations about donations are about the proposed Clock Tower. We are moving forward on it.
- We are also trying to work on stewardship, to properly recognize the people who are donating to the institution or making contributions in many ways. We have quite a few endowments, and in some cases the people who started those endowments haven’t been contacted in many years. So he commended Rick Palmer, Debbie Forman, Kalynn Larson, etc., for locating these people.
- On October 24th, the same date as the next National Advisory Council meeting, we will have a ribbon cutting for the eight Memory Gardens on campus. We love and give credit to Cheri Atkin – what a blessing she and Ralph are to the institution! They are well connected and related to many people, and they are very committed to Dixie. We hope you will be able to attend the ribbon cutting. President said if you want the most pleasant experience ever, go up there and sit in the Rebels Forever Memory Garden. It is the classiest place on our campus. He sat there yesterday and was absolutely delighted. Go and experience that. Brad said that points out the importance of symbols. Students will sit in the gardens and study, use wireless, with light in the evenings and electricity to keep computers charged.
- Before the end of the year Brad hopes to announce a significant contribution that hopefully takes us forward. Development takes a long time – estate planning, charitable gifts down the road, etc. – but in the fairly near future we hope to see the institution benefit from steps that were taken 20 years ago.
- Behind Tab 5 are the fiscal donation reports. Please refer to them for information.

Thank you, Brad, Chair Caplin said.

INSTITUTIONAL ADVANCEMENT

DOCUTAH Recap

Christina Schultz, Vice President of Institutional Advancement, said DOCUTAH exceeded our expectations; attendance doubled. People liked having the Eccles as the hub. It was a real pleasure to work with local

media, but we also enhanced northern coverage. Also, *USA Today* highlighted DOCUTAH on September 5. DOCUTAH was also named as one of the 25 coolest film festivals in the world by the international industry trade magazine, *Movie Maker Magazine*. Christina said on Wednesday she received an email from someone in Egypt who had heard about DOCUTAH and is interested in coming in the future. Some highlights:

1. The Tongan Ambassador and the Consulate General of New Zealand came for the premier of a film named *Tongan Ark*. Students and directors from Atenisi University in New Zealand attended the festival and performed after the film. Performances were in the Eccles Concert Hall.
1. Joan Trumpauer Mulholland came for her son's film, *An Ordinary Hero*.
2. Mesquite is onboard as a satellite location for DOCUTAH. We have three more engagements coming up in October and November.
3. Christina mentioned the DOCUTAH award winners.

Fifth Annual Business of Art Seminar – November 8 & 9 in Kanab

Christina said this is a seminar for aspiring artists, held at Kanab Middle School. The keynote speaker is Lynette Fiskey, and Zions Bank will continue their support.

"A Walk with Good Friends" Exhibit at the Sears Gallery

This exhibit features the art of Glen Blakley, Gene Butera, Greg Abbott, and John Lefkow, and runs from September 3 to November 15, 2013.

Celebrity Concert Series (CCS) 2013-14 Season

Christina provided the Celebrity Concert Series brochure, with a list of the CCS programs for the season.

CCS Metropolitan Opera Simulcast Tour Series 2013-2014 Season

Christina said opera is expensive to bring to a campus, so this simulcast tour has been very effective.

School of Fine Arts Productions

The School of Fine Arts productions are starting – there will be two productions next week: "James and the Giant Peach" beginning on Thursday, September 26th and the Dixie State Symphony Orchestra at Pine Valley on Saturday, September 28th.

Congratulations, Christina, Chair Caplin said. He attended six DOCUTAH films and agrees that the Eccles was a great place to hold it.

GENERAL UPDATES

Athletic Services

Jason Boothe, Athletic Director, recapped the events of this past weekend. On Saturday at the Athletic Hall of Fame Banquet, Dave Rose, Linda Huddleston, and Ken Jolly were inducted, as well as the entire 1963 football team. We also named the football field the Sark Arslanian Field at Hansen Stadium.

Classified Staff Association (CSA)

Kathleen Briggs, Classified Staff Association President, said the CSA Executive Board met recently and chose three goals to work on: 1) Showing appreciation and support for our part-time staff. The part-time staff make up over 50% of staff employees on campus, yet sometimes they are overlooked. More than any other group, the part-time staff are trying to obtain college degrees, so in support of the state's initiative of 66% by 2020, we want to encourage that and acknowledge that many of our part-time staff are doing that. 2) They came up with a little award. Hardly a day goes by that she receives an email or call asking how they could apply for the award (the deadline was in July). This will be another focus – trying to find more funding to help part-time employees gain their degrees. 3) Data gathering. She has people coming to say they are not represented. Some want CSA to be run like a union, and some don't want to be in it if it is like a union. Some want parties and some don't want any. Over the past decade things have changed a lot and we have grown. The whole environment has changed. We need to do data gathering and find out how we can best represent the staff. She appreciates so much the support they get; it is very unique in the state. Chair Caplin said that we appreciate your great work. Thank you, Kathleen.

Exempt Staff Association (ESA)

Ken Richmond, Exempt Staff Association President, said ditto to everything Kathleen said. It is going to be a good year for both staff associations and all staff at Dixie State. Ken said this is his first opportunity to be involved. We hope to create more activities for ESA so they can get more involved. We have a Government Affairs Committee that is getting engaged with state government affairs, to provide more opportunities for the DSU ESA. We have had state meetings here, and we will host the State Staff Association meeting in November. Trustee David Clark came and spoke to the group last year. We look forward to having Senator Urquhart and Representative Ipson or both on November 15th. Any Trustees who would like to come on November 15th are welcome. We are moving forward. We have a Policy Committee that is looking at getting a staff policy regarding stipends, and we have a Membership Committee trying to boost our membership. Some think ESA is also a union and don't want to belong, but we are here to support one another and would welcome ideas. Thank you, Ken, Chair Caplin said.

Faculty Senate

Dr. Nate Staheli, Faculty Senate President-elect, said Robert Carlson, Faculty Senate President, had to leave for class. Nate thanked the Board of Trustees for their support, and the trust they place in the Faculty Senate. President Nadauld has been very wonderful working with us. Nate said he and Robert meet with the President monthly. The vice presidents have also been wonderful, and Pam and the Human Resources office have been awesome. There are 189 faculty members on campus who are represented by the Faculty Senate. Nate suggested that we highlight a faculty member in the future at each Board meeting. In Faculty Senate we are currently working on policies and making sure there is a sense of shared governance; President Carlson is very diligent. The Faculty Rights and Responsibilities Policy is being worked on now, and there are other pushes for faculty collegiality. This is a great institution. Thank you, Chair Caplin said. The Trustees Executive Committee will be meeting with the Faculty Senate Executive Committee today at 2:00 p.m.

DSU Student Association

Trustee Carlos Morgan, DSU Student Association President, said he would go through his PowerPoint presentation quickly. The DSUSA has been up to many things. Carlos will report on what has happened over the summer and early this fall.

Summer:

- Internships to plan, prepare, and bond – the Student Executive Council has been involved in internships and have been working to understand the group dynamic.
- ROADS (Registration, Orientation and Dixie State) Program – For a couple of weeks over the summer student government had the opportunity to meet the freshmen at their orientation. It was enjoyable.
- They had a Retreat with the Utah Leadership Academy. All student body officers in the state meet together yearly; this year it was at Dixie and it turned out amazing – one of the best ever. They also had a retreat with training and bonding activities, which was also excellent.

Now:

- Their Executive Council has four initiatives: 1) 10% increase in involvement on campus, 2) Develop a feedback system, 3) Promote interaction between student leaders and the student body, and 4) Create a new tradition.
- We have created the Storm Tracker Newsletter to obtain student feedback and conduct surveys, etc.
- They have had or are planning many events – open mic nights, Foam Dance (attended by 500 students), Freshmen Friday and orientation, Club Rush on the Diagonal, concerts, etc.
- “We Are Dixie” is their theme this year. We are all part of the same community. To create a University Town, they planned a business expo at Freshman Friday where local businesses came; we offered them “We are Dixie” signs to put in their businesses and asked them to offer discounts to students. Vice Chair Pike asked Carlos if he had talked to the Chamber of Commerce. Del Beatty said we're going to be on the City Council agenda, and the Chamber would like to help too. We'll present to clubs, civic groups, Rotary Exchange, etc.
- The theme for Homecoming this year is “A Brand New U” – for our first full year as a university!
- They have created a new tradition – a drive-in movie up on airport hill. It will be free to the community, and they will serve free popcorn, etc. They are working on the details.

Future:

- Next week is Political Involvement week.

- There will be a student initiatives contest.
- We are working on the Tobacco-free Campus Initiative, and leadership initiatives.
- We will hold a concert, but it will be clean and accessible to high school students.
- We are in rapid expansion mode with our clubs.
- “Speak Up Bubble” is an initiative from the Utah Student Association to encourage student involvement.

Thank you, Carlos, Chair Caplin said. Vice Chair Pike said to let us know how we can help. Del said we’re starting out with his Rotary Club; we are on the schedule to meet with the Chamber of Commerce, and we are going to the City Council to ask if they will waive the fee for the drive in. Chair Caplin suggested going to the County Commission also.

Student Services

Frank Lojko, Vice President of Student Services and Government Relations, said that today a lot of things have focused around retention, and he also wanted to talk briefly about it. Today we have more transfer students and upper-division students than ever. Over 50% of transfer students have a GPA over 3.0. There are a lot of reasons why students don’t stay, but we desegregated data and did a new student program:

- We have three advisors working with those programs.
- We’ve received money from student government for a grant for a student retention program.
- We are working with a large number of students with many at risk factors.
- We have contacted students on probation.
- We implemented a Starfish program last year, which faculty use to stay in touch with students.
- We will write a professional paper on all of this.

Chair Caplin said a lot of focus is on retention, but he appreciates the attention that Frank and his group are giving to it. Frank said they kept several students from dropping out at the beginning of the year. They are doing qualitative and quantitative ways of dealing with retention. Thank you, Frank said. Trustee Clark said just this week he read an article that the University of Utah has the highest retention in the state of Utah, but the lowest in the Pac12. The same article mentions four-year institutions, and we were at the bottom of the bottom. Frank said a lot of those are based on a six-year attendance rate. Somewhere along the line the institutions and the Regents need to make this an absolute priority.

IX. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- ***Jim Hardy, Faculty Cello Recital – Tonight, Sept. 20 @ 7:30PM, Eccles Concert Hall***
- ***“A Walk With Good Friends” Exhibit – Runs Now through November 15, 2013***
- ***Phoenix Alumni Chapter Event – Saturday, September 21 @ 6PM, Val Vista Lakes/AZ***
- ***University Council Meeting – Thursday, October 3 @ 3PM, South Admin Conf Room***
- ***Northern Navajo Nation Fair – Friday-Sunday, October 4-6, 2013***
- ***DSU Tailgate Party – Saturday, October 5 @ 3:45-5:45PM, Alumni House***
- ***DSU vs. Simon Fraser – Saturday, October 5 @ 6PM, Hansen Stadium***
- ***Fall Semester Break – Thursday and Friday, October 10 and 11, 2013***
- ***Raging Red on the Reservation – During Fall Break***
- ***Higher Ed Appropriations Subcommittee Meeting – Friday, Oct. 11 @ 9AM, Zion Room***
- ***Miss Dixie Pageant – Wednesday, October 16 @ 7PM, Cox Auditorium***
- ***DSU Tailgate Party – Saturday, October 19 @ 3:45-5:45PM, Alumni House***
- ***DSU vs. Western Oregon – Saturday, October 19 @ 6PM, Hansen Stadium***
- ***Homecoming Week, “A Brand New U” – Monday through Saturday, October 21-26:***
 - ✓ ***Homecoming Kick-off with Waffles and Chalk Art Contest on the Diagonal – Monday, October 21 @ 9AM***
 - ✓ ***Drive-in Movie for students and community – Tuesday, October 22 @ Dusk, Old Airport***
 - ✓ ***Date Doctor (David Coleman) – Wednes “D”, October 23 @ 7:30PM, Ballroom***
 - ✓ ***Paint “D” Road – Thursday, October 24 @ 2PM, in front of Burns Arena***
 - ✓ ***Powder Puff Football Game – Thursday, October 24 @ 7:30PM, Hansen Stadium***

- ✓ *Alumni Assembly* – Friday, October 25 @ 10AM, Eccles Mainstage Theater
- ✓ *Rock the Mall* – Friday, October 25
- ✓ *Football Reunion* – Friday, October 25 @ 3PM, Gardner Center
- ✓ *Homecoming Banquet* – Friday, October 25 @ 6PM, SAC (Old Gym)
- ✓ *Midnight 5K Race* – Friday, October 25 @ Midnight, Hansen Stadium
- ✓ *Homecoming Parade Lineup* – Saturday, October 26 @ 9AM, 700 E 100 S
- ✓ *Homecoming Parade* – Saturday, October 26 @ 10AM, from DSU to 200 West
- ✓ *Founders' Day Assembly/Hall of Fame* – Saturday, October 26 @ 11AM, St. George Tabernacle
- ✓ *Tailgate Party* – Saturday, October 26 @ 3:45-5:45PM, Alumni House
- ✓ *Football vs. Humboldt State* – Saturday, October 26 @ 6PM, Hansen Stadium
- ✓ *Homecoming Dance* – Saturday, October 26 @ 9PM, Gardner Center Ballroom
- ✓ *True Rebel Night* – Saturday, October 26 @ Midnight at the Fountain
- *National Advisory Council Meeting* – Thursday, October 24 @ 8AM, Zion Room
- *Memory Gardens Ribbon Cutting* – Thursday, October 24 @ 2PM
- *Council of Presidents Meeting* – Tuesday, October 29 @ The Gateway, SLC
- *University Council Meeting* – Thursday, November 7 @ 3PM, South Admin Conf Room
- *Fifth Annual Business of Art Seminar* - Friday & Saturday, November 8 & 9 @ Kanab
- *Northern Utah Alumni Chapter Event* – Saturday, November 9 @ 6PM, Gardner Village/West Jordan, Utah
- *Board of Regents Meeting* – Friday, November 15 @ Snow College
- *DSU Tailgate Party* – Saturday, November 16 @ 3:45-5:45PM, Alumni House
- *DSU vs. Central Washington* – Saturday, November 16 @ 6PM, Hansen Stadium
- *Board of Trustees Meeting* – Friday, November 22 @ 8AM, Zion Room
- *Thanksgiving Holiday* – Thursday and Friday, November 28 and 29, 2013
- *President's Annual Holiday Luncheon* – Thursday, December 5 @ 11:30AM-1PM, Gardner Center Ballroom
- *Finals Week* – Monday through Friday, December 9-13, 2013
- *Semester Break/Holidays* – Monday, December 16 through Friday, January 3, 2014
- *Spring Semester Begins* – Monday, January 6, 2014
- *Utah Conference on Undergraduate Research* – Friday, February 28 @ BYU
- *Board of Regents Meeting* – Friday, March 28 @ DSU
- *Commencement Day* – Friday, May 2, 2014

Chair Caplin encouraged everyone to view the list of upcoming events and attend as many things as possible. We encourage you to be involved and interact with students. Thank you to everyone. Thank you Dave Mortensen and others for the facilities. Thank you for Dining Services. Lunch is served in the Cottam Room of the Gardner Center – please come. **Chair Caplin called for a motion to adjourn the Board of Trustees meeting.**

MOTION BY ELISABETH BINGHAM; DULY SECONDED BY CARLOS MORGAN, TO ADJOURN THE MEETING OF THE DIXIE STATE UNIVERSITY BOARD OF TRUSTEES.

Action: Approved unanimously.

The meeting was adjourned at 12:25 p.m.

X. 12:00 NOON – LUNCHEON FOR ALL MEETING ATTENDEES IN THE GARDNER CENTER COTTAM ROOM IMMEDIATELY FOLLOWING THE MEETING

XI. NEXT BOARD OF TRUSTEES MEETING – FRIDAY, NOVEMBER 22, 2013