

Minutes

Weber State University
Board of Trustees
Feb. 2, 2016

Trustee Members:

Ms. Louenda Downs
Ms. Karen Fairbanks
Ms. Heather Hales
Mr. Alan Hall (Chair)
Mr. Nolan Karras
Mr. Cash Knight
Mr. Scott Parson
Dr. Jeff Stephens
Mr. Kevin Sullivan (Vice Chair)

Excused:

Mr. Steven E. Starks

Weber State University Officials:

Dr. Madonne Miner, Provost
Dr. Norm Tarbox, VP for Administrative Services
Dr. Brad Mortensen, VP for University Advancement
Dr. Jan Winniford, VP for Student Affairs
Dr. Bret Ellis, VP for Information Technology
Mr. Shane Farver, Secretary, Board of Trustees
Mr. John Kowalewski, Executive Director, Marketing & Communications
Ms. Jennifer Unguren, Chair, Staff Advisory Council

Press Present:

None

	I. The meeting convened at 9:40 a.m.
Welcome	II. Chair Alan Hall's took roll and welcomed those present.
Dec. 1, 2015, Minutes	III. On a motion from Scott Parson seconded by Louenda Downs, the Board of Trustees unanimously approved minutes from the Dec. 1, 2015, meeting.
President's Report	IV. Provost Madonne Miner, filling in for President Charles A. Wight, gave a report covering the following items:
(Coach Certification Program)	<ul style="list-style-type: none"> 1) WSU has begun a Coach Certification program to familiarize faculty and staff with student resources so that university employees can point students in the proper directions. Trustees and administrators discussed other methods of keeping students engaged, including the Student Success Center and developing predictive analytics. 2) Joel Bolomboy recently broke the WSU and Big Sky records for rebounds.
(Joel Bolomboy)	<ul style="list-style-type: none"> 3) More than 550 students and 220 employers took part in WSU's annual Career Fair.
(Career Fair)	<ul style="list-style-type: none"> 4) WSU hosted the Multicultural Youth Conference for 9th-12th graders who are interested in higher education. The conference enables WSU to create a pipeline to its community.
(Multicultural Youth Conference)	<ul style="list-style-type: none"> 5) The Davis Chamber of Commerce recognized Weber State with its 2016 Legacy Award.
(Legacy Award)	<ul style="list-style-type: none"> 6) To replace retired associate provost Ryan Thomas, the university hired two associate provosts: Brenda Marsteller Kowalewski and Eric Amsel. Both applicants were so highly ranked by the search committee that it was impossible to choose, so duties were shuffled to allow for two positions. Following Miner's report, Louenda Downs commended President
(Associate Provosts)	

		Charles A. Wight for giving WSU a great presence at the Legislature.
WSUSA President's Report (Clubs & Orgs)	V.	WSUSA Student Body President Cash Knight gave a report on the following items:
(Service)		<ol style="list-style-type: none"> 1) WSU Clubs & Organizations threw a Quarters and Cans event in which they received \$150 in donations and 175 food items donated to Weber Cares, the on-campus food pantry.
(Activities)		<ol style="list-style-type: none"> 2) More than 230 students, faculty and staff contributed to the Angel Tree, in which they went Christmas shopping for children.
(Leadership)		<ol style="list-style-type: none"> 3) Activities hosted a neon dance in which more than 500 students participated, a good turnout for a first event. Convocations sponsored talks by motivational speaker Hilary Corna and Blake Leeper, a Paralympic sprinter. WSU Davis students worked with the Northern Utah Academy of Math and Science in Hats For Hope, which provides hats for cancer patients.
(Other)		<ol style="list-style-type: none"> 4) Project Lead, an annual leadership conference that will be held Feb. 5 and 6, will feature a panel discussion with President Wight, Ogden Mayor Mike Caldwell and author and speaker Chad Hymas. Close to 200 students are already registered.
Alumni President's Report	VI.	<ol style="list-style-type: none"> 5) The Student Fee Recommendation Committee has formed and has heard various requests. More requests will be heard Friday, Feb. 5, with deliberations occurring afterward. The bowling alley area has gone through a redesign, as well as the billiards area in the Shepherd Union Building. Legislative elections for student senators begin on Feb. 17, with executive elections taking place in March.
		Heather Hales, president of the WSU Alumni Association's Board of Directors, gave a report on the following items:

(Student Alumni Association)	1) The Student Alumni Association donated 30 hours of service with the United Way of Northern Utah through a Christmas shopping project. Parents and children could pick up gifts and books.
(Grad Fest)	2) During Grad Fest, the Alumni Association distributed 600 license plate covers with an ad for obtaining a WSU license plate and joining the association. The Alumni Association has received \$9,750 as of Dec. 1 through the license plates. The Alumni Association also had thank you videos during Grad Fest, in which graduates thank professors, parents and others. The association also asked graduates to “like” its Facebook page to enter into a drawing for Star Wars movie tickets.
(WSUAA Activities)	3) During their holiday party, Alumni Association members filled shoeboxes for Veterans Upward Bound.
(Other)	4) Vice President Brad Mortensen provided an update on the legislative session and provided information on contacting legislators.
Committee Reports Business Committee	VII. Scott Parson, chair of the Business Committee, reported on the following items:
(Audit Committee Report)	1) The university received an unqualified clean audit, which is becoming old hat for Weber State. Parson recommended that the Board of Trustees approve the report and recommended that the university provide a commendation to the team. Nolan Karras noted that the financial team has facilitated clean audits for nine years. On a dual motion from Parson seconded by Jeff Stephens, the Board of Trustees unanimously approved the audit report and the recommendation that the university’s financial staff receive a commendation.
ACTION	2) A requested change to Weber State University’s
(PPM 5-11:	

<p>Reimbursement for Petty Cash)</p> <p>ACTION</p> <p>(Quarterly Athletics Report)</p> <p>(Legislative Update)</p> <p>Personnel and Academic Policy Committee</p> <p>(Promotion to Full Professor: David Ferro)</p> <p>ACTION</p>	<p>Policy 5-11, Reimbursement for Petty Cash, would raise the petty cash limit from \$100 to \$150 among other changes.</p> <p>Upon a motion from Scott Parson seconded by Karen Fairbanks, the Board of Trustees unanimously approved the change to PPM 5-11: Reimbursement for Petty Cash.</p> <p>3) The Business Committee received an update on WSU Athletics' progress. The official academics progress report will become public in April. All programs reached the NCAA standard.</p> <p>4) Parson turned the time over to Vice President Brad Mortensen for a brief legislative update. Mortensen provided an overview of WSU facts and figures in a one-page sheet with trustees. Legislators from both sides of the political aisle are singing WSU's praises. The top legislative priorities for the university during the 2016 session include funding for the Social Science Building renovation. The renovation is ranked 3rd on the Board of Regents' list and 8th on the Legislature's Building Board. In addition, WSU is seeking operating budget support for accessibility and affordability initiatives. The university also has proposals for performance funding. Mortensen also provided an update on legislative proposals that could affect higher ed. Downs complimented Mortensen for his advocacy of WSU.</p> <p>VIII. Personnel and Academic Policy Committee Chair Kevin Sullivan gave the following report:</p> <p>1) David Ferro, the dean of the College of Engineering, Applied Science and Technology, has been through the WSU process for promotion to full professor and is recommended to be promoted.</p> <p>Upon a motion from Kevin Sullivan seconded by Parson, the Board of Trustees unanimously approved David Ferro's promotion to full professor.</p>
---	--

(WSU Center Requests)	2) The Goddard School of Business & Economics has proposed three centers: the Hall Global Entrepreneurship Center, the Center for Supply Chain Excellence, and the Center for Tax Education and Research. The centers come at either no cost or cost assumed from outside the university. The Personnel and Academic Policy Committee recommended approval of the centers.
ACTION	On a motion from Sullivan seconded by Downs, the Board of Trustees unanimously approved establishment of the three centers. The proposals will go to the State Board of Regents for final approval.
(Name Changes)	3) The Personnel and Academic Policy Committee brought forth two name-change requests: from the Business and Multimedia Technologies program to the Web and User Experience program and from Chemistry Option 2 to Biochemistry. The committee recommended approval.
ACTION	4) Upon a motion from Sullivan seconded by Cash Knight, the Board of Trustees unanimously approved the name changes. The changes will go to the Board of Regents for final approval.
(Certificates)	5) Sullivan presented two WSU certificates for approval: a certificate of proficiency in solar photovoltaic systems and a graduate certificate in special education teaching. The committee recommended approval of the two certificates.
ACTION	6) Upon a motion from Sullivan seconded by Parson, the Board of Trustees unanimously approved the certificate proposals, which will go to the State Board of Regents for final approval.
(Degree Programs)	7) Sullivan presented two proposed degree programs: a Bachelor of Science degree in emergency healthcare services and a Bachelor of Science degree in outdoor and community recreation education.

ACTION	On a motion from Sullivan seconded by Downs, the Board of Trustees unanimously approved the degree programs, which will go to the Board of Regents for final approval.
(Heath Professions Tenure Document)	<p>8) Sullivan presented proposed changes to a tenure document for the Dr. Ezekiel R. Dumke College of Health Professions. Among the changes was the addition of a post-tenure evaluation procedure.</p>
(Sabbatical Leave Requests)	<p>9) Upon a motion from Sullivan seconded by Cash Knight, the Board of Trustees unanimously approved changes to the tenure document.</p>
(Program Reviews)	<p>10) Sullivan reported that the Personnel and Academic Policy Committee had further questions regarding sabbatical leave and will bring the item back to the full board during the March 15, 2016, Board of Trustees meeting.</p>
ACTION	<p>11) Sullivan reported that two program reviews: Communication and Dance, were recommended for approval. Other reviews will be brought before the full board during the March 15, 2016, meeting.</p>
Adjourn	<p>12) Upon a motion from Kevin Sullivan seconded by Karen Fairbanks, the Board of Trustees unanimously approved the program reviews for Communication and Dance.</p> <p>13) The meeting adjourned at 10:34 a.m.</p>
	Submitted by:
	
	<hr/> <p>Shane Farver Secretary, Board of Trustees</p>



Charles A. Wight
President, Weber State University



**President's Report
WSU Board of Trustees
Feb. 2, 2016**

1. A new Coach Certification program for staff and faculty is designed to help them better meet the needs of our diverse student body. The program was initially conceived after conducting research on underrepresented student retention and graduation. After looking at best practices nationally and at WSU, a 10-session training program was designed and piloted with faculty and staff. At the end of the program, participants are better prepared to make meaningful student referrals to appropriate support services, help students navigate WSU, and gain a greater understanding of diverse student perspectives and needs. Over 75 faculty and staff members have completed the certification, and many more are enrolled in the spring program.
2. On Jan. 28, Paralympic athlete Blake Leeper, "The American Blade Runner," shared his personal story during Convocations. Leeper gave a fantastic presentation, challenged students to make goals for themselves and reminded everyone that there is no excuse to keep us from achieving great things. He also reminded students that, despite perceived differences, you can still strive for excellence and challenge yourself daily.
3. WSU basketball's senior forward/center Joel Bolomboy broke the WSU and Big Sky records for rebounds while playing against Idaho State Jan. 23. Bolomboy is second in the country this season in double-doubles, and he is projected to follow Damian Lillard's footsteps to the NBA.
4. The annual Career Fair took place at WSU on Jan. 26 with over 550 students attending and 120 employers participating. According to survey results, the majority of students and employers felt the fair was worth their time and were impressed with the event's organization and structure.
5. Weber State hosted the 21st annual Multicultural Youth Conference in the Shepherd Union Jan. 7. Over 500 multicultural ninth-through-12th grade students attended the conference to learn about accessing higher education. University, school and community volunteers led many of the sessions, with great support from the Ogden, Weber and Davis school districts.
6. After being mentored by WSU assistant professor of medical lab sciences Matthew Nicholaou, Northern Utah Academy for Math, Engineering & Science (NUAMES) student Karissa Wang was one of 300 students who made it to the semifinals of the

Intel Science Talent Search. She had developed a way to combat drug-resistant bacteria by using a new gene-editing tool. Wang was the only student from Utah in the competition and received a \$1,000 award. An additional \$1,000 went to NUAMES.

7. The Davis Chamber of Commerce recognized WSU with the chamber's 2016 Legacy Award, which is given to a person or organization that has a significant, sustained impact on Davis County. President Charles A. Wight accepted the award Jan. 23 during the organization's annual awards banquet.
8. Two Weber State University professors have been selected as new associate provosts. Psychology professor Eric Amsel, who will begin serving in his new capacity in April, will be associate provost for academic programs and assessment. Sociology professor Brenda Marsteller Kowalewski has already assumed her position as associate provost for high-impact programs and faculty development. An award-winning teacher and scholar, Amsel has served as a department chair and has been involved in numerous Faculty Senate leadership positions. Kowalewski previously served as WSU's presidential chair for community engagement and director of the Community Engaged Learning Center (CCEL), where she guided the university toward receiving a Carnegie Foundation Community Engagement Classification for a second time. The two were selected from a national pool of 20 highly qualified candidates.



WSUSA February Report

Clubs & Orgs: Bowling for quarters and cans, resulted in \$152 donated and 172 food items donated to Weber Cares. Extra emphasis on using WeberSync in order to organize and distribute funding requests from students clubs and organizations.

Service: Large Service events included The Angel Tree, where a person can take the name of a child and go Christmas shopping for them. Over 230 WSU students, faculty and staff participated. In addition there were approximately 15 smaller service events in collaboration with outside organizations such as the Wildlife Rehab Center, Boys and Girls Club, YMCA, Habitat for Humanity, and several others. There was also week of service that kicked off on Martin Luther King day with a different service event every day.

Activities: Hosted a first time back to school Neon Dance with attendance of over 500 students. In addition we brought two convocations speakers, Hilary Corna and Blake Leeper. Hilary Corna spoke on using your dreams to fuel your drive and accomplish goals. Blake Leeper is a paralympic athlete who was born without legs and spoke on how “the only disability is a bad attitude.”

Davis Campus: Variety of events designed to provide fun opportunities to the students. In addition there was a Hats for Hope event in collaboration with NUAMES that worked to get beanies for cancer patients.

Leadership: Largest focus has been on Project Lead, which will take place this week February 5th-6th. The Leadership conference will have several keynote speakers including President Wight and Mayor Caldwell and Chad Hymas. There will also be a service component that will take place in downtown Ogden. The conference is designed to provide leadership education, service opportunities and further the Weber Town initiative. We have close to 200 students who have RSVP'd to participate as of today.

Other: The Student Fee Recommendation Committee has been assembled and we have already heard a number of request presentations from different departments. We will hear the remainder of the requests on Friday and deliberation will occur the following Friday. The wildcat lanes bowling and billiards area is being renovated. The bowling area has brand new furniture and is already seeing more use by students. The billiards area will be finished in two weeks and will provide a more comfortable area for students as well as late night food options that are part of the new addition. Legislative Elections are beginning February 16th, Executive Elections will take place March 14th.



Weber State University Alumni Association President's Report
WSU Board of Trustees
January 2016

➤ **Student Alumni Association**

The Student Alumni Association participated in a service project December 7th -16th by partnering with the United Way of Northern Utah. The Executive Council volunteered their time to help with the United Way's annual Christmas shopping project. Toys that were donated to the United Way were taken to the BDO and set up in a warehouse for parents/guardians to come and pick out Christmas gifts for their kids. Gifts were categorized by age and parents were able to pick two gifts and two books for each child. During the two hour period that each SAA Council member participated, they acted as guides for the parents/guardians and helped pick out gifts. The SAA Council was able to donate over 30 hours of service for this particular project.

➤ **Emeriti Alumni Council**

Several members of the Emeriti Alumni Council helped welcome students back for the Spring 2016 semester by answering questions and providing directions at various locations on the Ogden campus.

➤ **Weber Historical Society**

January 25th, the Spring 2016 Lecture series will begin with a presentation by Dr. Jedediah Rogers. He will speak about his recently edited book, *The Council of Fifty: A Documentary History*

➤ **WSUAA Membership and Events**

Fall Phonathon 2015 (August - December)

Amount Pledged: \$4,190.00

Amount Paid: \$2,720.00

Amount Fulfilled: 64.92%

WSUAA Membership as of 01/01/2016

Total = 1,591

1year - phone = 169

3year - phone = 39

General = 830

New Grad = 69

Lifetime = 484

License Plates

License Plates Distribution is over 706

\$9,750 as of Dec. 1 (\$500 above last year Dec. 1, 2014).

GradFest:

The WSU Alumni Association participated in the Wildcat Store Fall GradFest on Dec. 8. WSUAA distributed over 600 free Alumni Association License plate frames to new grads which included an informational flyer (State of Utah WSU plate, exclusive grad membership package, class note request, etc). In addition, WSUAA will continue to reach out to recent grads to highlight alumni membership benefits through email communications, targeted direct mail information, and through social media.

The Alumni Association also continued its popular new grad "Thank You" video that allowed graduates to share their appreciation for those who have helped them. This video played at Commencement Activities on Dec. 18.

The Alumni Association also offered an exclusive opportunity to attend a Star Wars movie premier event available only to new WSU graduates. Grads were able to enter a drawing to win two FREE Star Wars movie tickets by 'liking' the WSU Alumni Association Facebook page. Over 200 graduates entered the drawing and 100 winners were selected. This increased the WSU Alumni Association Facebook page by 219 'likes.'

➤ WSUAA Activities

On December 9th, Board and Council members attended the annual Holiday Party. Attendees again supported WSU's Veterans Upward Bound 'Shoeboxes for Homeless and Nursing Home Veterans' by collecting 26 shoe boxes filled with needed items such as sweat pants, gloves, hats, snacks and personal hygiene items. This was a great opportunity for Board and Council members to thank and support those who have served our country.

WSU vs. BYU basketball game

When the Wildcats played the BYU Cougars at Vivint Smart Home Arena we wanted to have a strong presence on and off the court. The Alumni Association set up their Alumni tent and handed out "fan fan's" to all the Wildcats in attendance. They not only were a great visual piece but once folded they were noisy and loud. This was a great way for the Alumni Association to be supportive of our team.

**BUSINESS COMMITTEE
OF THE
WEBER STATE UNIVERSITY BOARD OF TRUSTEES**

A meeting of the Business Committee of the Weber State University Board of Trustees was held at 8:30 a.m., February 2, 2016, in the Miller Administration Building, President's Office, Room (302A).

Members present:

Mr. Alan Hall
Ms. Heather Hales

Mr. Nolan Karras

Mr. Scott Parson

Weber State University officials present:

Dr. Charles A. Wight	President
Dr. Norm Tarbox	Vice President for Administrative Services
Dr. Brad Mortensen	Vice President for University Advancement
Mr. Steve Nabor	Senior Assoc. Vice President for Financial Services & CFO
Mrs. Amy Crosbie	Associate Athletics Director/Senior Women's Administrator
Mr. Bryce Barker	Director of Internal Audit
Mrs. Anita Preece	Secretary

Visitors: None

Excused: Mr. Steve Starks

Press: None

BUSINESS COMMITTEE MEETING

- | | |
|--|---|
| Minutes | 1. The minutes of the meeting held on December 8, 2015, were approved on a motion by Ms. Hales, and a second, by Mr. Hall. |
| Financial Report for the Months ending December 2015 | 2. Vice President Tarbox reviewed the Financial Report for the month ended December 2015. He reported that 50% of the year completed, 43.43% of the budget was expended. Vice President Tarbox mentioned that this report reflects 6 months of activity. He mentioned that tuition collections are up and financial aid is down dramatically. The Department of Workforce Services are helping families finance education; the Perkins Loan Program is going away; and the federal rules package guaranteed student loans can now be disbursed over three semesters instead of two. |
| Motion | 3. On a motion by Mr. Karras, and a second by Mr. Hall, the Financial Report for December 2015 was approved. |
| Audit Committee Report | 4. Mr. Bryce Barker, Director of Internal Audit, presented the Audit Committee report.

Mr. Barker reported that the State Auditor's Office audited the university's financial reports for compliance to requirements. Weber State was compliant in all areas and deemed to have proper controls in place. The auditors issued an unqualified clean opinion with no inconsistencies. |

Mr. Barker mentioned that four follow-up audits were discussed.

- Academic Support Centers and Programs
- Office of Sponsored Projects & Technology
- Commercialization Office
- Dining Services/Contract
- College of Science

The audits for Academic Support Centers and Office of Sponsored Projects audits were closed. Mr. Barker recommended that Dining Services and College of Science audits remain open until all recommendations have been implemented.

Mr. Barker reported that there were four scheduled audits.

- Office of Academic Technologies
- Main Cashier's Office
- University Investments
- Institutional Discretionary Funds

Mr. Barker recommended that a follow-up audit be performed for the Office of Academic Technologies and closing the audit for the Main Cashier's Office. The report on University Investments concluded that Investment activity for the fiscal year that ended June 30, 2015, complied with laws and policies and investments are fairly presented on the USHE report. The report on Discretionary Funds concluded that expenditures from those funds complied with WSU and Board of Regents policies. These two audits are performed annually and were also recommended to be closed.

Mr. Barker mentioned that there were several EthicsPoint complaints that were received by the university since the last audit committee meeting. It was noted that all complaints received were reviewed and addressed by the appropriate university personnel.

Motion

5. On a motion by Mr. Karras, and a second by Mr. Hall, the Audit Committee Report was approved.

Athletics Update
- Mission Statement
-APR

6. Mrs. Amy Crosbie, Assistant Athletic Director/Senior Women's Administrator, presented the Athletics Update. She reported on the following:

- Mrs. Crosbie reviewed the Athletics Mission Statement for the university with the committee.
- Mrs. Crosbie reviewed the Academic Performance Rate report with the committee. She mentioned that this report has not been publically released.
- Mrs. Crosbie reported that the ribbon cutting for the new academic building will be held on April 11, 2016.

WSU Policy, PPM#5-11,
Reimbursement for Petty
Cash Purchases

Motion

Legislative Update

Monthly Investment
Reports for November
2015 and December
2015

Motion

Adjournment

This item is an information item only.

7. Mr. Steve Nabor, Senior Associate Vice President for Financial Services, explained that reimbursement for petty cash purchases will be made through the University Procurement System - Paw Place. Purchases for a small dollar amount or for emergencies may be authorized without the formalities of submitting a requisition and issuing a purchase order from the university. These changes bring the policy up-to-date with the new electronic system.
8. On a motion by Mr. Hall, and a second by Mr. Karras, PPM#5-11, Reimbursement for Petty Cash Purchases was approved.
9. Vice President Mortensen gave a brief Legislative Update to the Business Committee.
10. Vice President Tarbox reported that Weber State is in compliance with the Board of Regents Policy and the State Money Management Act.
11. On a motion by Mr. Karras, and a second by Mr. Hall, the Monthly Investment Reports for November 2015 and December 2015 were approved.
12. The meeting adjourned at 9:35 a.m.

Board of Trustees
Personnel and Academic Policy Committee
February 2, 2016

Members present: Kevin Sullivan, Chair, Karen White Fairbanks, Louenda Downs, Jeff Stephens, Cash Knight, Madonne Miner, Jan Winniford

Guests:

1. Personnel Changes were presented to the committee.
2. The following Early Retirement requests were approved on a motion by Karen White Fairbanks seconded by Louenda Downs:

Janna Wahlen, FM-Campus Planning & Construction, Date of Retirement: March 31, 2016
Margie Elaine Esquibel, Alumni Relations, Date of Retirement: January 29, 2016

3. The following Promotion Recommendation was recommended to the full board on a motion by Louenda Downs, seconded by Cash Knight:

David Ferro, Computer Science, Promotion to Full Professor

4. The following Center Requests were recommended to the full board on a motion by Louenda Downs, seconded by Jeff Stephens:

Hall Global Entrepreneurship Center
Center for Supply Chain Excellence
Center for Tax Education & Research

5. The following Name Change Request were recommended to the full board on a motion by Cash Knight, seconded by Karen White Fairbanks:

Business/Multimedia Technologies
Chemistry Option 2

6. The following Certificates were recommended to the full board on a motion by Louenda Downs, seconded by Karen White Fairbanks:

Certificate of Proficiency: Solar Photovoltaic Systems
Graduate Certificate: Special Education Teaching

7. The following New Program Proposal were recommended to the full board on a motion by Karen White Fairbanks, seconded by Louenda Downs:

Bachelor of Science in Emergency Healthcare Services
Bachelor of Science: Outdoor and Community Recreation Education

8. The Health Professions Tenure Document was recommended to the full board on a motion by Jeff Stephens, seconded by Cash Knight.

9. Sabbatical Leave requests were deferred to the March meeting on a motion by Karen White Fairbanks seconded by Louenda Downs.

10. The following Program Reviews were recommended to the full board on a motion by Louenda Downs, seconded by Jeff Stephens:

Communication
Dance Program