

Minutes
Weber State University
Board of Trustees Meeting
Feb. 6, 2018

Trustee Members:

Ms. Karla Bergeson (via phone)
Mr. Marty Carpenter
Ms. Kearston Cutruba (Vice Chair)
Ms. Danielle Croyle
Ms. Karen Fairbanks
Mr. Nolan Karras (Chair)
Ms. Lola Moli
Mr. Don Salazar
Dr. Jeff Stephens

Excused:

Mr. Scott Parson

Weber State University Representatives:

Dr. Charles A. Wight, President
Dr. Madonne Miner, Provost
Dr. Norm Tarbox, Vice President for Administrative Services
Dr. Brad Mortensen, Vice President for University Advancement
Dr. Bret Ellis, Vice President for Information Technology
Dr. Brett Perozzi, Interim Vice President for Student Affairs
Mr. Shane Farver, Secretary, Board of Trustees
Ms. Stephanie Hollist, Deputy General Counsel, University Legal Counsel
Mr. Richard Hill, General Counsel, University Legal Counsel
Mr. John Kowalewski, Executive Director, Marketing & Communications
Dr. Yas Simonian, Dean, College of Health Professions
Dr. Casey Neville, Assistant Professor, Radiologic Sciences
Dr. Matthew Nicholaou, Chair, Department of Medical Laboratory Sciences

Ms. Andrea Grover, Information Security Manager, Information Technology
Ms. Nancy Jarvis; Policy Planning and Assessment; Information Technology

Guests:

Dr. David Buhler, Commissioner, Utah System of Higher Education
Mr. Geoffery Landward, Assistant Commissioner, Utah System of Higher Education

Press Present: Mr. Sergio Martinez Beltran, Standard-Examiner

Welcome

- I. The meeting convened at 9:30 a.m.
- II. Vice Chair Kearston Cutrbus, acting in the capacity of chair for this meeting, welcomed those in attendance.

Approval, Ratification of Meeting Minutes (Dec. 5, 2017)

- III. Upon a motion from Nolan Karras seconded by Marty Carpenter, the Board of Trustees approved the meeting minutes for Dec. 5, 2017, and ratified associated committee minutes.

(Dec. 12, 2017 Exec. Committee)

- IV. Upon a motion from Karen Fairbanks seconded by Carpenter, the Board of Trustees ratified the Dec. 12, 2017, Executive Committee Meeting.

WSUSA Report

- V. Lola Moli, student body president, gave the attached report and emphasized Weber Wear Fridays and Utah Student Association's mental health video.

Alumni Association Report

- VI. Danielle Croyle, president of the WSU Alumni Association, gave the attached report and emphasized the Alumni Golf Tournament on June 8. All proceeds from the tournament go to scholarships.

Faculty Report

- VII. Matthew Nicholaou, chair of the Department of Medical and Laboratory Sciences, gave the attached report on student activity within his department. Highlights included student work on CRISPR (Clustered Regularly Interspaced Short Palindromic Repeats) to manipulate genetic code.

President's Report

- VIII. President Charles A. Wight shared the attached report and expressed confidence that WSU trustees and vice presidents will provide a smooth transition to a new president following his stepping down from that role toward the end of the academic year. He explained that he has two roles at Weber State: president and member of the tenured faculty.

Chair of the Board of Regents Dan Campbell has indicated his intent to name an interim president by May 1, which will provide a transition between May 1 and June 30. Wight is engaged in a search for another position, and many searches will wrap up in

March or April. If that search is successful, Wight will come to the Board of Trustees separately to resign his tenured faculty position. If the search is not successful, Wight has the option to stay and teach at WSU.

Committee Reports
Business Committee

IX. Nolan Karras, filling in for Business Committee chair Scott Parson, gave the following report.

(Audit Committee Report)

1. The committee recommended approval of the Audit Committee report. Karras stated that this was the 11th time the Office of the State Auditor had a clean report for Weber State.

ACTION

Upon a motion from Jeff Stephens seconded by Carpenter, the Board of Trustees approved the Audit Committee report.

(Composite Financial
Index)

2. Karras asked Norm Tarbox, vice president for Administrative Affairs, to provide a summary on the university's Composite Financial Index from FY '13 to FY '17, which provides a snapshot of the financial health of the institution through those years.

Tarbox reported that the health of the university is 5.0 for FY '17, which translates to a financial health that is significantly better than moderate strength.

ACTION

Upon a motion from Karras seconded by Karen Fairbanks, the Board of Trustees approved the university's Composite Financial Index Report.

Property Sale

3. The committee recommended approval of a property sale of 0.77 acres in a heavily industrialized area near Hinckley Drive and Pacific Avenue. The purchase price would be \$177,000, and proceeds would fund the Anastacio Ulibarri Scholarship Endowment.

ACTION

X. Upon a motion from Don Salazar seconded by

Marty Carpenter, the Board of Trustees approved the property sale.

Personnel & Academic Policy Committee

XI. Personnel & Academic Policy Committee Chair
Karen Fairbanks gave the following report.

(PPM Changes: PPM 8-11 III-D and 10-2)

1. The committee recommended changes to PPM 8-11 III-D, Criteria for Granting Tenure, and PPM 10-2, Acceptable Use. Changes to PPM 8-11 III-D would provide standardize tenure and post-tenure processes. PPM 10-2 would bring the university's Acceptable Use Policy into the modern age in regard to privacy and other issues.

(Program Approvals)

Bret Ellis, vice president for Information Technology, thanked the team who worked on the Acceptable Use policy changes.

ACTION

Upon a motion from Fairbanks seconded by Karras, the Board of Trustees approved the policy changes.

(Program Proposals: BS in Mechanical Engineering, Nursing Administration Certificate, Leadership Minor)

2. Fairbanks noted a change in statute which allows Utah institutions' boards of trustees to be the final approval level for programs that are within those institutions' missions. In that context, the committee recommended that a Bachelor of Science in Mechanical Engineering, which would meet demand for the program in the local area. The committee also recommended the approval of a Post-Acute Nursing Administration Institutional Certificate of Proficiency within the Dumke College of Health Professions and a Leadership Minor within the Goddard School of Business & Economics.

ACTION

Upon a motion from Stephens seconded by Salazar, the Board of Trustees approved the BS in Mechanical Engineering, Post-Acute Nursing Administration Institutional Certificate of Proficiency and Leadership Minor.

(Program Name Changes)

3. The committee recommended approval of name changes for the following associate's and bachelor's degree programs:

- i. AA: Art
- ii. AS: Mathematics
- iii. AA: Chinese
- iv. AA: French
- v. AA: German
- vi. AA: Japanese
- vii. AA: Spanish
- viii. AA: American Sign Language
- ix. AAS: Product Design and Development: An Engineering Technology
- x. BS: Product Design and Development: An Engineering Technology

ACTION

Upon a motion from Fairbanks seconded by Carpenter, the Board of Trustees approved the aforementioned program name changes.

(Program Reviews)

The committee recommended the approval of the following program reviews:

- i. Automotive
- ii. Philosophy
- iii. Political Science
- iv. Professional Sales
- v. Social Work

ACTION

Upon a motion from Fairbanks seconded by Salazar, the Board of Trustees approved the aforementioned program reviews.

Sabbatical Requests

XII. The committee recommended approval of sabbatical requests for the 2018-19 academic year.

ACTION

Upon a motion from Fairbanks seconded by Salazar, the Board of Trustees approved sabbatical requests for the 2018-19 academic year.

Presidential Search

XIII. David Buhler, commissioner for the Utah System of Higher Education, acknowledged the work that trustees do for the university and acknowledged the

service of President Wight. He then gave details on upcoming presidential search for Weber State University, some details of which are as follows:

1. Geoff Landward, USHE assistant commissioner, would manage the search.
2. A search committee would be co-chaired by regent Jesselee Anderson and Board of Trustees Chair Nolan Karras.
3. Including the two co-chairs, four regents and four trustees will serve on the committee. Typically, the Board of Trustees members include the vice chair, the student body president and one other trustee. Regents members will include Robert “Bob” Marquardt, Cristina Ortega and Marlin Jensen.
4. The search committee was expected be formed by the end of February. The committee would include faculty, staff, at least one student and community members. The search committee is usually comprised of 20 to 24 individuals.
5. There is no firm timeline for the search. The first search committee would be in March, with constituent meetings in Ogden and Davis County in April.
6. The search committee will finalize a position announcement. Candidates will be screened in the summer and fall.
7. With a 2/3 vote, the committee would announce finalists to the Board of Regents. Regents announce finalists publicly about 1 week prior to formal interviews, with private meetings before the interviews.
8. The Board of Trustees Executive Committee and Board of Regents will be involved in final interviews, and president will be selected following that.

		9. The decision to use a search consulting firm is up to the search committee.
Adjourn to Closed Executive Session	XIV.	Upon a motion from Karras seconded by Salazar, the Board of Trustees unanimously adjourned to a closed executive session for purposes permitted by the Utah Open Meetings Act.
Reconvene	XV.	Upon a motion from Fairbanks seconded by Karras, the Board of Trustees voted to reconvene the open meeting.
Vote on Spring 2018 Honorary Degree Recipients	XVI.	Cutrubus proposed that the trustees vote upon the following three individuals for honorary degrees in spring 2018: <ol style="list-style-type: none"> 1. Dixie Blackinton 2. France Davis 3. Jill Niederhauser Parrish
ACTION		<p>Upon a motion from Stephens seconded by Danielle Croyle, the Board of Trustees approved honorary degrees for Blackinton, Davis and Niederhauser Parish.</p> <p>The three recipients will be awarded with degrees during commencement on April 27, 2018.</p>
Other	XVII.	Shane Farver, secretary for the Board of Trustees, gauged trustees' interest in a retreat prior to a joint Board of Regents/Board of Trustees meeting in July 2018. He also called attention to upcoming events and reminded trustees of conflict of interest forms he had distributed in December.
Meeting Adjourned	VIII.	With no further business, the meeting adjourned.

WSUSA Student Body President's Report

A. Updates on Past Events

- a. Ravioli with Moli**
- b. Alex Sheen "Because I said I would"**
- c. Wildcat Wednesdays and Weber Wear Fridays**
- d. Neon Dance**
- e. Jam nights**

B. Upcoming events

- a. Dance marathon**
- b. Elections preparation**
- c. Crystal Crest**

C. Utah Student Association

- a. Mental Health**
 - i. Mental Health Video**
 - ii. Working with CPSC and Library to address this at WSU**
 - iii. Higher Ed Day**



Weber State University Alumni Association President's Report
WSU Board of Trustees
February 2018

➤ **Student Alumni Association**

During January the Student Alumni sent out a meaningful postcard thanking all students who have given to the Cat2Cat Scholarship (including those 217 donors who gave during Grad Finale in December 2017), totaling over 450 thank-you cards. There was a lot of excitement surrounding applications for the SAA Executive Council open for Spring 2018, and four eager and qualified applicants were interviewed and selected. Our team re-visited our goals for the remainder of 2018 and chairs were selected for two of our largest upcoming events: Leadership to Legacy and the WSUAA Golf Classic.

➤ **Young Alumni Council**

Our team grew by two members in January, and we decided on dates and chairs/co-chairs for our three upcoming GOLD ("Graduates of the Last Decade") Spring Networking events. These events will take place across the Wasatch Front in February, April and June. We elected to invite graduating students to one or all of these events, and also one great alumnus or alumna will speak at each event. Our team members committed to invite five people (or businesses/organizations) each to sponsor the WSU Alumni Golf Classic for 2018-2019 student scholarships.

➤ **WSUAA Membership**

Over the beginning of January, WSUAA members received our newly designed membership packages. The brightly colored, modern design package includes a traveling Waldo, to appear in various photos of alumni travels, and a campus map highlighting where all of the great member benefits are located, such as the Stewart Library, Stromberg Complex, athletic tickets and many more.

➤ **Grad Finale**

With over 800 graduates in attendance, December's Grad Finale was a huge success. In total, 217 graduates donated over \$4,000 to the student-funded Cat2Cat scholarship and received a green philanthropy cord to wear during convocations. Many graduates participated in a thank-you video, where they expressed gratitude for those who have supported them throughout their education. Graduates also received a WSU alumni license plate frame as a gift from the WSU Alumni Association. The Alumni Relations team hosted a *Star Wars* Facebook contest, which was advertised during Grad Finale. Contest winners received two tickets to a private screening of *The Last Jedi*. The thank-you video that was recorded during Grad Finale was played on the theater big screen before *Star Wars* began. There was a lot of excitement surrounding Grad Finale and the *Star Wars* screening.

As of January 1, 2018, total membership equals 1614 (an 8% decrease from January 2017).

General Membership = 787

Lifetime Memberships = 510

Phonathon Memberships = 302

➤ **License Plates**

As of October 2017 (FY18, First Quarter) the WSU License Plate program has generated \$7,225 — a 15% (\$250) increase from October 2016 (5 new plates, 61 renewals).



President's Report

WSU Board of Trustees

Feb. 6, 2018

1. Weber State University Veteran Student Senator Travis Parsons has a new home in Ogden thanks to the efforts of WSU faculty and fellow students, along with Habitat for Humanity. Parsons had previously been living in a camp trailer. WSU student Solomone Tuifua designed the 1,100-square-foot home as part of associate professor Jeremy Farner's class. Farner has partnered with Habitat for Humanity for his classes in order to give students real-world experience. WSU student Rick Boman, an intern construction superintendent, oversaw volunteers and subcontractors on the site.
2. In March, WSU's Hall Global Entrepreneurship Center will host its first ever Outdoor Weber Contest, which offers the winners \$30,000 to start a business based on outdoor recreation products or services. Finalists in the contest, sponsored by Camping World®, will compete March 22-24 at Snowbasin, Wolf Creek and Power Mountain resorts. Eighty contestants submitted a 90-second video of themselves pitching outdoor-related business plans. A popular vote will determine the top 25 competitors, which will proceed to the semifinals, then a panel of industry experts will whittle the field down to 10 finalists, who will compete in the March events.
3. Weber State football finished the 2017 season with its highest end-of-season ranking ever: fifth place nationally. That capped an amazing season filled with other accomplishments. After Coach Jay Hill signed a contract extension into 2023, the Wildcats made it all the way to the semifinal round of the FCS championships and nearly bested top-ranked James Madison University. WSU now looks forward to building upon that success with Hill at the helm.
4. More than 2,715 students were honored during WSU's 150th graduation celebration on Dec. 15. The format for fall graduation changed this academic year, with no formal commencement ceremony being held, only individual colleges' convocations. Commencement speaker Greg Bell, former lieutenant governor of Utah, spoke live at two convocations. His video-recorded speech was played at the others.
5. On Feb. 10, WSU will host the Robotics State Championship, in which teams of students in kindergarten through 12th grade will battle with the robots that they've designed, programmed and built. Competitors score points by having their robots complete tasks

such as navigating around obstacles, stacking blocks or picking up debris. Nearly 1,700 people are expected to attend the event.

6. In recognition of Black History Month, Weber State University's Office of Diversity will host two film screenings and panel presentations regarding the film "The Uncomfortable Truth." Loki Mulholland, documentarian and son of Freedom Rider Joan Trumpauer Mulholland, produced the film to reveal his own family's history of owning slaves and propagating racist institutions. He, his mother Joan, and civil rights activist and Freedom Rider Luvaghn Brown will participate in the panel discussions following the film. Event times are 9 a.m. and 5:30 p.m. in the Hurst Center's Dumke Legacy Hall.
7. WSU hosted a sold-out speech from Dr. Cornel West on Jan. 16. West — a professor, public intellectual, author and activist — spoke about keeping Dr. Martin Luther King Jr.'s legacy alive through contemplation and conversation. Diversity events in January also included the annual MLK Freedom Breakfast and March, in which a breakfast at the Marshall White Center was followed by a march to the Ogden Amphitheater, and the theme was Together We Win with Love for Humanity. The Gospel Music Festival also took place in January, with The Dream Still Continues as its theme.
8. Following an amazing five years at this institution, I have announced my intention to resign from the presidency at the end of this academic year. Victoria and I have received so much kindness from the faculty, staff, students, alumni and trustees, and we are immensely grateful. While we will certainly miss the university, I am confident that the leadership that trustees and our vice presidents exhibit will carry us through a smooth transition and the selection of a new president. The mission of WSU is bigger than any one person, but I am continually impressed by the common dedication our employees show to the success of this institution — and especially our students.



Department of Medical Laboratory Sciences Presentation: WSU Board of Trustees

Matthew Nicholaou, DrPH, MT(ASCP)

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WEBER STATE UNIVERSITY
Dumke College of Health Professions

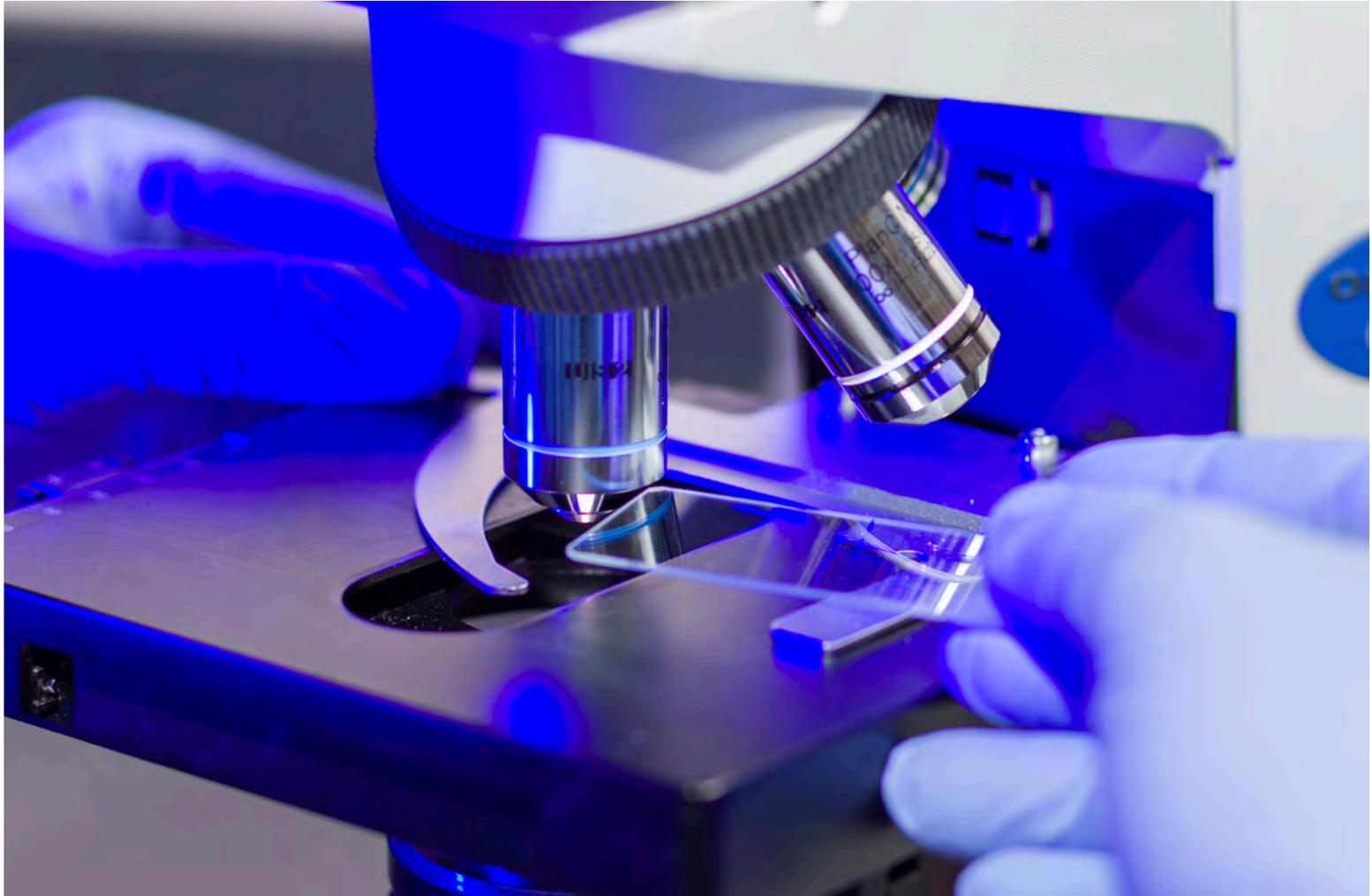
DEPARTMENT OF
MEDICAL LABORATORY
SCIENCES

Outline

- Overview of the Department of Medical Laboratory Sciences (MLS)
- Highlights of Undergraduate Research in MLS
- The Future of MLS



Overview of MLS



Overview of MLS

- Trains Medical Laboratory Technicians (AAS) and Medical Laboratory Scientists (BS) to work in clinical diagnostic laboratories

- Hematology
- Microbiology
- Chemistry
- Immunohematology (Blood Bank)
- Immunology/Virology
- Urinalysis

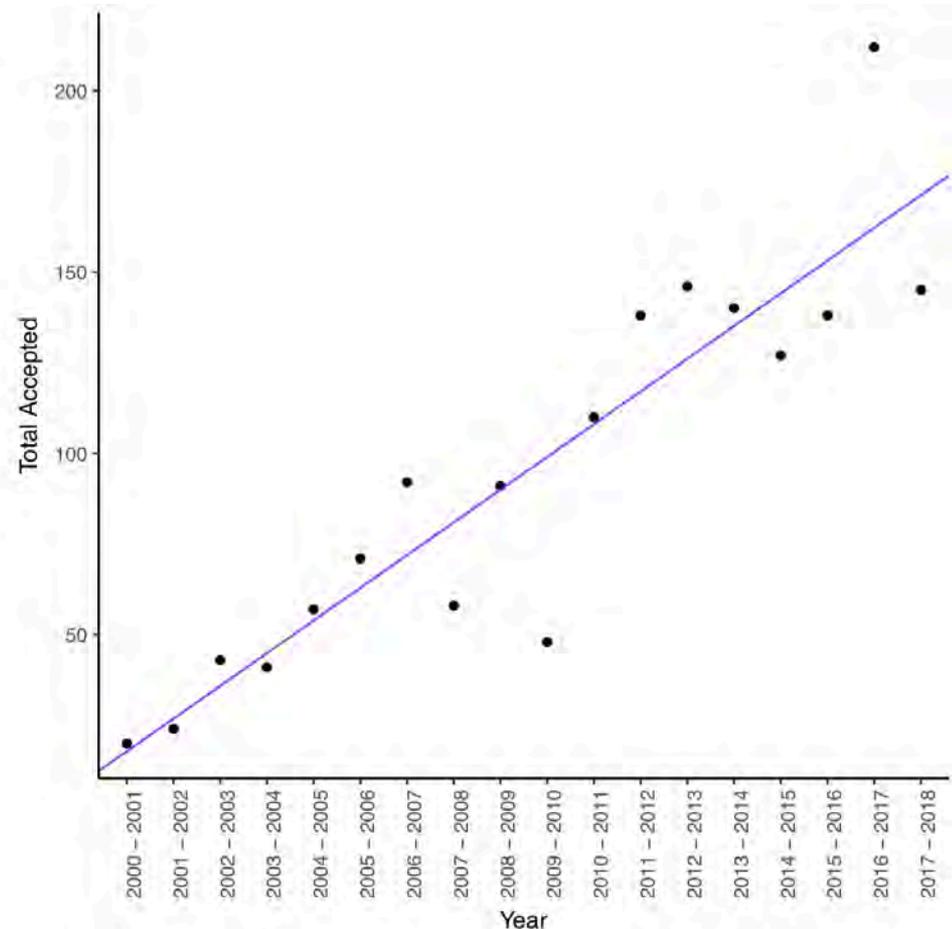


Overview of MLS

- Currently the MLS Department offers:
 - An Associate of Applied Science and Bachelor of Science Degrees
 - Campus, Online, and Hybrid Programs
- Population
 - Campus ~30 per year and ~ 70 total
 - Online/hybrid ~ 150 per year and ~ 420 total

Overview of MLS

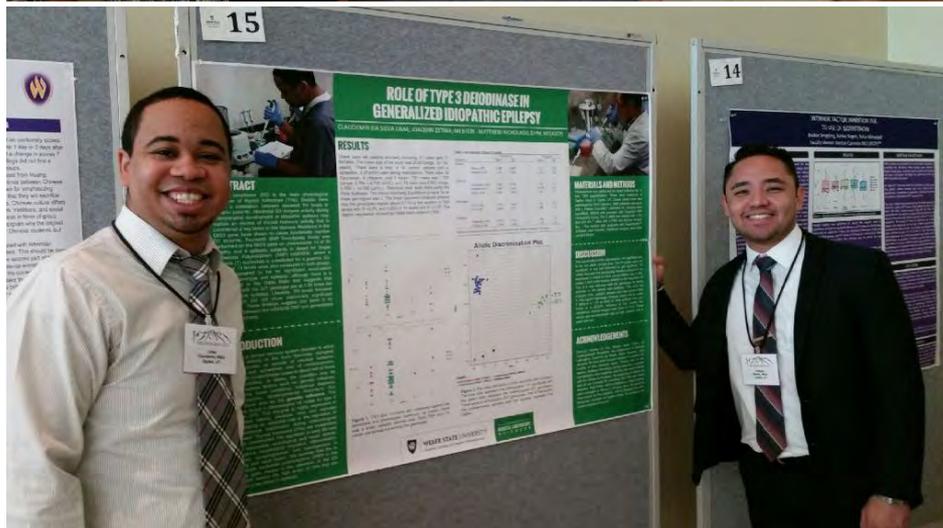
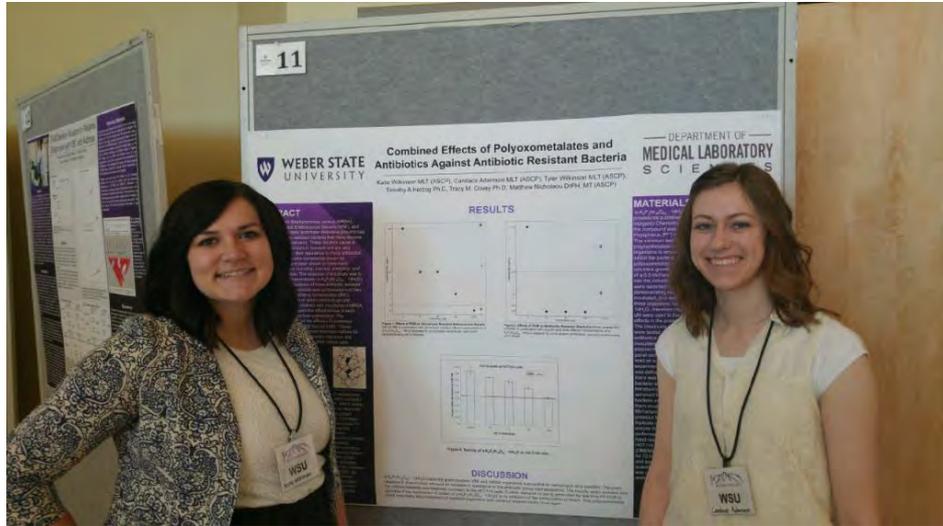
- Online Program
 - Over 420 students across 40 states
 - Largest online program at WSU and in the US for MLS
 - Rolling enrollment with tailored graduation maps for each student



Undergraduate Research



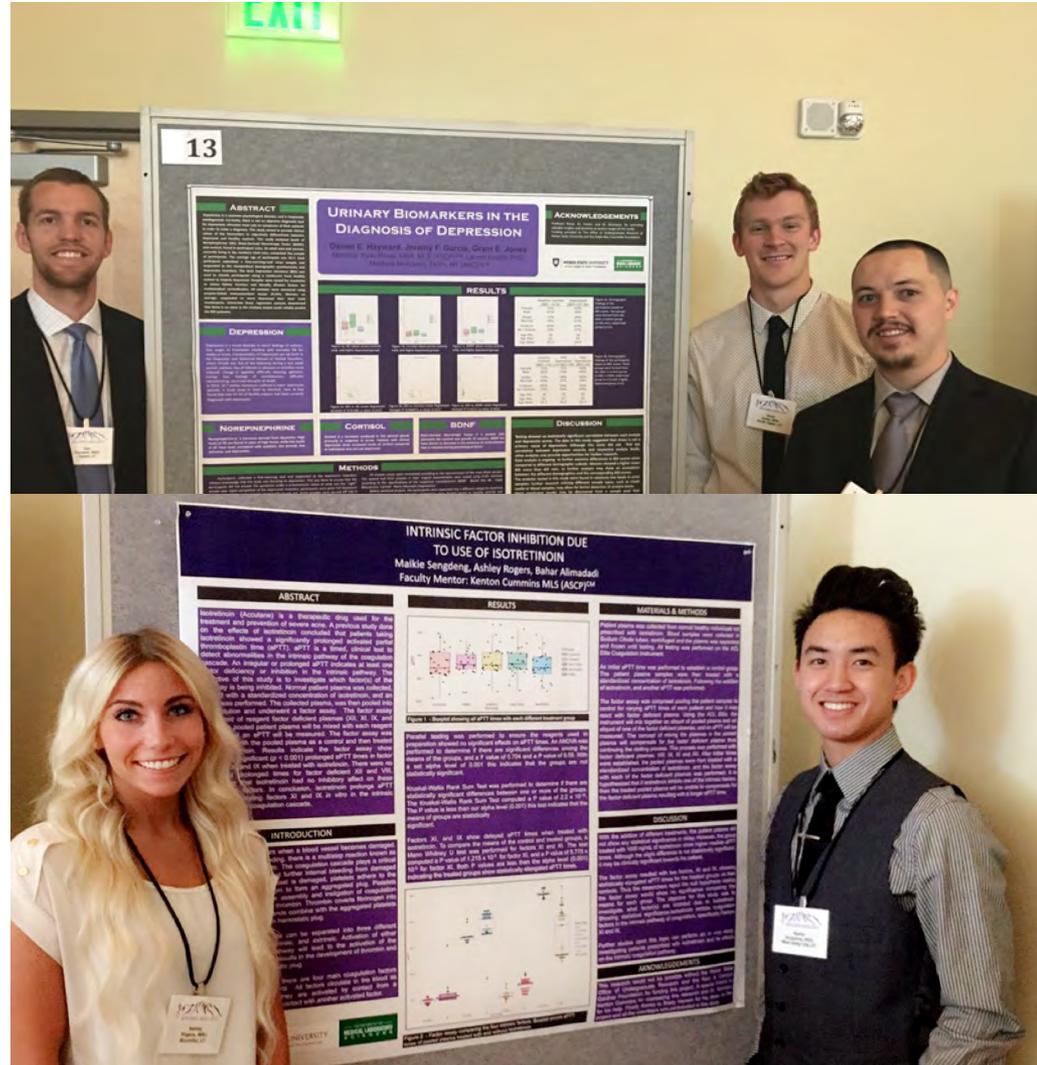
Undergraduate Research



- ~ Half of MLS campus students are pre-Physician Assistant, Medical, or Graduate School
- These students are required to participate in a research project as part of their curriculum

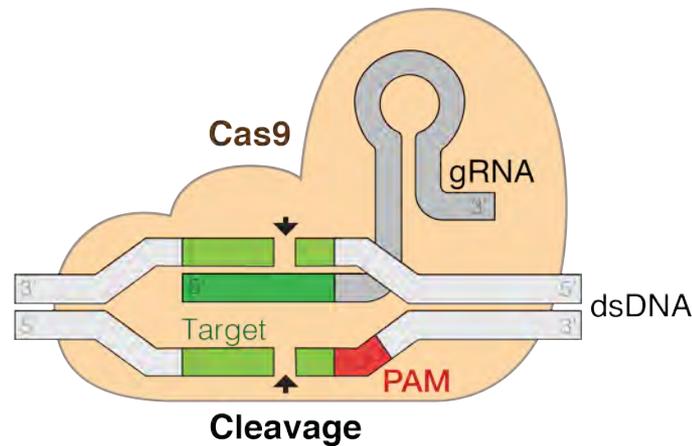
Undergraduate Research

- Students work on their projects 1-2 yrs.
- Present at local and national conferences
- Publish in peer-reviewed journals



Undergraduate Research

- Using Clustered Regularly Interspaced Short Palindromic Repeats (CRISPR) to develop novel antimicrobial therapies



Undergraduate Research

WSU Professor Mentors High School Student Who Qualifies for International Science Competition

Suppression of Antimicrobial Resistance in MRSA Using CRISPRs: Part II

Question
Can the previously designed CRISPR-Cas9 system infer antibiotic susceptibility in MRSA bacteria by suppressing expression of the methicillin resistance gene (mecA)? If so, to what degree?

Hypothesis
The CRISPR-Cas9 system successfully reduced MRSA via removal of beta-lactam antibiotics by suppressing expression of mecA.

Methods
The CRISPR-Cas9 systems were designed to target and suppress mecA in MRSA. One system targeted the coding strand of methicillin S43 and the other targeted the noncoding strand of methicillin S45. A control plasmid (pUC40) which coded for all the CRISPR proteins but included no target site was also produced and treated. The plasmids were transformed and cloned in SACS3 Escherichia coli, then extracted and transformed into electrocompetent MRSA-DC2 43302 by electroporation (see figure 1). A disk diffusion test showed that plasmid S45 was not effective, but that plasmid S43 reduced MRSA significantly less resistant to beta-lactams, yet not clinically significant.

CRISPRs clustered, regularly interspaced short palindromic repeats

methicillin-resistant staphylococci MRSA

Previous Research

Beta-lactam Antibiotics e.g., methicillin, penicillin, oxacillin, cefazolin

Results

Minimum Inhibitory Concentration

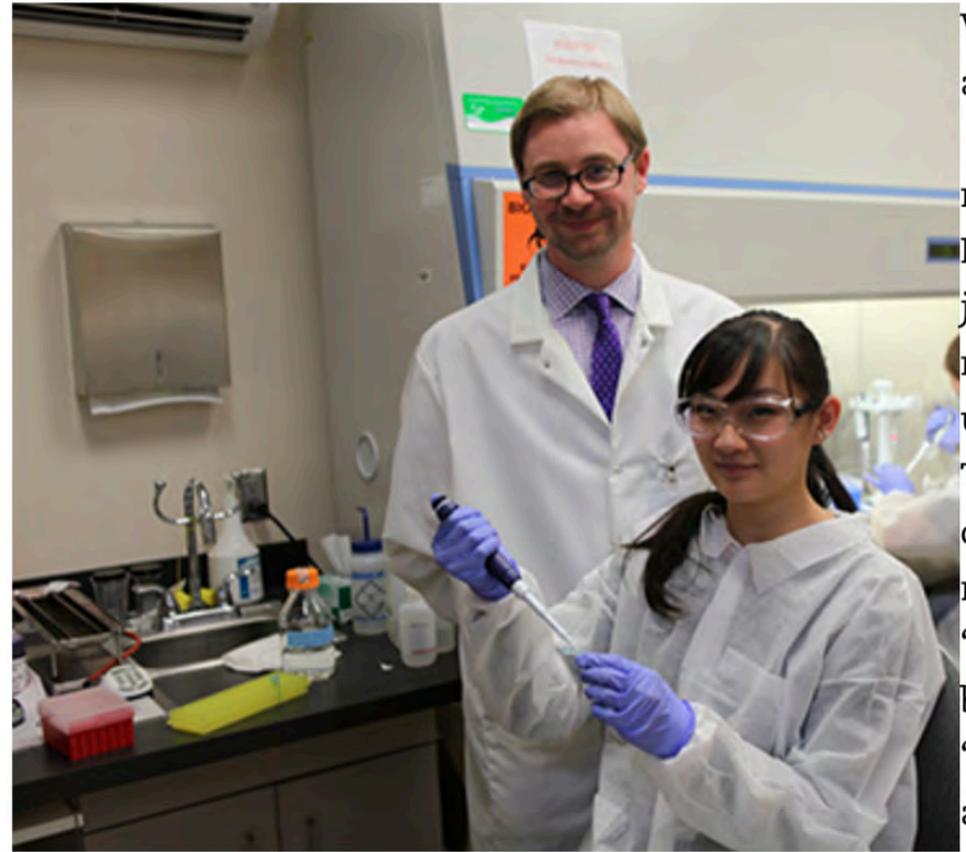
Reverse Transcription (RT) Reaction

Real Time PCR

Standard Curves

Conclusion

The S43 plasmid did successfully block mecA gene expression in MRSA, though not entirely. The average fold difference between the control and S43 was 2.41, and the fold difference between only methicillin and only CRISPR was 111.2. The fold difference between only methicillin and only CRISPR was 111.2. The fold difference between only methicillin and only CRISPR was 111.2.



Undergraduate Research

RESEARCH AND REPORTS

Suppression of Antimicrobial Resistance in MRSA Using CRISPR-dCas9

KARISSA WANG, MATTHEW NICHOLAOU

ABSTRACT

Clustered Regularly Interspaced Short Palindromic Repeats (CRISPRs) are genetic elements that function with CRISPR-Associated (Cas) proteins as an adaptive immune system to foreign genetic material in prokaryotic

protospacer adjacent motifs, PBP 2A - penicillin binding protein 2A, RT-qPCR - reverse transcriptase quantitative real-time polymerase chain reaction, tracr - transactivating CRISPR, UDG - uracil DNA glycosylase

CRISPR-dCAS9 Suppression of mecA Gene in MRSA

Deven Johnson MLT (ASCP), Dean Boman MLT (ASCP), Spencer Jude Kendal Beazer MHA MLS (ASCP), Matthew Nicholaou Dr.P.H, MT (ASCP)
Weber State University, Department of Medical Laboratory Sciences
Thanks to Ralph Nye Charitable Foundation

ABSTRACT

Antimicrobial therapies have seen a decrease in effectiveness as microorganisms have developed a resistance to them. Creating methods to combat pathogens is an increasing area of research, as virulent strains have become more resistant to traditional treatment methods. Through CRISPR (clustered regularly interspaced short palindromic repeats) gene editing technology, it is possible to create sequence-specific targeting mechanisms for virulence genes. The specific gene that was targeted was the *mecA* gene, which causes a strong resistance towards a wide variety of beta-lactam drugs. *Staphylococcus aureus* was targeted with a plasmid that contained a CRISPR/Cas9 system that targeted the gene sequence responsible for the beta-lactam drug resistance and repressed expression. This resulted in a 90% decrease in growth of *Staphylococcus aureus* colonies due to the increased susceptibility to beta-lactam drugs, which were previously ineffective.

The CRISPR/Cas9 plasmid also contained a resistance gene to chloramphenicol. Successful integration of the plasmid was displayed by the organism gaining a resistance to chloramphenicol, a formerly effective antimicrobial. To measure the effect of the CRISPR system, culture growth was measured and CLSI standard antimicrobial susceptibility testing was performed. This study will help open doors in further areas of research in CRISPR/Cas9 therapy as well as possible treatment options for antibiotic resistant bacteria.

INTRODUCTION

METHODS

The genome sequence for MRSA ATCC 43300 was retrieved from GenBank, at the National Center for Biotechnology Information's website. The sequence was then sent to the University of Utah HSC Cores Department where it was scanned for potential CRISPR-dCas9 binding sites. The two best sites identified were site 43 and site 46, on the coding strand and non-coding strand respectively. Plasmids were then created which included CRISPR-dCas9 systems which target sites 43 and 46. A third plasmid was created which contained a CRISPR-dCas9 that had no programmed target site. The plasmids, named S43, S46, and Pcas9, also contained a chloramphenicol resistance gene. This portion allowed the organisms to grow in agar and broth containing chloramphenicol. It also caused the plasmid to be expressed when in the presence of chloramphenicol.



Figure 2: S46 Plasmid Design

The various portions of plasmid in color. The CRISPR-dCas9 system (a) is displayed in blue, red and green. The chloramphenicol resistance (b) is displayed in pink.

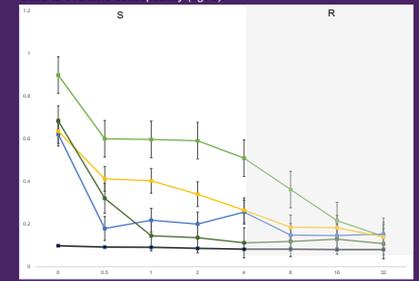


Figure 3: Gene Pulser Electroporation system used to electroporate the plasmids into the E. coli and MRSA cells.

Electroporation was the method of cell transformation used. This method involves applying an electrical current to the cell membranes, allowing DNA or other foreign objects to enter the cells. In order to ensure this

RESULTS

The minimum inhibitory concentration (MIC) panel for oxacillin susceptibility was read at 600 nm and the absorbance recorded for each concentration of antimicrobial. The mean absorbance at each concentration was compared to the absorbance of the control well with no antimicrobial for each cell population. CLSI susceptibility testing standards of $\leq 2 \mu\text{g/mL}$ as susceptible and $\geq 4 \mu\text{g/mL}$ as resistant were used to evaluate susceptibility (fig. 5).



Undergraduate Research

- Research Recognition
 - High school project recognized by ASM at Intel ISEF and made it semifinals of national competition
 - MLS Students won 1st, 2nd, and 3rd place Poster Prizes at the Ogden Surgical-Medical Society 72th Annual Conference



Awarded outstanding undergraduate research publication award by ASCLS

Future of MLS

- Growth of the Online Program
 - Expand into underserved markets
 - Expansion of Hybrid program
 - Support and maintain current rate of growth
- Renovation of Campus Laboratories
- Develop expanded research program with medical school residents

Thank you for your time!



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 6, 2018, in Room 302A, President’s Office.

Members present:

Mr. Nolan Karras	Ms. Danielle Croyle	Mr. Marty Carpenter
Ms. Kearston Cutrubus		

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 Associate Vice President for Financial Services & CFO
Mr. Bryce Barker	Director of Internal Audit
Mrs. Anita Preece	Secretary

Visitors: None

Excused: Mr. Scott Parson

Press: None

BUSINESS COMMITTEE MEETING

- | | |
|---|--|
| Minutes | 1. The minutes of the meeting held on December 5, 2017, were approved on a motion by Mr. Karras, and a second by Ms. Cutrubus. |
| Financial Report for the month ending December 2017 | 2. Mr. Steve Nabor, Senior Associate Vice President for Financial Services, presented the Financial Report for the month ended December 2017. With 50% of the year completed, 42.97% of the budget was expended. Mr. Nabor reported that enrollment is up 2.2%. The efforts to enhance enrollment are working. Mr. Nabor reported that collections are on target, and that WSU is financially stable. |
| Motion | 3. On a motion by Ms. Croyle, and a second by Ms. Cutrubus, the Financial Report for December 2017 was approved. |
| Audit Committee Report | 4. Mr. Bryce Barker, Director of Internal Audit, presented the Audit Committee Report. He reported on the following: <ul style="list-style-type: none"> - Mr. Barker mentioned that the State Auditor’s Office audited the university’s financial statements for the fiscal year ended June 30, 2017. It was noted that Weber State received another clean audit. - Mr. Barker reported on the following 3 follow-up audits <ul style="list-style-type: none"> - Wildcat Store (closed) - Campus Wide Server (closed) - College of Education (left open) |

- Mr. Barker reported on the following scheduled audits
 - Parking Services (left open)
 - University Investments - He stated that the USHE report of Cash, Cash Equivalents, and Investments fairly presents investments as of June 30, 2017, and that investment activity for the year ended June 30, 2017, complied with applicable laws and policies.
 - Institutional Discretionary Funds - Mr. Barker reported the USHE report of Sources and Uses of Institutional Discretionary Funds was a fair representation of the university's sources and uses of discretionary funds.
 - Mr. Barker reported there were two anonymous Ethicspoint complaints received by the university since the last audit committee meeting. The complaints were reviewed and addressed by the appropriate university personnel.
- Motion 5. On a motion by Ms. Cutrubus, and a second by Ms. Croyle, the Audit Committee Report was approved.
- Financial Composite Index 6. Vice President Tarbox mentioned that this is the tenth year that the Trustees have reviewed this report. He mentioned that the report is based on our core ratio values:
 - Primary Reserve (Liquidity)
 - Net Operations Revenue (Income)
 - Viability - Expendable Net Assets/LT Debt
 - Return on Net Assets - Change in Net Assets
- Motion 7. On a motion by Mr. Carpenter, and a second by Ms. Cutrubus, the WSU Composite Financial Index was approved.
- Property Sale 8. Vice President Tarbox reported that WSU is seeking authorization to sell .77 acres of land located in the heavy industrial part of Ogden near Hinckley Drive and Pacific Avenue. The University held (and marketed) this property for more than ten years. The property sale funds a scholarship in Tony Ulibarri's name.
- Motion 9. On a motion by Ms. Croyle, and a second by Ms. Cutrubus, the Property Sale was approved.
- Monthly Investment Reports (November 2017 and December 2017) 10. Vice President Tarbox presented the Monthly Investment Reports for the months of November and December 2017. He reported that WSU is in compliance with the Board of Regents Policy, and the State Money Management Act.

Minutes, February 6, 2018
Business Committee
WSU Board of Trustees

Motion

11. On a motion by Mr. Carpenter, and a second by Ms. Croyle, the Monthly Investment Reports for November and December 2017 were approved.

Legislative Update

12. Dr. Brad Mortensen, Vice President for University Advancement, gave a brief update on the legislative session.

Adjournment

13. The meeting adjourned at 9:15 a.m.

**Board of Trustees
Personnel and Academic Policy Committee
February 6, 2018**

**Members present: Karen Fairbanks, Don Salaza, Aulola Moli, Karla Bergeson, Jeff Stephens,
Madonne Miner**

Guests:

1. Personnel Changes were presented to the committee.
2. The following Early Retirement Request was approved on a motion by Jeff Stephens seconded by Don Salazar:

 Sherrie Ann Jensen, Health Promotion and Human Performance, Start Date 03/30/1998
3. The following Program Reviews were recommended to the full board by Don Salazar seconded by Aulola Moli:
 Automotive
 Philosophy
 Political Science
 Professional Sales
 Social Work
4. The following Program Name Changes were recommended to the full board by Jeff Stephens seconded by Don Salazar:
 Art
 Mathematics
 Chinese
 French
 German
 Japanese
 Spanish
 American Sign Language
 AAS: Production Design and Development
 BS: Product Design and Development
5. The following Program Proposals were recommended to the full board by Don Salazar seconded by Aulola Moli:
 BS in Mechanical Engineering
 Nursing Administration Certificate
 Leadership Minor
6. Sabbatical Leave requests were recommended to the full board on a motion by Jeff Stephens seconded by Don Salazar.
7. PPM 8-11 III-D: Criterial for Granting Tenure was recommended to the full board by Aulola Moli, seconded by Don Salazar.
8. PPM 10-2: Acceptable Use was recommended to the full board by Karen Fairbanks, seconded by Don Salazar.