

Minutes
Weber State University Board of Trustees
Sept. 1, 2015

Trustee Members:

Ms. Karen Fairbanks
Ms. Heather Hales
Mr. Alan E. Hall, Chair
Mr. Cash Knight
Mr. Scott Parson
Mr. Steven E. Starks
Mr. Kevin Sullivan, Vice Chair

Excused:

Dr. Jeff Stephens
Ms. Louenda Downs

Weber State University Officials:

Dr. Charles A. Wight, President
Dr. Norm Tarbox, VP for Administrative Services
Dr. Madonne Miner, Provost
Dr. Brad Mortensen, VP for University Advancement
Dr. Bret Ellis, VP for Information Technology
Mr. John Kowalewski, Executive Director, Marketing & Communications
Ms. Jennifer Unguren, Chair, Staff Advisory Committee
Mr. Shane Farver, Secretary, Board of Trustees
Mr. G. Richard Hill, Legal Counsel
Ms. Stephanie Hollist, Legal Counsel
Mr. Tim Evans, Assistant Attorney General

Press Present:

None

Welcome

- I. The meeting convened at 9:30 a.m.
- II. Chair Alan Hall took roll and welcomed those present.

Oaths of Office

- III. Shane Farver, secretary for the Board of Trustees, administered the oath of office to trustees Cash Knight and Heather Hales. After introducing themselves, Knight and Hales signed their oath of office forms.

May 5, 2015, Minutes

- IV. On a motion by Trustee Karen Fairbanks and seconded by Trustee Scott Parson, the Board of Trustees approved meeting minutes from May 5, 2015.

On a motion by Vice Chair Kevin Sullivan and seconded by Parson, the Board of Trustees unanimously ratified the minutes of the May 5, 2015, Business and Personnel and Academic Policy committees.

June 29, 2015, Special Meeting Minutes

- V. On a motion by Parson and seconded by Trustee Nolan Karras, the Board of Trustees unanimously approved the minutes of a special meeting held on June 29, 2015.

Ratification of Actions Taken on June 29, 2015

- VI. On a motion by Fairbanks and seconded by Sullivan, the Board of Trustees unanimously ratified the following actions taken on June 29, 2015: a resolution authorizing the use of electronic meetings and the approval of PPM 5-36 A, Safety, Response and Reporting Policy.

President's Report

- VII. WSU President Charles A. Wight gave a report covering the following items:

(Dream 125)

- 1) WSU is closing in on its Dream 125 Campaign goal.

(Master's Degrees)	2) Weber State has two new master's degree programs: a combined Bachelor of Science/Master of Science in computer engineering, and a Master of Science in Nursing, Nurse Practitioner.
(Provost)	3) Madonna Miner, former dean of the Telitha E. Lindquist College of Arts and Humanities, is now officially Weber State University's provost.
(Haven)	4) Weber State recently implemented a sexual assault prevention training program called Haven. Wight thanked the WSU Women's Center and Police Chief Dane LeBlanc for implementing the program.
(Staff Advisory Council)	5) Wight introduced Jennifer Unguren, chair of WSU's Staff Advisory Council. Unguren, who works at WSU Davis, said she will focus on making sure that staff know the council is there for them.
WSUSA Report	VIII. WSUSA Student Body President Cash Knight gave a report on the following items:
(SIL Director)	1) Student Involvement and Leadership is in the process of hiring a new director.
(Safe Zone and Suicide Prevention Training)	2) WSUSA has created a mandatory leadership course that will focus upon Safe Zone and suicide prevention training.
(Collaboration Committee)	3) A new Collaboration Committee made up of several WSU-affiliated groups meets monthly to discuss events, calendars and opportunities for cooperation.
(Late Night at Weber)	4) Late Night at Weber was a success, with activities on the rugby field and a dance at the LDS Institute.
(Back-to-School Bash)	5) The Back-to-School Bash, held at Weber State Downtown, was also a success, with good attendance and about 700 pieces of merchandise

	being sold.
(Block Party)	6) The WSU Block Party, held on Sept. 4, 2015, was projected to be the most successful block party to date. WSU partnered with the American Parkinson's Foundation to benefit that organization.
Alumi Report	IX. Heather Hales, president of the WSU Alumni Association's Board of Directors, gave a report on the following items:
(Retreat)	1) Sixty-two people attended the Alumni Board Retreat, where President Wight, Vice President of University Advancement Brad Mortensen, and football coach Jay Hill all spoke.
(Challenge)	2) Hales has issued a challenge to Alumni Association Board Members to bring in 10 dues-paying members each.
(WSU Salutes)	3) The WSU Salutes event, which needed to be added to the WSU calendar, was scheduled for Sept. 17. Fairbanks and her husband, Rick, were to be honored during the event.
(Regional Chapters)	4) The Alumni Association is focusing upon four regional alumni chapters across the United States and making connections with departments and organizations on campus.
Faculty Report	X. No faculty report was given.
Committee Reports	
Business Committee	XI. Parson gave a report on the following Business Committee items:
(Quarterly Investment Report)	1) Business committee items began with a Quarterly Investment report on page 42.
(Audit Committee)	2) The Audit Committee provided an update to the Business Committee, and everything is well on track.

(Capital Facilities
Priorities)

- 3) The Capital Facilities Priorities Report included a requested \$33 million renovation of the Social Science Building, and the Board of Regents is now ranking priorities. WSU received \$4.1 million in state funding this year for capital improvements.

(Quarterly Construction
Report)

- 4) The Quarterly Construction Report detailed \$242 million in projects. Most notable is the Tracy Hall Science Center. The renovation of the Miller Administration building was completed over the summer.

(Facilities Management
Award)

- 5) WSU's Facilities Management team was recognized with a national award.

(Quarterly Athletic Report)

- 6) The Quarterly Athletic Report details the startup of the different athletic teams.

Following a clarification from Hall that capital facilities priorities will next go to the Utah State Board of Regents, Karras moved that the items in the Business Committee report be accepted. Trustee Steve Starks seconded the motion, which the Board of Trustees unanimously passed.

Personnel and Academic
Policy Committee

XII. Kevin Sullivan gave a report on the following items:

(Moyes College of
Education)

- 1) A proposed Moyes College of Education Tenure document added a category for professional behavior, collegiality and ethics.

On a motion from Parson seconded by Fairbanks, the Board of Trustees unanimously approved the update to the Moyes College of Education tenure document.

(PPM 11-1: Graduate
Programs)

- 2) A proposed change in PPM 11-1: Graduate Programs updated language to reflect the establishment of an Office of Graduate Studies, which reports to Miner.

(PPM 8-1: Evaluation of Faculty Members)

On a motion from Parson seconded by Fairbanks, the Board of Trustees unanimously changed the change to PPM 11-1.

- 3) A proposed change to PPM 8-1: Evaluation of Faculty Members made a modification to how you make changes to post-tenure documents.

On a motion from Knight seconded by Starks, the Board of Trustees unanimously approved the change to PPM 8-1.

(Master of Science: Respiratory Therapy)

- 4) WSU requests the establishment of a Master of Science Degree in respiratory therapy. Sullivan noted the thorough nature of the proposal and noted a strong need for the program. Following a question from Karras, Miner reported that differential tuition will pay for the program.

On a motion from Karras and a second from Parson, the Board of Trustees unanimously approved the proposal for a Master of Science in respiratory therapy. The proposal will now go to the Board of Regents for final approval.

(Personnel Change Report)

- 5) Sullivan noted that the Personnel Change Report was particularly extensive over the last period Parson asked if trustees could get a more detailed report that included both voluntary and involuntary turnover.

On a motion from Parson seconded by Karras, the Board of Trustees unanimously voted to recommend that trustees receive more detailed metrics involving WSU turnover.

Following the vote, trustees discussed the nature of the data that they would want and how that data would be used. Hall suggested that there could be benchmark data in comparison with other institutions. Trustees said that a high-level annual report similar to data that is sent to the Board of Regents would suffice. Trustees also

discussed the possibility of collecting data on both faculty and staff.

Open Meetings Training

XIII. G. Richard Hill, legal counsel for the university, introduced Tim Evans, assistant attorney general, who led the Board of Trustees in an annual Open and Public Meetings Act training.

Meeting Adjourned

XIV. On a motion from Sullivan, the meeting adjourned. The next meeting was scheduled for Tuesday, Oct. 6, 2015.

Minutes submitted by:



Shane D. Farver, Secretary
WSU Board of Trustees



Charles A. Wight, President
Weber State University



**President's Report
for WSU Board of Trustees
Sept. 1, 2015**

1. As of June 30, Weber State University has raised \$121.8 million toward the \$125 million we are aiming for as part of the Dream 125 Campaign. WSU Athletics, the Telitha E. Lindquist College of Arts & Humanities and Student Affairs are the closest to fulfilling their campaign goals, having achieved 96.4 percent, 88.4 percent and 76.9 percent of their goals respectively.
2. Over the summer, Weber State received several accolades:
 - The Larry Abernathy Award, an international award that celebrates great college-town relationships (shared with Ogden)
 - A Great Colleges to Work For designation (for job satisfaction/support, work/life balance, facilities, workspaces and security)
 - A designation as one of the Princeton Review's Best Regional Colleges 2015 for the Western Region
 - Facilities Management received the APPA 2015 Award for Excellence
3. In July, the Board of Regents approved two new master's degree programs: a combined BS/MS five-year program in Computer Engineering and an MS in Nursing, Nurse Practitioner.
4. Madonne Miner officially became provost and vice president of Academic Affairs on July 1. She replaces Mike Vaughan, who has returned to faculty and will lead the Center for the Study of Poverty and Inequality.
5. The National Athletic Trainers' Association named associate professor Valerie Herzog one of the recipients of its Most Distinguished Athletic Trainer award.
6. Several faculty and staff helped our global community over the summer. Assistant professor Bill Robertson spent five weeks with WSU volunteers in Ghana, providing clinical education to healthcare professionals there. Mike Moon, Julie Rich, Jeremy Farner and Carey Anson traveled with students to Thailand to build a kitchen and dining hall for an orphanage.

7. Brenda Marsteller Kowalewski's community engagement role is expanding. Beginning fall 2015, Brenda will not only direct the Center for Community Engaged Learning but will also serve as the presidential chair for community engagement. This role will entail providing senior leadership and scholarship on community engagement as well as creating synergy among Weber State's various outstanding community outreach programs.
8. Weber State has several construction updates:
 - The Tracy Hall Science Center is about 65 percent complete, and the university expects to raze the old Science Laboratory in the summer of 2016.
 - The Student-Athlete Academic Center will open by the end of 2015.
 - Weber State Farmington Station is scheduled to open in November.
 - The Miller Administration Building has been renovated.
9. The U.S. Department of Education again funded WSU's Student Support Services, a federally funded TRIO program that provides a variety of services to help low-income, first-generation students persist in college. The Weber State program received the largest grant (\$401,000) of those in Utah.
10. Veterans Services has initiated a new veterans education program to help faculty and staff work more effectively with veterans on campus. Thirty-six individuals have completed the program.
11. The Women's Center rolled out Haven, a sexual violence prevention training, in July. Haven is an online training that provides tools and scenarios to define and promote healthy relationships and spot the warning signs of abuse. Students have responded positively to the program, and 195 students have expressed an interest in getting more involved in sexual assault prevention and education. In addition, Weber State is starting a Violence Prevention Peer Educator program. Trained students will provide ongoing prevention and bystander intervention skill-based workshops for Weber students.
12. There has been a huge expansion in the number of public schools participating in our Beverley Taylor Sorenson Arts Learning Program. Tamara Goldbogen, director of that program, reported that the number of schools WSU will serve will jump from 13 to 77 this year with the addition of Davis School District.
13. WalletHub ranked Utah as the best state for light student loan debt burdens. The organization analyzed college debt levels, delinquency, state economies and income data to determine rankings.



WSUSA September Monthly Report

- WSUSA has finalized scheduling for almost all branches of student government.
- A hiring committee assembled to find the new Student Involvement and Leadership director.
- WSUSA has created a weekly mandatory leadership course, which will allow us to train all of our members in multiple areas such as Safe Zone training, QPR, etc.
- A new Collaboration Committee — which includes Alumni, Athletics, ambassadors, Greeks, LDSSA, SAAC and WSUSA — meets monthly for event support, calendar sharing and developing creative ways to combine student groups and events.

- In collaboration with LDSSA and WSUSA, Late Night at Weber took place Aug. 28 on the rugby field then moved into the LDS Institute building for a dance.
- The Back-to-School Bash, a collaboration between Alumni, Weber State Downtown and WSUSA, took place on Aug. 29. This event had food trucks, a local band, a Spirit Squad performance, and an unveiling of the new game day T-shirt. Following the event, students and community members will head up to the Weber State Basketball Alumni Classic. Students at the dorms can take a shuttle to the downtown activity and back.
- The Block Party is primed to be a huge success. All of the tables have been booked, and we have partnered with the American Parkinson's Disease Foundation to promote awareness during the event.



Weber State University Alumni Association President's Report
WSU Board of Trustees
September 2015

➤ **Financial Performance**

The Alumni Association is funded through membership dues and gifts, Affinity programs, events, interest, and endowments. As of the 4th quarter (June 30, 2015) WSUAA earnings:

- Membership dues \$55,675
- Royalties \$88,000
- Interest \$36,178
- Dowdle donations and sales \$70,570
- Love UT Give UT donations \$1,654
- **Total: \$252,077**

➤ **License Plates**

The WSUAA license plate program continues to grow with 118 new plates July 1, 2014 – June 31, 2015 with \$18,175 in revenue as of June 2015. This is an overall growth of 5% (\$875) increase from this time last year. License Plates Distribution is 706, and as of June, 2015 total income is up \$200 (13%) above last year.

➤ **Membership**

Membership numbers for FY 14/15 as of 5/28/2015

As of May 1, 2015 total membership is 1,816 (up from last May 1, 2014 up 26% or 369 memberships)

General Membership = 902 (up 15% increase from last year 118)

Lifetime Memberships = 469 (up 5% increase from last year 24)

Phonathon Memberships = 384 (up 82% from last year 173 memberships)

- **Phonathon** Working together, the partnership between Annual Fund and the WSU Alumni Association continues to develop with partnerships that will engage our constituents in a collaborative processes that helps increase the overall brand awareness for WSU. We have 15 WSU student callers actively soliciting our alumni for gifts that allow the alumni to both donate to their college or unit of choice as well as receive an alumni membership. We are seeing an increase in NEW donors to the university and we are excited to see how effectively we can broaden our donor base. For the Fall 2014 & Spring 2015 phonathon sessions, we have had \$35,390 pledged and \$12,485 fulfilled.
323 total donors (New = 209, Continuing = 52, Rejoined = 112)

➤ **SAA**

The 2015-2016 Student Alumni Association Council was selected in April. Since then, they have been working hard at recruiting new members at the Orientation Resources Fairs that were held in June, July, and early August. The final Fair is set for August 28th. SAA has also been partnering with WSUSA, Athletics, LDSSA, the Admissions Ambassadors, the Student-Athlete Advisory Committee, and Greek Life to plan collaborative tailgates for WSU's home football games this Fall. Each group will take a turn hosting and planning the tailgate for all of the groups to attend. SAA will also be participating in a

service project on Monday, August 24th with the United Way of Ogden. We will be bundling diapers and other necessities for those in need.

➤ **YAC**

The Young Alumni Council has begun preparations for our annual "Run for the Fund of It" 5k & Kids K. We have been contacting sponsors and potential participants. The race will be held on Saturday, September 19th at 8:30am at the Lindquist Alumni Center. Registration is open until September 6th and the price is \$25 for adults and \$5 for kids 10 and younger. Current Alumni Association and SAA members can register for \$20. Price includes race entry, a t-shirt, and breakfast (catered by Sodexo and Waffle Love). All proceeds are donated to the Young Alumni Scholarship Fund and are awarded the following year to a student pursuing a Master's Degree at WSU.

➤ **Regional Alumni Chapters**

The PNW Chapter held an activity on May 30th at a Mariner's game. We held a BBQ at Safeco Field and provided discounted tickets to the 64 area alumni in attendance. The PNW Chapter officers also met prior to the game to discuss the calendar for the year and to begin planning their next activity--a tailgate in conjunction with the Weber State @ Oregon State football game on Friday, September 4 in Corvallis, Oregon. Tickets for this event went on sale this week.

The AZ Chapter officers held their inaugural planning meeting on August 12th. They decided to plan two upcoming events for their area alumni. The first will be a tailgate in Flagstaff, Arizona when WSU will travel to NAU for football. The second event will take place on Friday, December 11th when the Portland Trailblazers take on the Phoenix Suns in Phoenix.

The Southern Utah/Nevada Chapter officers will be meeting the last week of September and the Texas Chapter officers will be meeting in early October for their planning meetings.

➤ **Emeriti**

The Emeriti Alumni Council will provide several volunteers to welcome and assist students with questions on the first two days of Fall 2015 classes.

Thirty six students were awarded scholarships through the Alumni Association for the 2015-16 academic year with awards totaling over \$75,000. The scholarship recipients will be invited to meet donors at a luncheon held later in the Fall at the Lindquist Alumni Center. These scholarships are funded by private donations, license plate proceeds and the annual Alumni Golf Classic.

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., September 1, 2015 at the Davis Campus, Building 3, Room 126.

Members present:

Mr. Alan Hall	Mr. Scott Parson	Mr. Steve Starks
Ms. Heather Hales	Mr. Nolan Karras	

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. Kevin Hansen	Associate Vice President/Facilities and Campus Planning
Mr. Bryce Barker	Director of Internal Audit
Mrs. Stephanie Hollist	Associate General Counsel
Mrs. Anita Preece	Secretary

Visitors: None

Excused: Mr. Jerry Bovee

Press: None

BUSINESS COMMITTEE MEETING

Minutes

Financial Reports for
the Months ending June
2015 and July 2015

Motion

1. The minutes of the meeting held on May 5, 2015, were approved on a motion by Mr. Hall and a second by Mr. Karras.
2. Vice President Tarbox reviewed the Financial Report for the month ended June 2015. He explained that this report reflects twelve months of activity since the close of the 2014-2015 fiscal year. With 100% of the year completed, 97.92% of the budget was expended.

Vice President Tarbox mentioned that overall funds were down. This is only the second time in 13 years that this has happened. Vice President Tarbox reported that the auxiliaries such as Bookstore, Housing, Athletics, Food/Union Building, and Printing Services either had a positive or break even balance.

Vice President Tarbox reported that with one month of activity for the FY 2015-2016, spending patterns and data are not very illuminating yet.
3. On a motion by Mr. Hall and a second by Mr. Karras, the Financial Report for May was approved.

Quarterly Investment
Report

4. Vice President Tarbox presented the Quarterly Investment Report. The balances are as follows:
1. **Endowment Pool** - The balance in the portfolio on 06/30/15 was \$113,759,626. The year-to-date return on investment was -0.51%.
 2. **Cash Management Pool** - The pool's balance on 06/30/15 was \$110,061,521. The year-to-date return on investment was 1.30%.
 3. **Funds Separately Invested** - The balance on 06/30/15 was 409,700. The year-to-date return on investment was 32.99%.
 4. **Foundation** - The balance on 06/30/15 was \$12,309,398. The year-to-date return on investment was -1.08%.

Motion

5. On a motion by Mr. Karras, and a second by Mr. Starks, the Quarterly Investment Report was approved.

Audit Committee Report

6. Mr. Bryce Barker, Director of Internal Audit, presented the Audit Committee Report. He mentioned that VP Ellis introduced Andrea Grover, the Information Security Manager, who led a report on IT risk assessment and mitigation. Mr. Barker discussed the process involved in developing the FY16 audit schedule, but suggested that the discussion of the risk assessment process be postponed until the September Audit Committee meeting.

Mr. Barker reported on the results of the follow-up reviews for the following audits:

- Academic Support Centers and Programs
- Campus Recreation
- Outreach/Retention Programs
- Veterans Services
- John B. Goddard School of Business & Economics
- Loan Services and Student Accounts Receivable

All recommendations have been adequately implemented except for a few recommendations noted in the Academic Support Center and Programs audit. Mr. Barker recommended the audit be left open and recommended all other follow-up reviews be closed.

Mr. Barker reported on the results of the following scheduled audits:

- President's Office
- Office of Sponsored Projects and Technology
Commercialization Office
- College of Science
- Dining Services/Contract

The President's Office was a clean audit and it was therefore recommended it be closed. The other three audits had recommendations identified in the audits. It was recommended that they be left open for six months to determine if the appropriate actions have been taken to implement the recommendations.

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

Motion

7. On a motion by Mr. Karras, and a second by Mr. Starks, the Audit Committee Report for May 2015 was approved.

Capital Facilities
Priorities

8. Vice President Tarbox reported that WSU's top priority for State Capital Development Funding will be the renovation of the Social Sciences Building. He mentioned that there have been four tours of the building this summer. He also reported that there are no non-state funded projects this year.

Vice President Tarbox reviewed the list of WSU improvement projects that have been prioritized for 2015-2016.

Motion

9. On a motion by Mr. Hall, and a second by Mr. Starks, the Capital Facilities Priorities were approved.

Quarterly Construction
Report

10. Mr. Kevin Hansen, Associate Vice President for Facilities, and Campus Planning presented the Quarterly Construction Report. He reported on the following:

- **Tracy Hall Science Center** - Mr. Hansen reported that the exterior of the building will be complete and enclosed by the end of October. The building is scheduled to be complete and ready for the beginning of school August 2016.
- **Stewart Library Renovation** - Mr. Hansen mentioned that the schematic design is underway by VCBO Architecture. Okland Construction was selected as the CM/GC Contractor.
- **Miller Administration MEP Renovation** - Mr. Hansen reported that this project was done in 91 days. Occupants have moved back into the building and minor punchlist items will continue through September.
- **D13 Renovation** - Mr. Hansen mentioned that the project was completed the end of August.
- **Academic Success Center for Athletics** (Stadium House) - Mr. Hansen reported that Annex 13 has been demolished and the construction of the new facility is 30% complete. The project is scheduled to be complete in December 2015.

- **WSU Farmington at Station Park** - Mr. Hansen reported that this project was completed two weeks ahead of schedule.
- **2 Megawatt Solar Installation at Davis Campus** - Mr. Hansen mentioned that the Power Purchase (PPA) RFP is under review at DFCM. We are hoping construction for this project will start in the summer of 2016 or sooner.

President Wight mentioned that Facilities Management won the APPA Award which is quite a prestigious award, involving site visits, reports, etc. APPA picks one university in the nation each year, and WSU won!

Motion

11. On a motion by Mr. Hall, and a second by Mr. Starks, the Quarterly Construction Report was approved.

Quarterly Athletic Report

12. Vice President Tarbox presented the Quarterly Athletic Report. He reported on the following:
- Vice President Tarbox reported that Football, Soccer, Volleyball and Men's Cross-Country are all starting up. The Football team opens the 2015 season on September 4th at Oregon State.
 - Vice President Tarbox mentioned that the Wildcats began the season at North Carolina and Duke. The home opener is set for September 11th against Colorado College.
 - Vice President Tarbox reported that WSU has a new Volleyball Coach, Jeremiah Larsen. The home opener will be October 1st against Portland State.
 - The Men's Basketball Team will begin practice in October. Vice President Tarbox also mentioned that WSU had a wonderful Alumni Event on Saturday evening, which he hopes will become a semi annual event.
 - Vice President Tarbox reported that WSU has announced a multi-year partnership with KJZZ TV to televise nearly all WSU home football and men's basketball games.

Motion

13. On a motion by Mr. Karras, and a second by Mr. Hall, the Quarterly Athletic Report was approved.

Minutes, September 1, 2015
Business Committee
WSU Board of Trustees

Monthly Investment
Report

14. Vice President Tarbox presented the Monthly Investment Reports for the months of April, May, and June. He mentioned that WSU is in compliance with the State Board of Regents and the Money Management Act.

Motion

15. On a motion by Mr. Karras, and a second by Mr. Starks, the Monthly Investment Reports were approved.

Adjournment

16. The meeting was adjourned at 9:24 a.m.

Board of Trustees
Personnel and Academic Policy Committee
September 1, 2015

Members present: Kevin Sullivan, Chair, Cash Knight, Karen White Fairbanks, Madonne Miner
Guests: Lisa Trujillo and Paul Eberle

1. Personnel Changes were presented to the committee.

2. The following Early Retirement Requests were approved on a motion by Kevin Sullivan seconded by Karen Fairbanks:

Debbie Grundy, Wildcat Print & Design, Total Early Retirement, September 30, 2015
Terry R Yates, Facilities Management (Carpentry), Total Early Retirement, September 15, 2015
Wayne R. Smith, Facilities Management (Custodial Services), Total Early Retirement, September 15, 2015
Edward Robert King, Academic Teach Training & Planning, Total Early Retirement, October 31, 2015

3. The **Master of Science in Respiratory Therapy** was recommended to the full board on a motion by Karen Fairbanks, seconded by Kevin Sullivan.

4. The **Moyes College of Education Tenure Document** was recommended to the full board on a motion by Karen Fairbanks, seconded by Kevin Sullivan.

5. PPM 8-11, Evaluation of Faculty Members was recommended to the full board on a motion by Kevin Sullivan, seconded by Karen Fairbanks.

6. PPM 11-1, Graduate Programs was recommended to the full board on a motion by Karen Fairbanks, seconded by Kevin Sullivan.