

Utah Valley University Board of Trustees Meeting
March 28, 2018
8:00am SC 213c

Tab	Agenda	Notes
	<p><u>I. Action</u></p> <p>1. Resolution of Appreciation, <i>Elaine Dalton, Chair</i> a. Rob Smith, UVUSA President</p>	
<u>A</u>	<p>2. Requisition a. Aviation - \$3,000,000, <i>Jeff Olson, SVP, Academic Affairs</i></p>	
<u>B</u>	<p>3. Policies a. Policy 522 Credits & Transfers, <i>Jeff Olson, SVP, Academic Affairs</i> b. Policy 609 Business & Industry Incentive Plan for Course Delivery, <i>Jeff Olson, SVP, Academic Affairs</i> c. Policy 654 Faculty Merit Pay, <i>Jeff Olson, SVP, Academic Affairs</i> d. Policy 705 Unmanned Aircraft Systems, <i>Val Peterson, VP Finance & Administration</i></p>	
<u>C</u>	<p>4. 2018-19 Tuition, <i>Linda Makin, VP PBHR</i></p>	
<u>D</u>	<p>5. Student Fees, <i>Rob Smith, UVUSA President</i></p>	
<u>E</u>	<p>6. 2018-19 Compensation Plan, <i>Linda Makin, VP PBHR</i></p>	
<u>F</u>	<p>7. Foundation-UVU MOU, <i>Scott Cooksey, VP, Development & Alumni Relations</i></p>	
	<p><u>II. Executive Session</u></p> <p><u>I. Action (Continued)</u></p> <p>8. Rank Advancement, <i>Jeff Olson, SVP, Academic Affairs</i></p> <p>9. Tenure, <i>Jeff Olson, SVP, Academic Affairs</i></p>	
	<p><u>III. Committee Reports</u></p> <p>1. Audit Committee, <i>R. Duff Thompson, Chair</i></p> <p>2. Finance and Facilities, <i>Jack Sunderlage, Chair</i></p> <p>3. Honorary Awards Committee, <i>Karen Acerson, Chair</i></p> <p>4. Academic Affairs Committee, <i>Paul Thompson, Chair</i></p>	
<u>G</u>	<p><u>IV. Consent Calendar</u></p> <p>1. Minutes of February 22, 2018</p> <p>2. January 2018 Investment Report</p> <p>3. 2017-18 Education & General Appropriated Revenue Revision</p>	

4. Human Resources Annual Report

V. Information

- H** 1. Formal Action of Northwest Commission on Colleges & Universities,
Linda Makin, VP PBHR
- I** 2. President's Report & Legislative Update, *Matthew S. Holland, President*



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	Diamond DA-42 Twin Star Fleet
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Jeff Olson, SVP Academic Affairs
SUBJECT:	Requisition Approval for Aviation Planes
BACKGROUND:	The School of Aviation is requesting permission to conduct a comprehensive RFP with expected payment to the chosen company in an amount up to and including \$3,000,000. This RFP will seek a long-term solution to premature and repetitive in-flight engine related issues to the Diamond DA-42 Twin Star fleet, which is comprised of 4 aircrafts. Long-term solutions acceptable to the School of Aviation may include but are not limited to replacement of failing parts by Diamond Aircraft Industries or the exchange of the current fleet to that of a different manufacturer. (Please see the attached for information regarding funding.)
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, “I move to approve a comprehensive RFP by Aviation to address on-going engine related issues in the existing Diamond Multi-Engine DA-42 training aircraft with the understanding that expenditures to the selected company may amount to as much as \$3,000,000.” • Amend and approve, “I move to approve, as amended...” • No action, “I move that we go to the next agenda item...”
FINANCIAL IMPACT:	Please see the attached.
EXHIBITS:	a. Requisition Approval Request b. Training Fleet Review Flow Chart

Board of Trustee Requisition Approval Request

PC Date: March 28, 2018.

Issue: Repeated uncommanded power roll back events of engines, installed in the UVU School of Aviation Sciences (Aviation) fleet of existing Diamond Multi-Engine DA-42 training aircraft, has prompted a Twin Training Fleet Assessment review protocol (*See Phase 2 of the attached document UVU Twin Training Fleet Review*). Aviation seeks the authorization to conduct a comprehensive RFP.

Requisition Amount: \$3,000,000 – Rec. # 100728581

Department Responsible for Funding: School of Aviation Sciences

Background/Explanation of Purchase: The Multi Engine RFP request has been proposed in response to premature, and repetitive, in-flight engine related issues of our Diamond DA-42 Twin Star fleet. Our phased approach (*see attached file*) has included the immediate exchange of certain engines to ensure that we should not experience a similar repeat failure while also allowing for a systematic review of current flight training platform alternatives.

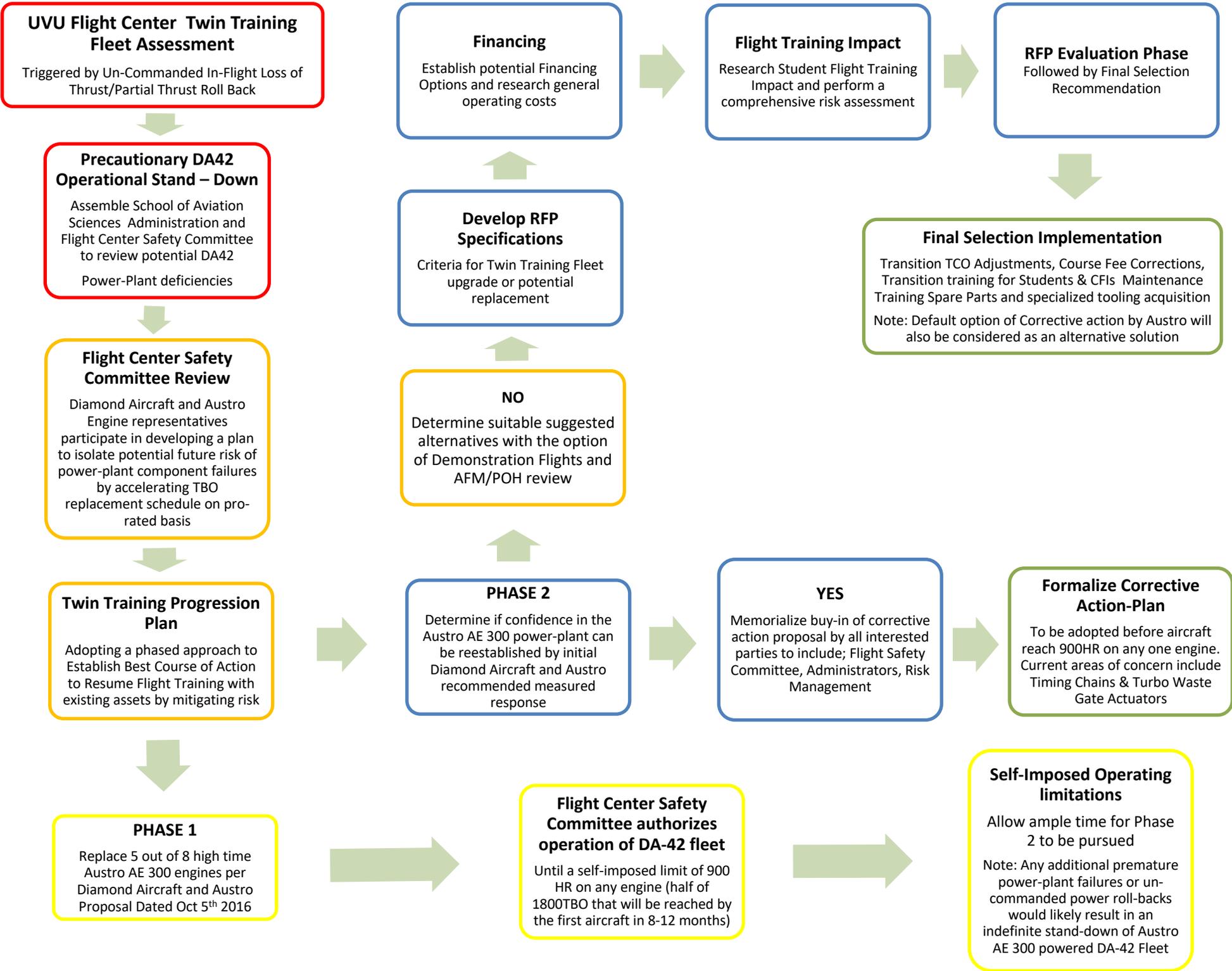
This review is proposed to be administered via an RFP process. The outcome could range from a suitable long-term solution presented by our current manufacturer, Diamond Aircraft Industries, to a possible recommended exchange of our (4) current Multi Engine Fleet to that of a different Manufacturer, Make and Model. Because of this possibility, the funding consideration must be able to absorb the potential of acquiring up to (4) new aircraft.

Funding Source: Procurement funds would be sourced from a dedicated aircraft replacement soft funded index, **S12138**.

The current balance is in excess of \$2,500,000 and continues to build at approximately \$50,000/Month. The acquisition is proposed to be funded in its entirety from this account, recognizing that a staggered delivery schedule would allow for the remaining funds to build, in addition to the eventual supplemental income from liquidating the existing fleet of (4) DA-42 Twin Stars, valued at approximately \$1,250,000 (*depending on used market trends*).

Note: A portion of the Course Fees that student's pay for flight training expenses replenishes the aircraft replacement fund.

Linda Makin Conditional Requirement: Aviation Science obtain financing through UVU or an external financial institution for approximately \$1.1 million of the purchase to be repaid on a monthly basis until the current DA-42NGs are sold at which time the balance may be entirely repaid. I shared this financing recommendation with David McEntire, Jeff Olson, Val Peterson, and Jacob Atkin



UVU Flight Center Twin Training Fleet Assessment

Triggered by Un-Commanded In-Flight Loss of Thrust/Partial Thrust Roll Back

Precautionary DA42 Operational Stand – Down

Assemble School of Aviation Sciences Administration and Flight Center Safety Committee to review potential DA42 Power-Plant deficiencies

Flight Center Safety Committee Review

Diamond Aircraft and Austro Engine representatives participate in developing a plan to isolate potential future risk of power-plant component failures by accelerating TBO replacement schedule on pro-rated basis

Twin Training Progression Plan

Adopting a phased approach to Establish Best Course of Action to Resume Flight Training with existing assets by mitigating risk

PHASE 1

Replace 5 out of 8 high time Austro AE 300 engines per Diamond Aircraft and Austro Proposal Dated Oct 5th 2016

Flight Center Safety Committee authorizes operation of DA-42 fleet

Until a self-imposed limit of 900 HR on any engine (half of 1800TBO that will be reached by the first aircraft in 8-12 months)

Self-Imposed Operating limitations

Allow ample time for Phase 2 to be pursued
Note: Any additional premature power-plant failures or un-commanded power roll-backs would likely result in an indefinite stand-down of Austro AE 300 powered DA-42 Fleet

Financing

Establish potential Financing Options and research general operating costs

Flight Training Impact

Research Student Flight Training Impact and perform a comprehensive risk assessment

RFP Evaluation Phase
Followed by Final Selection Recommendation

Final Selection Implementation

Transition TCO Adjustments, Course Fee Corrections, Transition training for Students & CFIs Maintenance Training Spare Parts and specialized tooling acquisition
Note: Default option of Corrective action by Austro will also be considered as an alternative solution

Develop RFP Specifications

Criteria for Twin Training Fleet upgrade or potential replacement

NO

Determine suitable suggested alternatives with the option of Demonstration Flights and AFM/POH review

PHASE 2

Determine if confidence in the Austro AE 300 power-plant can be reestablished by initial Diamond Aircraft and Austro recommended measured response

YES

Memorialize buy-in of corrective action proposal by all interested parties to include; Flight Safety Committee, Administrators, Risk Management

Formalize Corrective Action-Plan

To be adopted before aircraft reach 900HR on any one engine. Current areas of concern include Timing Chains & Turbo Waste Gate Actuators



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	<i>UVU Policy 522 Undergraduate Credit and Transcripts</i>
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Jeff Olson, Senior Vice President of Academic Affairs
SUBJECT:	Policy 522
BACKGROUND:	<p>This policy was updated to:</p> <p>1) Clarify what circumstances transfer credits will be accepted and update the procedures to bring the transfer credit process in compliance with USHE standards described in Utah Board of Regents' Policy R470 <i>General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination.</i></p> <p>2) Add a section to address the specific needs of our veteran students' ability to transfer credits.</p>
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, "I move to approve Policy 522." • Amend and approve, "I move to approve, as amended, Policy 522." • No action, "I move that we go to the next agenda item..."
FINANCIAL IMPACT:	Not applicable.
EXHIBITS:	a. UVU Policy 522



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: 522 Undergraduate Credit and Transcripts		
Existing Policy Number and Title: 522 Undergraduate Credit and Transcripts		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision – Limited Scope	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>March 28, 2018, Stage 4 Board of Trustees Draft</u>
President’s Council Sponsor: <u>Jeff Olson</u> Ext. _____
Policy Steward: <u>Kat Brown, Pilar Hays</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision</p> <p>Entrance Date: <u>7/27/2017</u></p> <p>University Entities Review</p> <p>Entrance Date: <u>12/14/2017</u> Close Feedback: <u>2/28/2018</u></p> <p>University Community Review</p> <p>Entrance Date: <u>2/8/2018</u> Open Feedback: <u>2/8/2018</u> Close Feedback: <u>3/10/2018</u></p> <p>Board of Trustees Review</p> <p>Entrance Date: <u>3/15/2018</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Undergraduate Credit and Transcripts	Policy Number	522
Section	Student Affairs	Approval Date	
Subsection	Academic Standards, Credits, and Grades	Effective Date	
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 This policy establishes minimum credit hours, residency, and GPA requirements for the purpose of obtaining a degree, diploma, or certificate at UVU.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' *Policy on Credit Hour*

2.2 Northwest Commission on Colleges and Universities' *Education Resources 2.C.8*

2.3 Utah Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

2.4 Utah Board of Regents' Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*

2.5 UVU Policy 610 *Credit Hour*

3.0 DEFINITIONS

3.1 Academic Associate degrees: An Associate in Arts (AA) degree or an Associate in Science (AS) degree, which fulfills general education requirements and may be transferable to four-year institutions of higher learning. The Associate in Arts has a foreign language requirement, which the Associate in Science does not.

3.2 Academic renewal: The process of requesting an exception to policy to allow up to two semesters of course work to be excluded from a student's academic GPA.

3.3 Advanced Placement Credit: A program created by CollegeBoard offering college-level curriculum and examinations to high school students.



UTAH VALLEY UNIVERSITY

Policies and Procedures

3.4 Associate in Applied Science (AAS) degrees: A program of study (minimum 63 semester credit hours) intended to prepare students for entry-level careers.

3.5 Specialized Associate degrees: Programs of study that include extensive specialized course work and are intended to prepare students for upper-division courses in baccalaureate programs. These programs may contain general education requirements that are less extensive than Academic Associate degrees. Some of these degrees transfer.

3.6 Certificates of Completion: A program of study that is typically one year in length and prepares students for gainful employment in a specific occupation.

3.7 Certificates of Proficiency: A program of study that is typically less than one year in length and prepares students for gainful employment in a specific occupation.

3.8 CLEP credit: Standardized tests that assess college-level knowledge in several subject areas.

3.9 Challenge/experiential credit: Credit granted for prior learning experiences that can be shown through various means of assessment to be the equivalent of learning gained through formal collegiate instruction.

3.10 Credit hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency as defined by accrediting and federal bodies.

3.11 Credit ratio: The combination of contact hours (lecture and/or lab) associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours, and zero lab contact hours per week (based on a 15-week semester).

3.12 Distance education: A formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous.

3.13 Endorsement, K-12 Teaching: A collection of courses that prepares K-12 teachers or teacher candidates for specific area certification by the Utah State Office of Education. UVU transcripts endorsement credits but does not award a certificate or diploma for endorsements.

3.14 Grade-point average: The number of grade points a student earned in a given period of time divided by the total number of credits taken.

3.15 Internship: On-the-job training, which may be paid or unpaid.



UTAH VALLEY UNIVERSITY Policies and Procedures

3.16 Joint Service Transcripts: Consolidated transcript information for the Army, Marine Corps, Navy, Air Force, and Coast Guard, which includes, but is not limited to:

3.16.1 Personal service member data;

3.16.2 Military course completions—all courses that have been evaluated by ACE, with full descriptions and credit recommendations

3.16.3 Military occupations—full descriptions, skill levels, and credit recommendations

3.16.4 College-level test scores—CLEP, DSSTs, and NCPACE score data and

3.16.5 Other Learning Experiences—additional completed courses and occupations not evaluated by ACE for college credit.

3.17 Transcript: An official record that documents a student's academic history and performance.

4.0 POLICY

4.1 Transcripts

4.1.1 UVU maintains a record of each student's academic history and performance.

4.1.2 Course grades are processed at the end of each semester and recorded on student transcripts.

4.1.3 Degrees are processed and entered on transcripts within six to eight weeks after the graduation date.

4.1.4 The Registrar's office is responsible for all changes and additions to student transcripts, such as grade changes, repeats, notations, etc.

4.2 Requirements for Award of Degrees

4.2.1 Residency: Residency: Credit hours in residency (UVU credits) at a UVU campus, satellite, or branch campus, or through distance education or concurrent enrollment, are required for all certificates, diplomas, and degrees. Minimum hours are as follows:

- 1) Certificates of proficiency require 25% of total credit hours (rounded up);
- 2) Certificates of completion require 10 credit hours;
- 3) Associate degrees and diplomas require 20 credit hours;



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4) Baccalaureate degrees require 30 credit hours (10 credits of those 30 shall have been completed within the last 45 credit hours earned for the degree).

4.2.2 Total hours: A candidate for a certificate, diploma, or degree shall complete the following number of credit hours:

Certificate/Degree	Number of Semester Credit Hours Required for Completion
Certificates of Proficiency	Less than 30 credit hours
Certificates of Completion	30–33 credit hours
Diploma	50 credit hours
Associate in Applied Science degree	63–69 credit hours (some disciplines may require more due to specialized accreditation)
Associate in Arts or Associate in Science degree	60–63 credit hours
Specialized Associate’s degrees	68-85 credit hours
Baccalaureate degree (Bachelor of Arts, Bachelor of Science, and Professional Bachelor’s degrees)	120–126 credit hours, 40 of which shall be upper-division credits (level 3000 and above)
Graduate Certificate	9–29 credit hours

4.3 Minors

4.3.1 Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit. Minors shall be awarded only at the time a bachelor degree is being awarded. Minors shall not be awarded with a bachelor degree of the same major.

4.3.2 Individual departments shall decide if a minor may be attached to a major and if credits may be used for both a minor and major from an academic program.

4.4 Multiple Degrees

4.4.1 Students may earn multiple certificates.

4.4.2 Students may earn only one academic associate degree from Utah Valley University: either an Associate in Science or an Associate in Arts.

4.4.3 A second bachelor's degree may be awarded when all requirements for both degrees are satisfied, including the following:

1) All UVU general education requirements are satisfied.



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- 2) Thirty semester hours beyond the original degree are completed.
- 3) Twenty semester hours of the 30 hours in item 2 above are completed at UVU (resident hours).

4.5 Multiple Emphases

4.5.1 Students may earn additional emphases, with departmental approval, under a specific bachelor's degree by completing the requirements for those emphases. Additional emphases shall appear on transcripts, but no additional diplomas shall be awarded.

4.6 Dual Baccalaureate Majors (One Degree with Two Majors)

4.6.1 A baccalaureate degree with dual majors may be awarded when a student completes all requirements for two approved degrees from the approved dual majors list, but has not met the required 30 semester hours for a second degree beyond the original degree (see section 4.4.3). The student shall receive a single baccalaureate degree; the diploma and transcript shall list both majors.

4.6.2 Students apply for graduation for only one degree type, such as a Bachelor of Science or Bachelor of Arts, when applying for the dual major.

4.6.3 In order to be awarded a dual major, students shall complete both majors during or prior to the semester of graduation. If students have already graduated in one of the majors, they may not apply for a dual major. After being awarded a dual major degree, students may not apply for graduation for one of the dual majors separately.

4.6.4 Students shall have no more than three course substitutions from the required courses for the two majors combined.

4.6.5 Students may not receive minors in either major, but may be awarded a minor from another area if all requirements are met.

4.6.6 Credits shall not exceed the 160 credit-hour limit with the two combined majors.

4.7 GPA Requirements

4.7.1 A cumulative grade point average of 2.0 ("C") is required for graduation.

4.7.2 Some programs may require a higher cumulative grade-point average than 2.0 ("C"), and they may require specific course grade requirements.



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5.0 PROCEDURES

5.1 Challenge Credit/Experiential Credit (Equivalency Examination and/or Documentation of Earned Competency)

5.1.1 No more than 25 percent of the minimum credits required toward a bachelor's degree, an associate degree, diploma, or certificate of completion, may be awarded through experiential and/or challenge credit. Challenge credit and experiential credit are not eligible for use in a certificate of proficiency. Credit for courses that appear in the current catalog may be awarded to individuals who can prove through appropriate assessment and/or documentation that they have already acquired the equivalent knowledge and/or expertise required for successful completion of that course.

5.1.2 To receive challenge/experiential credit for a specific course, the student shall:

- 1) Be enrolled at the University;
- 2) For challenge credit, complete a comprehensive examination (theoretical and/or applied) with at least a "C-" grade; or for experiential credit, provide documentation of practical experience to the satisfaction of the department chairperson and dean showing course objectives have been met; or with departmental approval, complete an advanced course with a grade of "C-" or higher (if deemed necessary by the department) as a validation procedure.
- 3) Pay, in advance, a nonrefundable processing fee;
- 4) After successful completion of requirements, pay the per-credit-hour fee.

5.1.3 A specific course shall be challenged only once, and a student shall not receive challenge/experiential credit for a course that the student is/or has been previously enrolled in and received a grade, including a "W" grade.

5.1.4 Duplicate credit shall not be awarded.

5.1.5 Grades shall be recorded only as "CR" (credit) and shall not be calculated in a student's university GPA.

5.2 Language Challenge/Experiential Credit

5.2.1 Students who have acquired proficiency in languages offered at the University by means other than college courses (high school, foreign residency, etc.), may earn up to 16 credit hours. To qualify for those credits, a student shall complete a course in that language at a higher level than the credits for which he or she applies, and the grade in that course shall be a "C-" or higher.



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5.2.2 To qualify for credit for language courses not offered at the University, a student may, as an alternative, take the appropriate language test at any accredited four-year institution and provide the University with the satisfactory (“C-”) test results.

5.2.3 Students who qualify for credit under the above provisions shall petition for those credits and pay a fee for each credit hour; no additional tuition shall be charged for those credits. The credits shall be listed on transcripts as “CR” (credit) and are not calculated in students’ university GPA.

5.3 Internship Credit

5.3.1 The maximum number of internship credits that shall be applied toward a certificate of completion is 8; a diploma, 14; and an associate or bachelor's degree, 16. Departments define how internship credit is applied to specific programs. No internship credits shall apply toward a certificate of proficiency. If an additional internship credit is desired for a specific educational objective, it may be taken (but not applied toward graduation) with approval of the student's internship coordinator and the appropriate chair and dean. Internship coursework shall be directly associated with the certificate, diploma, or degree.

5.4 Advanced Placement Credit

5.4.1 Students who complete an Advanced Placement Exam through CollegeBoard may earn up to 8 academic credits per test with a score of 3, 4, or 5, as per the policies set forth by the Utah State Board of Regents.

5.4.2 Specific equivalencies and acceptance criteria are updated annually, upon appropriate departmental faculty review and approval.

5.4.3 Grades shall be awarded only as “CR” (credit) and shall not be calculated in the student’s university GPA.

5.4.4 There is no limit to the number of AP credits that may be awarded; however, duplicate credit for tests and course work shall not be applied.

5.5 College Level Examination Program Credit (CLEP)

5.5.1 Students may complete CLEP tests and receive credit as determined by Utah State Board of Regents’ policy.

5.5.2 Specific equivalencies and acceptance criteria are updated annually, upon faculty review and approval.

5.5.3 Grades shall be awarded only as “CR” (credit) and shall not be calculated in students’ university GPA.



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5.6 Academic Renewal

5.6.1 For students who are challenged with a low GPA or for those who have experienced a period of low grades that does not reflect their academic potential, UVU offers academic renewal. A student is allowed to petition the Registrar for academic renewal only one time during his or her enrollment at the University. This process shall remove a limited amount of previous academic work from the student's GPA and from credit toward graduation. To be eligible, a student shall meet the following conditions at the time the petition is filed:

- 1) The student is currently enrolled at UVU;
- 2) A minimum of two years has elapsed since the most recent course work to be eliminated was completed;
- 3) The student has completed at least 30 semester hours of UVU course work with a minimum cumulative GPA of 2.50. These 30 hours shall have been completed after the course work the student is requesting to eliminate;
- 4) The student's cumulative GPA is below the level necessary for graduation in his or her current program of study. In most instances, this is a 2.0 cumulative GPA;
- 5) The requested course work has not been used toward an existing degree.

5.6.2 The student may request a maximum of two specific semesters/terms of academic course work be eliminated from his or her earned credits and cumulative GPA. Individual courses shall not be accepted.

5.6.3 If the petition qualifies under this policy, the student's permanent academic record shall be annotated to indicate that no work taken during the disregarded semester(s) and/or term(s), even if satisfactory, shall apply toward earned credits, GPA, academic standing, and/or graduation requirements. All work shall remain on the records, ensuring a true and accurate academic history. The words "Academic Renewal" and the affected semester(s)/term(s) shall be annotated on the student's transcript.

5.6.4 Academic renewal shall not be requested to earn or change academic honors status on a student's transcript.

5.6.5 No exceptions shall be made to this policy. Students shall be aware that this policy may not be accepted at transfer institutions, and all credit, including those with academic renewal, may still be calculated by the transfer institution.



UTAH VALLEY UNIVERSITY Policies and Procedures

5.7 Transfer Credit/Transfer Degrees

5.7.1 All students with previous institutional credit from an institution other than UVU shall submit their transcripts upon admission to the University. All transcripts shall be received by an Enrollment Services Office directly from the transferring institution. Hand-carried transcripts are considered official only when they are in a sealed and stamped envelope from the originating institution. They shall not be more than six months old.

5.7.2 Transfer courses with grades below "C-" are not accepted, except in the case of general education credits transferred from a Utah System of Higher Education Institution with an AA/AS degree. Individual departments have the authority to impose a limit to the age and number of transfer credits accepted toward an individual program. As long as all residency, credit, and grade point average requirements are met, there is no limit to the number of transfer credits that may be accepted by the University.

5.7.3 Transfer courses are posted in the computer system with the grades earned. The transferring grades, however, are not calculated into students' UVU grade-point average.

5.7.4 If subject content is deemed equivalent, lower-division coursework transferred from other institutions may be substituted for UVU upper-division courses. However, these courses shall not satisfy upper-division credit hour requirements without special approval by the dean of the college/school of the discipline.

5.7.5 UVU shall accept transfer credit from other regionally accredited institutions where it is comparable in nature, content, academic quality, and level to credit offered at UVU. Transfer credit from regionally accredited institutions is presumed to be comparable and shall be accepted except where there is unequivocal evidence to the contrary. For transfer credit from non-regionally accredited institutions, including the Utah System of Technical Colleges, comparability of courses shall be determined by the department chair and students may be required to provide substantiating evidence in the form of program descriptions and requirements, course materials, individual assignments, or recognized and credible third-party certifications of learning before accepting credit toward the requirements of an individual program, including general education requirements.

5.7.6 Transfer credit from unaccredited institutions is considered comparable only where it is supported by a recognized and credible third-party certification of learning. The certification must be directly related to the content of the credit sought and in common use to verify knowledge, skills, and abilities outside of educational settings. Where the certification requires completion of a standard curriculum, UVU departments may recommend an articulation policy awarding credit based on that curriculum regardless of the institution at which the instruction was completed. Such policies will be reviewed using the process for articulation agreements prior to awarding credit under them.



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5.7.7 Learning that takes place in a formal classroom or laboratory instructional environment shall be considered transfer credit and not experiential learning. Students whose transfer credits are not accepted under this section may seek experiential learning credit for such learning under section 5.1 Students may not receive both transfer credit and experiential learning credit for the same instruction.

5.7.8 Joint Service Transcripts will be evaluated; each course that is determined to be a direct equivalent to a UVU course and directly related to the student's specific degree shall be awarded military course credit. Military course credit shall not be awarded to completed military courses on the Joint Service Transcripts that are determined as not related to the student's specific program of study.

5.8 Repeats

5.8.1 Repeats are automatically posted on transcripts each term. Repeats are not posted on any class from which the student has withdrawn. The last grade obtained for a repeated class is the one that is computed into the student's GPA. The transcript shows that this class has been repeated.

5.8.2 Courses are not accepted from other institutions for the purpose of posting a repeat of a course already taken at UVU.

POLICY HISTORY		
February 23, 2017	Approved for entrance into Policy Manual.	UVU Board of Trustees



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: 522 Undergraduate Credit and Transcripts		
Existing Policy Number and Title: 522 Undergraduate Credit and Transcripts		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision – Limited Scope	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>March 28, 2018, Stage 4 Board of Trustees Draft</u>
President’s Council Sponsor: <u>Jeff Olson</u> Ext. _____
Policy Steward: <u>Kat Brown, Pilar Hays</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision</p> <p>Entrance Date: <u>7/27/2017</u></p> <p>University Entities Review</p> <p>Entrance Date: <u>12/14/2017</u> Close Feedback: <u>2/28/2018</u></p> <p>University Community Review</p> <p>Entrance Date: <u>2/8/2018</u> Open Feedback: <u>2/8/2018</u> Close Feedback: <u>3/10/2018</u></p> <p>Board of Trustees Review</p> <p>Entrance Date: <u>3/15/2018</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Undergraduate Credit and Transcripts	Policy Number	522
Section	Student Affairs	Approval Date	February 23, 2017
Subsection	Academic Standards, Credits, and Grades	Effective Date	February 23, 2017
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 This policy establishes minimum credit hours, residency, and GPA requirements for the purpose of obtaining a degree, diploma, or certificate at UVU.

2.0 REFERENCES

[2.1](#) Northwest Commission on Colleges and Universities' *Policy on Credit Hour*

[2.12.2](#) Northwest Commission on Colleges and Universities' *Education Resources 2.C.8*

[2.3](#) Utah Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

[2.22.4](#) Utah Board of Regents' Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*

[2.32.5](#) UVU Policy 610 *Credit Hour*

3.0 DEFINITIONS

3.1 Academic Associate degrees: An Associate in Arts (AA) degree or an Associate in Science (AS) degree, which fulfills general education requirements and may be transferable to four-year institutions of higher learning. The Associate in Arts has a foreign language requirement, which the Associate in Science does not.

3.2 Academic renewal: The process of requesting an exception to policy to allow up to two semesters of course work to be excluded from a student's academic GPA.

3.3 Advanced Placement Credit: A program created by CollegeBoard offering college-level curriculum and examinations to high school students.



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3.4 Associate in Applied Science (AAS) degrees: A program of study (minimum 63 semester credit hours) intended to prepare students for entry-level careers.

3.5 Specialized Associate degrees: Programs of study that include extensive specialized course work and are intended to prepare students for upper-division courses in baccalaureate programs. These programs may contain general education requirements that are less extensive than Academic Associate degrees. Some of these degrees transfer.

3.6 Certificates of Completion: A program of study that is typically one year in length and prepares students for gainful employment in a specific occupation.

3.7 Certificates of Proficiency: A program of study that is typically less than one year in length and prepares students for gainful employment in a specific occupation.

3.8 CLEP credit: Standardized tests that assess college-level knowledge in several subject areas.

3.9 Challenge/experiential credit: Credit granted for prior learning experiences that can be shown through various means of assessment to be the equivalent of learning gained through formal collegiate instruction.

3.10 Credit hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency as defined by accrediting and federal bodies.

3.11 Credit ratio: The combination of contact hours (lecture and/or lab) associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours, and zero lab contact hours per week (based on a 15-week semester).

3.12 Distance education: A formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous.

3.13 Endorsement, K-12 Teaching: A collection of courses that prepares K-12 teachers or teacher candidates for specific area certification by the Utah State Office of Education. UVU transcripts endorsement credits but does not award a certificate or diploma for endorsements.

3.14 Grade-point average: The number of grade points a student earned in a given period of time divided by the total number of credits taken.

3.15 Internship: On-the-job training, which may be paid or unpaid.



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[3.16 Joint Service Transcripts: Consolidated transcript information for the Army, Marine Corps, Navy, Air Force, and Coast Guard, which includes, but is not limited to:](#)

[3.16.1 Personal service member data;](#)

[3.16.2 Military course completions—all courses that have been evaluated by ACE, with full descriptions and credit recommendations](#)

[3.16.3 Military occupations—full descriptions, skill levels, and credit recommendations](#)

[3.16.4 College-level test scores—CLEP, DSSTs, and NCPACE score data and](#)

[3.14.13.16.5 Other Learning Experiences—additional completed courses and occupations not evaluated by ACE for college credit.](#)

3.15.3.17 Transcript: An official record that documents a student's academic history and performance.

4.0 POLICY

4.1 Transcripts

4.1.1 UVU maintains a record of each student's academic history and performance.

4.1.2 Course grades are processed at the end of each semester and recorded on student transcripts.

4.1.3 Degrees are processed and entered on transcripts within six to eight weeks after the graduation date.

4.1.4 The Registrar's office is responsible for all changes and additions to student transcripts, such as grade changes, repeats, notations, etc.

4.2 Requirements for Award of Degrees

4.2.1 Residency: Residency: Credit hours in residency (UVU credits) at a UVU campus, satellite, or branch campus, or through distance education or concurrent enrollment, are required for all certificates, diplomas, and degrees. Minimum hours are as follows:

- 1) Certificates of proficiency require 25% of total credit hours (rounded up);
- 2) Certificates of completion require 10 credit hours;
- 3) Associate degrees and diplomas require 20 credit hours;



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4) Baccalaureate degrees require 30 credit hours (10 credits of those 30 shall have been completed within the last 45 credit hours earned for the degree).

4.2.2 Total hours: A candidate for a certificate, diploma, or degree shall complete the following number of credit hours:

Certificate/Degree	Number of Semester Credit Hours Required for Completion
Certificates of Proficiency	Less than 30 credit hours
Certificates of Completion	30–33 credit hours
Diploma	50 credit hours
Associate in Applied Science degree	63–69 credit hours (some disciplines may require more due to specialized accreditation)
Associate in Arts or Associate in Science degree	60–63 credit hours
Specialized Associate’s degrees	68-85 credit hours
Baccalaureate degree (Bachelor of Arts, Bachelor of Science, and Professional Bachelor’s degrees)	120–126 credit hours, 40 of which shall be upper-division credits (level 3000 and above)
Graduate Certificate	9–29 credit hours

4.3 Minors

4.3.1 Minors consist of 16–24 credit hours with a minimum of 50% upper-division credit. Minors shall be awarded only at the time a bachelor degree is being awarded. Minors shall not be awarded with a bachelor degree of the same major.

4.3.2 Individual departments shall decide if a minor may be attached to a major and if credits may be used for both a minor and major from an academic program.

4.4 Multiple Degrees

4.4.1 Students may earn multiple certificates.

4.4.2 Students may earn only one academic associate degree from Utah Valley University: either an Associate in Science or an Associate in Arts.

4.4.3 A second bachelor's degree may be awarded when all requirements for both degrees are satisfied, including the following:

1) All UVU general education requirements are satisfied.



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- 2) Thirty semester hours beyond the original degree are completed.
- 3) Twenty semester hours of the 30 hours in item 2 above are completed at UVU (resident hours).

4.5 Multiple Emphases

4.5.1 Students may earn additional emphases, with departmental approval, under a specific bachelor's degree by completing the requirements for those emphases. Additional emphases shall appear on transcripts, but no additional diplomas shall be awarded.

4.6 Dual Baccalaureate Majors (One Degree with Two Majors)

4.6.1 A baccalaureate degree with dual majors may be awarded when a student completes all requirements for two approved degrees from the approved dual majors list, but has not met the required 30 semester hours for a second degree beyond the original degree (see section 4.4.3). The student shall receive a single baccalaureate degree; the diploma and transcript shall list both majors.

4.6.2 Students apply for graduation for only one degree type, such as a Bachelor of Science or Bachelor of Arts, when applying for the dual major.

4.6.3 In order to be awarded a dual major, students shall complete both majors during or prior to the semester of graduation. If students have already graduated in one of the majors, they may not apply for a dual major. After being awarded a dual major degree, students may not apply for graduation for one of the dual majors separately.

4.6.4 Students shall have no more than three course substitutions from the required courses for the two majors combined.

4.6.5 Students may not receive minors in either major, but may be awarded a minor from another area if all requirements are met.

4.6.6 Credits shall not exceed the 160 credit-hour limit with the two combined majors.

4.7 GPA Requirements

4.7.1 A cumulative grade point average of 2.0 ("C") is required for graduation.

4.7.2 Some programs may require a higher cumulative grade-point average than 2.0 ("C"), and they may require specific course grade requirements.



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5.0 PROCEDURES

5.1 Challenge Credit/Experiential Credit (Equivalency Examination and/or Documentation of Earned Competency)

5.1.1 No more than 25 percent of the minimum credits required toward a bachelor's degree, an associate degree, diploma, or certificate of completion, may be awarded through experiential and/or challenge credit. Challenge credit and experiential credit are not eligible for use in a certificate of proficiency. Credit for courses that appear in the current catalog may be awarded to individuals who can prove through appropriate assessment and/or documentation that they have already acquired the equivalent knowledge and/or expertise required for successful completion of that course.

5.1.2 To receive challenge/experiential credit for a specific course, the student shall:

- 1) Be enrolled at the University;
- 2) For challenge credit, complete a comprehensive examination (theoretical and/or applied) with at least a "C-" grade; or for experiential credit, provide documentation of practical experience to the satisfaction of the department chairperson and dean showing course objectives have been met; or with departmental approval, complete an advanced course with a grade of "C-" or higher (if deemed necessary by the department) as a validation procedure.
- 3) Pay, in advance, a nonrefundable processing fee;
- 4) After successful completion of requirements, pay the per-credit-hour fee.

5.1.3 A specific course shall be challenged only once, and a student shall not receive challenge/experiential credit for a course that the student is/or has been previously enrolled in and received a grade, including a "W" grade.

5.1.4 Duplicate credit shall not be awarded.

5.1.5 Grades shall be recorded only as "CR" (credit) and shall not be calculated in a student's university GPA.

5.2 Language Challenge/Experiential Credit

5.2.1 Students who have acquired proficiency in languages offered at the University by means other than college courses (high school, foreign residency, etc.), may earn up to 16 credit hours. To qualify for those credits, a student shall complete a course in that language at a higher level than the credits for which he or she applies, and the grade in that course shall be a "C-" or higher.



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5.2.2 To qualify for credit for language courses not offered at the University, a student may, as an alternative, take the appropriate language test at any accredited four-year institution and provide the University with the satisfactory (“C-”) test results.

5.2.3 Students who qualify for credit under the above provisions shall petition for those credits and pay a fee for each credit hour; no additional tuition shall be charged for those credits. The credits shall be listed on transcripts as “CR” (credit) and are not calculated in students’ university GPA.

5.3 Internship Credit

5.3.1 The maximum number of internship credits that shall be applied toward a certificate of completion is 8; a diploma, 14; and an associate or bachelor's degree, 16. Departments define how internship credit is applied to specific programs. No internship credits shall apply toward a certificate of proficiency. If an additional internship credit is desired for a specific educational objective, it may be taken (but not applied toward graduation) with approval of the student's internship coordinator and the appropriate chair and dean. Internship coursework shall be directly associated with the certificate, diploma, or degree.

5.4 Advanced Placement Credit

5.4.1 Students who complete an Advanced Placement Exam through CollegeBoard may earn up to 8 academic credits per test with a score of 3, 4, or 5, as per the policies set forth by the Utah State Board of Regents.

5.4.2 Specific equivalencies and acceptance criteria are updated annually, upon appropriate departmental faculty review and approval.

5.4.3 Grades shall be awarded only as “CR” (credit) and shall not be calculated in the student’s university GPA.

5.4.4 There is no limit to the number of AP credits that may be awarded; however, duplicate credit for tests and course work shall not be applied.

5.5 College Level Examination Program Credit (CLEP)

5.5.1 Students may complete CLEP tests and receive credit as determined by Utah State Board of Regents’ policy.

5.5.2 Specific equivalencies and acceptance criteria are updated annually, upon faculty review and approval.

5.5.3 Grades shall be awarded only as “CR” (credit) and shall not be calculated in students’ university GPA.



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5.6 Academic Renewal

5.6.1 For students who are challenged with a low GPA or for those who have experienced a period of low grades that does not reflect their academic potential, UVU offers academic renewal. A student is allowed to petition the Registrar for academic renewal only one time during his or her enrollment at the University. This process shall remove a limited amount of previous academic work from the student's GPA and from credit toward graduation. To be eligible, a student shall meet the following conditions at the time the petition is filed:

- 1) The student is currently enrolled at UVU;
- 2) A minimum of two years has elapsed since the most recent course work to be eliminated was completed;
- 3) The student has completed at least 30 semester hours of UVU course work with a minimum cumulative GPA of 2.50. These 30 hours shall have been completed after the course work the student is requesting to eliminate;
- 4) The student's cumulative GPA is below the level necessary for graduation in his or her current program of study. In most instances, this is a 2.0 cumulative GPA;
- 5) The requested course work has not been used toward an existing degree.

5.6.2 The student may request a maximum of two specific semesters/terms of academic course work be eliminated from his or her earned credits and cumulative GPA. Individual courses shall not be accepted.

5.6.3 If the petition qualifies under this policy, the student's permanent academic record shall be annotated to indicate that no work taken during the disregarded semester(s) and/or term(s), even if satisfactory, shall apply toward earned credits, GPA, academic standing, and/or graduation requirements. All work shall remain on the records, ensuring a true and accurate academic history. The words "Academic Renewal" and the affected semester(s)/term(s) shall be annotated on the student's transcript.

5.6.4 Academic renewal shall not be requested to earn or change academic honors status on a student's transcript.

5.6.5 No exceptions shall be made to this policy. Students shall be aware that this policy may not be accepted at transfer institutions, and all credit, including those with academic renewal, may still be calculated by the transfer institution.



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5.7 Transfer Credit/Transfer Degrees

5.7.1 All students with previous institutional credit from an institution other than UVU shall submit their transcripts upon admission to the University. All transcripts shall be received by an Enrollment Services Office directly from the transferring institution. Hand-carried transcripts are considered official only when they are in a sealed and stamped envelope from the originating institution. They shall not be more than six months old.

5.7.2 Transfer courses with grades below "C-" are not accepted, except in the case of general education credits transferred from a Utah System of Higher Education Institution with an AA/AS degree. Individual departments have the authority to impose a limit to the age and number of transfer credits accepted toward an individual program. As long as all residency, credit, and grade point average requirements are met, there is no limit to the number of transfer credits that may be accepted by the University.

5.7.3 Transfer courses are posted in the computer system with the grades earned. The transferring grades, however, are not calculated into students' UVU grade-point average.

5.7.4 If subject content is deemed equivalent, lower-division coursework transferred from other institutions may be substituted for UVU upper-division courses. However, these courses shall not satisfy upper-division credit hour requirements without special approval by the dean of the college/school of the discipline.

5.7.5 UVU shall ~~only~~ accept transfer credit from other regionally accredited institutions where it is comparable in nature, content, academic quality, and level to credit offered at UVU. Transfer credit from regionally accredited institutions is presumed to be comparable and shall be accepted except where there is unequivocal evidence to the contrary (~~e.g., cases of systematic fraud or academic dishonesty, or courses in religion that do not meet university standards in scholarly rigor and critical engagement~~). For Ttransfer credit from ~~other non-regionally~~ accredited institutions, - and from including the Utah Colleges of Applied Technology Utah System of Technical Colleges, comparability of courses shall be determined by the department chair and students may be ~~is usually comparable, but department chairs may required students to to~~ provide substantiating evidence in the form of program descriptions and requirements, course materials, individual assignments, or recognized and credible third-party certifications of learning before accepting credit toward the requirements of an individual program, including general education requirements.

5.7.6 Transfer credit from unaccredited institutions is considered comparable only where it is supported by a recognized and credible third-party certification of learning. The certification must be directly related to the content of the credit sought and in common use to verify knowledge, skills, and abilities outside of educational settings. Where the certification requires completion of a standard curriculum, UVU departments may recommend an articulation policy awarding credit based on that curriculum regardless of the institution at which the instruction



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was completed. Such policies will be reviewed using the process for articulation agreements prior to awarding credit under them.

5.7.7 Learning that takes place in a formal classroom or laboratory instructional environment shall be considered transfer credit and not experiential learning. Students whose transfer credits are not accepted under this section may seek experimental learning credit for such learning under section 5.1 Students may not receive both transfer credit and experiential learning credit for the same instruction.

[5.7.8 Joint Service Transcripts will be evaluated; each course that is determined to be a direct equivalent to a UVU course and directly related to the student’s specific degree shall be awarded military course credit. Military course credit shall not be awarded to completed military courses on the Joint Service Transcripts that are determined as not related to the student’s specific program of study.](#)

5.8 Repeats

5.8.1 Repeats are automatically posted on transcripts each term. Repeats are not posted on any class from which the student has withdrawn. The last grade obtained for a repeated class is the one that is computed into the student's GPA. The transcript shows that this class has been repeated.

5.8.2 Courses are not accepted from other institutions for the purpose of posting a repeat of a course already taken at UVU.

POLICY HISTORY		
February 23, 2017	Approved for entrance into Policy Manual.	UVU Board of Trustees



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	<i>UVU Policy 609 Business and Industry Incentive Plan for Course Delivery</i>
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Jeff Olson, Senior Vice President of Academic Affairs
SUBJECT:	Policy 609, Deletion
BACKGROUND:	<p>Policy 609 went into effect in 1993 when UVU’s Community and Continuing Education course-delivery business operations was different than it is today. The policy now creates complications for faculty in non-credit offerings and revenue-sharing requirements because the policy’s procedures are out of date and no longer relevant.</p> <p>We wish to delete this policy and in its place develop departmental guidelines for our internal use.</p>
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, “I move to approve Policy 609.” • Amend and approve, “I move to approve, as amended, Policy 609.” • No action, “I move that we go to the next agenda item.”
FINANCIAL IMPACT:	Not applicable.
EXHIBITS:	a. Policy 609



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Proposed Policy Number and Title: 609 Business and Industry Incentive Plan for Course Delivery		
Existing Policy Number and Title: 609 Business and Industry Incentive Plan for Course Delivery		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>March 28, 2018, Stage 4 Board of Trustees</u>
President's Council Sponsor: <u>Jeff Olson</u> Ext. _____
Policy Steward: <u>Kat Brown</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>12/14/2017</u></p> <p>University Entities Review Entrance Date: <u>12/14/2017</u> Close Feedback: <u>2/28/2018</u></p> <p>University Community Review Entrance Date: <u>2/8/2018</u> Open Feedback: <u>2/8/2018</u> Close Feedback: <u>3/10/2018</u></p> <p>Board of Trustees Review Entrance Date: <u>3/15/2018</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



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POLICY TITLE	Business and Industry Incentive Plan for Course Delivery	Policy Number	609
Section	Academics	Approval Date	January 21, 1993
Subsection	Instruction and Curriculum	Effective Date	January 21, 1993
Responsible Office	Office of the Senior Vice President of Academic Affairs		

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1.0 PURPOSE

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3.0 DEFINITIONS

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~~4.1 Under the direction of the Community and Continuing Education, 90 percent of tuition collected from courses offered to business and industry, usually off campus and at the company site, shall be available for distribution under the Business and Industry Incentive Option. Revenue from these courses shall be tracked as Self-Support Contract Courses and shall be available to pay direct instructional costs and to distribute to participating UVU faculty, schools, and departments. Distribution of these funds shall follow established procedures approved by the Senior Vice President of Academic Affairs.~~

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5.0 PROCEDURES

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5.1 Establishment of Courses

~~5.1.1 All off-campus credit courses are coordinated through the Community and Continuing Education. The Community and Continuing Education has administrative liaison responsibilities~~



36 for the business and industry credit program. The sponsoring school and department have
37 responsibility for curriculum and faculty selection.

38
39 ~~5.1.2 All non-credit activities on or off campus must be coordinated through the Community and~~
40 ~~Continuing Education for recording purposes. If a department and/or faculty member wishes to~~
41 ~~participate in the incentive program, the activity must be coordinated through the Community~~
42 ~~and Continuing Education.~~

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44 **5.2 Incentive**

45
46 ~~5.2.1 The incentive plan rewards faculty for participating with the UVU business and industry~~
47 ~~program and returns funds to the sponsoring school/department. The incentive formula will be~~
48 ~~used only when revenues are greater than course expenses.~~

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50 **5.3 Credit Courses**

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52 ~~5.3.1 Revenues for credit producing courses shall be based on enrollment at current off-campus~~
53 ~~tuition rates. Expenses for courses shall vary depending on type of course, location, facilities~~
54 ~~costs, special supplies and materials, etc.~~

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56 **5.4 Incentive Components**

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58 **5.4.1 Revenue**

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60 1) Tuition multiplied by number of students less 10 percent special charges to company

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62 **5.4.2 Expenses**

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64 1) All direct instructional expenses (hourly rate + benefits)

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66 2) All course materials expenses

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68 3) Miscellaneous expenses

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70 **5.4.3 Compensation**

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72 1) Salary* Faculty shall receive regular hourly rate for credit instruction. Residuals shall be
73 distributed to faculty, schools, and departments and may include:

Faculty	60 percent
School Coordination**	30 percent
Department	10 percent



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74 ~~*If revenue is not sufficient to cover salary, the course shall be canceled or the instructor may~~
75 ~~choose to be compensated at a percentage of the regular rate.~~
76 ~~**Coordination is handled through the Community and Continuing Education. The Community~~
77 ~~and Continuing Education may contract with other schools for coordination.~~
78 ~~Note: Incentive funds received by Continuing Education and sponsoring departments from~~
79 ~~credit generating courses must remain in dedicated credit and must be expended by June 30 of~~
80 ~~each year.~~
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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	UVU Policy 654 <i>Faculty Merit Pay</i>
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Jeff Olson, Senior Vice President of Academic Affairs
SUBJECT:	Policy 654
BACKGROUND:	<p>In order to retain talented, experienced faculty, UVU developed a faculty merit pay initiative, which this new policy formalizes. The new policy establishes standard criteria and procedures across the University making the process transparent. Under this policy, faculty merit pay is tied to annual reviews and supports the University's teaching mission.</p>
ALTERNATIVES:	<ul style="list-style-type: none">• Approve as presented, "I move to approve UVU Policy 654 <i>Faculty Merit Pay</i>."• Amend and approve, "I move to approve, as amended, UVU Policy 654 <i>Faculty Merit Pay</i>."• No action, "I move that we go to the next agenda item."
FINANCIAL IMPACT:	
EXHIBITS:	a. Policy 654



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POLICY TITLE	Faculty Merit Pay	Policy Number	654
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Merit pay for tenured faculty at Utah Valley University is intended to acknowledge faculty members who exceed expectations in teaching, creative works, scholarship, and service, and for their role in assisting the University in fulfilling its mission. This policy sets forth the requirements for tenured faculty to qualify for eligibility to receive merit pay.

2.0 REFERENCES

- 2.1 UVU Policy 358 *Faculty Compensation*
- 2.2 UVU Policy 632 *Assignment and Advancement in Academic Rank*
- 2.3 UVU Policy 633 *Annual Faculty Reviews*
- 2.4 UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 2.5 UVU Policy 637 *Faculty Tenure*
- 2.6 UVU Policy 638 *Post-Tenure Review*
- 2.7 UVU Policy 647 *Faculty Grievance*

3.0 DEFINITIONS

- 3.1 **Base Salary:** The annual salary amount stated on the annual appointment letter. Base salary does not include stipends or other forms of special pay.
- 3.2 **Faculty member:** In this policy, an employee with who is currently in a full-time, benefits-eligible faculty position.



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3.3 College/School Merit Pay Committee: Committee whose purpose is to review merit pay requests and make recommendations. It is comprised of a minimum of five tenured faculty members, representing each department in the college or school that has tenured faculty.

3.4 Tenure: A condition of continuing employment awarded to qualified faculty members that promotes academic freedom, attracts professionals of ability, and enhances the quality of the University's academic programs.

4.0 POLICY

4.1 To be eligible for faculty merit pay, a faculty member shall be tenured; in good standing according to the *Guidelines for Merit Awards* as maintained by the Office of the SVPAA; and in compliance with university policies and procedures.

4.2 A faculty member's annual reviews serve as the primary indicator for determining qualification for merit pay. Qualification for merit pay shall be primarily based on exceeding expectations in teaching performance, and at least meeting or exceeding expectations in scholarship and/or creative works and service.

4.3 The Office of the Senior Vice President of Academic Affairs (SVPAA) and Faculty Senate shall develop and maintain the *Guidelines for Merit Awards*, which outlines the specific requirements for merit pay and stipulates the current base salary increase amount to be awarded to faculty members who meet those requirements. The guidelines shall be approved by President's Council and shall be published and accessible on the Faculty Senate webpage.

4.4 To be considered for merit pay, an eligible faculty member must submit a *Merit Request Form*. The *Merit Request Form* shall be available at all times on the university employee portal under the faculty section. The faculty member's department chair, college/school merit pay committee, and dean shall evaluate and provide a recommendation on the submitted *Merit Request Form*. The dean shall submit final merit pay recommendations to the SVPAA for review and approval. The decision of the SVPAA is final. Each faculty member's time line for merit pay eligibility shall be recorded and maintained by the Office of Academic Affairs.

4.5 After receiving tenured status, eligible, tenured faculty shall be able to apply for merit pay after completing every fifth annual review. A new five-year time period shall begin after each fifth annual review, whether or not the faculty member is awarded merit pay. A tenured faculty member may receive merit pay and rank advancement in the same year.

4.6 After each five-year cycle, the SVPAA or designee, in consultation with Faculty Senate, shall review the merit pay system, along with the *Guidelines for Merit Awards*, to evaluate its ongoing role and efficacy in achieving the university's mission and to propose to President's Council any revision to the base salary increase amount. If a faculty member has been governed



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by a set of *Guidelines for Merit Awards* for more than 2 years from the start of the faculty member's five-year cycle, the faculty member shall be evaluated for merit pay under the guidelines which were in place at the beginning of the faculty member's five-year cycle, regardless of any change to those *Guidelines* during the five-year cycle.

5.0 PROCEDURE

5.1 Submission of Merit Request

5.1.1 The Office of Academic Affairs shall notify faculty members of their fifth annual review year, in which they may be considered for merit pay. To be considered for merit pay, an eligible, tenured faculty member must have completed all five annual reviews and submitted a *Merit Request Form* to their department chair by March 1 in the faculty member's fifth annual review year.

5.1.2 The department chair confirms the tenured faculty member's eligibility, and then reviews and signs the *Merit Request Form*. If the chair approves the request, the chair submits it to the college/school merit pay committee. If the department chair does not approve the request, the chair must submit to the college/school merit pay committee the signed *Merit Request Form* and a signed, written memo explaining why, based on the approved *Guidelines for Merit Awards*, the faculty member is not eligible for merit pay. The chair's recommendation of approval or non-approval must be submitted by March 4.

5.2 College/School Merit Pay Committee

5.2.3 Each college/school shall establish a merit pay committee (see section 3.3). Each department shall elect, by a majority vote of tenured faculty, a faculty member to represent the department on the committee. Committee members shall serve three-year terms. The committee shall annually elect a chair from amongst its members. The chair serves as a point of contact for the committee and is responsible for delivering all materials to the respective parties in accordance with this policy.

5.2.4 If a committee member submits a *Merit Request* for review, that member shall recuse themselves from the vote. The member's department shall elect another tenured faculty member to vote on the committee member's *Merit Request*.

5.2.5 The college/school merit pay committee shall review submitted merit pay requests in accordance with the *Guidelines for Merit Awards*. Merit pay recommendations (supportive or non-supportive) are determined by a majority vote. By March 15, the committee shall provide its written review and recommendation concerning merit pay to the faculty member who requested a merit pay award.



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5.2.6 If a faculty member disagrees with the committee recommendation, the faculty member may supply additional information in writing to the committee for reconsideration based on the committee's initial decision between March 15 and March 21. The committee shall determine its merit pay recommendation by a majority vote. The committee shall attach a report of all their proceedings and faculty submissions to the faculty member's *Merit Request Form* along with its merit pay recommendation.

5.2.7 By March 30, the committee shall submit the *Merit Request* and final recommendations to the dean. If the dean has any questions or concerns regarding the committee's recommendation, the dean shall inform the faculty member of those concerns in writing by April 5. The dean shall submit their recommendation to the faculty member by April 10.

5.2.8 The faculty member may submit a written response to the dean's concerns by April 13. The dean shall attach their written concerns and the faculty member's response to the faculty member's *Merit Request Form* and submit the materials to the SVPAA by April 20.

5.3 Final Decision

5.3.1 By May 5, the SVPAA or designee shall deliver a written decision based on the *Guidelines for Merit Pay* to the faculty member. The decision of the SVPAA is final.

5.3.2 If a faculty member believes they have been wrongfully denied a merit pay, they may submit a complaint in accordance with Policy 647 *Faculty Grievance*.

5.4 Dates and Deadlines

March 1	Deadline to submit a <i>Merit Request Form</i>
March 4	Deadline for chair to submit the required materials to the committee
March 15	Deadline for committee to submit its review and recommendations to the faculty member
March 21	If a faculty member disagrees with the committee recommendation, deadline for the faculty member to supply any additional information in writing to the committee for reconsideration based on the committee's initial decision
March 23	Deadline for committee to submit its recommendation based on any additional information
March 26	Deadline for faculty member to submit an appeal to committee



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March 30	Deadline by which the committee must submit final recommendations to the dean
April 5	Deadline for the dean to request additional information from the committee or faculty member
April 10	Deadline for dean to submit recommendation to the faculty member
April 13	Deadline for faculty member to submit written response to dean's comments
April 20	The dean submits <i>Merit Request Forms</i> and any accompanying reports to SVPAA. The dean shall attach their written concerns and the faculty member's response to the faculty member's <i>Merit Request Form</i> and submit the materials to the SVPAA
May 5	SVPAA or designee delivers a written decision to the faculty member
July 1	Effective date of faculty merit pay base salary increase

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	UVU Policy 705 <i>Unmanned Aircraft Systems (Drones)</i>
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Val Peterson, Vice President of Finance and Administration
SUBJECT:	UVU Policy 705 <i>Unmanned Aircraft Systems (Drones)</i>
BACKGROUND:	With the increased use of drones for marketing, educational, and recreational purposes, the University needed a policy to direct the appropriate use of drones on campus, to authorize requests for their use, and to ensure the institution complies with Federal Aviation Administration regulations and applicable state and federal law.
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, “I move to approve UVU Policy 705 <i>Unmanned Aircraft Systems (Drones)</i>.” • Amend and approve, “I move to approve, as amended, UVU Policy 705 <i>Unmanned Aircraft Systems (Drones)</i>.” • No action, “I move that we go to the next agenda item.”
FINANCIAL IMPACT:	
EXHIBITS:	a. Policy 705



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: <i>705 Unmanned Aircraft Systems (Drones)</i>		
Existing Policy Number and Title:		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
		Anticipated Expiration Date:
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>Board of Trustees, March 28, 2018</u>
President's Council Sponsor: <u>Val Peterson</u> Ext. _____
Policy Steward: <u>Bruce Eliason & Robin Ebmeyer</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>11/12/2015</u></p> <p>University Entities Review Entrance Date: <u>10/26/2017</u> Close Feedback: <u>1/5/2018</u></p> <p>University Community Review Entrance Date: <u>2/15/2018</u> Open Feedback: <u>2/15/2018</u> Close Feedback: <u>3/8/2018</u></p> <p>Board of Trustees Review Entrance Date: <u>3/15/2018</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: _____</p>



UTAH VALLEY UNIVERSITY

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POLICY TITLE	Unmanned Aircraft Systems (Drones)	Policy Number	705
Section	Risk Management/Safety	Approval Date	
Subsection	Risk Management	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 Utah Valley University (UVU) complies with the Federal Aviation Administration (FAA) and all applicable federal and state laws and regulations for the operation of unmanned aircraft systems (UAS). This policy establishes university policy and procedures for the authorization and operation of UAS for teaching, scholarship, and outreach on university property, while ensuring compliance with legal obligations and reducing risks to safety, security, and privacy.

2.0 REFERENCES

- 2.1** 14 CFR Part 1 *Definitions and Abbreviations*
- 2.2** 14 CFR Part 91 *General Operating and Flight Rules*
- 2.3** 14 CFR Part 101 *Moored Balloons, Kites, Amateur Rockets, Unmanned Free Balloons, and Certain Model Aircraft*
- 2.4** 14 CFR Part 107 *Small Unmanned Aircraft Systems*
- 2.5** PL 112-095 *FAA Modernization and Reform Act of 2012*
- 2.6** Utah Code §72-14 *Unmanned Aircraft—Drones*
- 2.7** Utah Code §76-6-206 *Criminal Trespass*
- 2.8** Utah Code §76-9-402 *Privacy Violation*
- 2.9** Utah Code §76-9-702.7 *Voyeurism Offenses—Penalties*
- 2.10** UVU Policy 425 *Scheduling Campus Facilities*



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3.0 DEFINITIONS

3.1 Authorized visitors and contractors: For the purposes of this policy, individuals who are not UVU students or employees but have, as private citizens or vendor/contractors, obtained permission pursuant to this policy to operate an unmanned aircraft system (UAS) on university property.

3.2 Controlled environment: For the purposes of this policy, an area in which precautions have been implemented to ensure the safety of participants and bystanders. Examples include but are not limited to safety barriers, visual indicators of operational areas, cones or tape preventing access to a defined area, or netting where UAS are being utilized.

3.3 Federal Aviation Administration (FAA): The federal agency that has governing authority over the operation of unmanned aircraft in the United States national airspace system.

3.4 Pilot-in-command (pilot): The individual who has ultimate control over the UAS and who is directly responsible for UAS operation.

3.5 University program: All UVU certificate, undergraduate, and graduate programs and all UVU community and continuing education programs.

3.6 University property: For the purposes of this policy, any campus or facility owned or leased by the University, including but not limited to the Orem, Wasatch, UVU West, Thanksgiving Point, and Provo Airport campuses.

3.7 Unmanned aircraft (UA/Drone): An aircraft that is operated remotely without the possibility of direct human intervention or piloting from within or on the aircraft regardless of size. UAs include but are not limited to blimps and rockets. For the purposes of this policy, references to UAS also incorporate UA.

3.8 Unmanned aircraft system (UAS): An unmanned aircraft plus associated components (including communication links and the components that control the unmanned aircraft) that are required for the pilot-in-command to operate an unmanned aircraft safely. For the purposes of this policy, references to UAS refer to all unmanned aircraft and their systems weighing less than 55 lbs.

4.0 POLICY

4.1 Scope

4.1.1 The University complies with all applicable federal and state laws governing the use of unmanned aircraft systems and enforces these laws on university property.



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4.1.2 All UVU employees and students and authorized visitors must comply with this policy in the operation of UAS on university property. If any part of this policy is not in compliance with FAA regulations and applicable law, those laws shall govern.

4.1.3 While the FAA does not regulate UAS operation within buildings, this policy also governs UAS operation within UVU buildings. UAS may be operated in UVU buildings only within a controlled environment (as defined in section 3.2) under the direction of an academic program, student club registered with UVU, or Student Affairs, or as part of an activity with specific authorization from a faculty or staff member and only after otherwise complying with this policy. Pilots must also comply with Policy 425 *Scheduling Campus Facilities*.

4.1.4 The University's Office of Risk Management, in consultation with the Office of General Counsel as needed, oversees compliance to this policy and all applicable federal and state laws and regulations by members of the university community and authorized visitors and contractors. The Safety Coordinator of the School of Aviation Science serves in an advisory capacity to those seeking authorization to fly a UAS on or off university property. The Safety Coordinator may not provide legal advice and is not responsible for granting or denying authorization for the operation of a UAS; however, the Safety Coordinator is responsible for assisting the person or program in complying with FAA regulations and UVU policy. (See section 5.1 for the procedure for obtaining authorization to operate a UAS on university property.)

4.1.5 Operations of UAS internationally must be in compliance with Policy 142 *Export Control* and the laws of the country in which the UAS is operated.

4.2 Unauthorized Operation of UAS

4.2.1 Unauthorized operation of a UAS on any UVU campus is strictly prohibited. This includes but is not limited to operation of UAS for hobby, recreational, commercial, research, or educational purposes on university property by anyone, including employees, students, visitors, or contractors.

4.2.2 Unauthorized UAS pilots will be required to immediately cease flight operation.

4.3 Authorized Operation of UAS on University Property

4.3.1 All pilots of UAS on university property must be approved and receive written authorization from the Office of Risk Management in the form of a *UVU Flight Authorization Document* before operation of a UAS. (See section 5.1 for the procedure to obtain authorization.)

4.3.2 In addition to obtaining a *UVU Flight Authorization Document*, visitors and contractors seeking to operate a UAS on university property must provide a *Certificate of Insurance* to the Office of Risk Management as part of the authorization process.



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4.3.3 UVU students operating a UAS on or off university property as part of a university program, department, or class must be supervised at all times by faculty or staff who have completed the UVU UAS/drone training on this policy and obtained a *UVU Flight Authorization Document*. Under extenuating circumstances, or as part of a class project or assignment, a student may operate a UAS without supervision if the student has completed the UVU UAS/drone training and has obtained a *UVU Flight Authorization Document*. UVU clubs must be supervised by a responsible party (club president or other who has completed training and obtained a *UVU Flight Authorization Document*).

4.3.4 Before operating UAS outdoors on university property, authorized pilots must notify UVU Police (801-863-5555).

4.3.5 Authorized pilots must operate their UAS safely, without risk of injury to people or property, and without violating the privacy of others.

4.3.6 Operations of UAS must comply with this policy; with FAA regulations, authorizations, and grants of authority; and with legal opinions and interpretations.

4.4 Safety Precautions

4.4.1 Pilots should be aware of potential failure modes for their system and plan to conduct operations to minimize the risk to persons and property with these potential events in mind. Before operating a UAS on university property, pilots should test, to the extent reasonably possible, the function of built-in safety features such as lost-signal return and kill switches.

4.4.2 Pilots must comply with the respective preflight, flight, and post-flight procedures applicable to their UAS.

4.5 Retrieval of Downed UAS

4.5.1 To ensure safety and compliance with this policy, pilots and/or bystanders shall coordinate retrieval of downed UAS on university property by promptly contacting UVU Police when they become aware of such an incident.

4.5.2 Pilots shall comply with applicable laws; this includes obtaining permission from property owners to enter their property to recover a downed UAS.

4.6 Privacy Considerations

4.6.1 Operation of UAS on university property, or on non-university properties by employees, students, and others working in university programs or UVU-sponsored activities, must be in compliance with all applicable privacy laws.



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4.6.2 UAS must not be used to take photos or videos of persons or property without approval of the Office of Risk Management and the persons and/or property owners involved. UAS should not be used to monitor or record in sensitive areas or areas where there is a reasonable expectation of privacy. These areas include but are not limited to restrooms, locker rooms, changing rooms, child care centers, and the Student Health Center.

4.7 Sanctions for Policy Violations

4.7.1 Depending on the severity of the action, violation of this policy may result in disciplinary action, up to and including termination of employment and/or expulsion from the University and referral to UVU Police, FAA, and/or other law enforcement agencies. If applicable laws have been violated, violators may be subject to potential criminal and/or civil sanctions and penalties. UVU Police and the Office of Risk Management will investigate each violation of this policy on a case-by-case basis.

4.7.2 Legal prohibitions regarding physical presence on campus/trespassing, violations of privacy laws, and other legal action may also be pursued against third parties that operate UAS in violation of this policy.

4.7.3 The University shall not be responsible for any fines, damages, or legal fees incurred by individuals or units who do not comply with this policy.

5.0 PROCEDURES

5.1 Obtaining Authorization to Operate a UAS

5.1.1 Those seeking authorization to operate a UAS on university property must submit a *Request for Authorization to Operate a UAS/Drone on UVU Property* (available on the Office of Risk Management webpage) to the Office of Risk Management. The request shall include an acknowledgment that authorized pilots of UAS on university property must comply with this policy. The University reserves the right to deny this authorization and to revoke approved *UVU Flight Authorization Documents* at its sole discretion.

5.1.2 University faculty, staff, and students (unless otherwise exempted in section 5.2) seeking authorization must complete the UVU UAS/drone training available on UVU's online training platform. Certifications of completion must be submitted to the Office of Risk Management, which will maintain these authorizations.

5.1.3 UAS authorization applicants must consult with the Safety Coordinator of the School of Aviation Science, who will assist in determining whether applicants must obtain any of the following:

- 1) A remote pilot certificate with a small UAS rating, pursuant to CFR Part 107,



UTAH VALLEY UNIVERSITY Policies and Procedures

- 2) An FAA Section 333 exemption,
- 3) A *Certificate of Waiver or Authorization (COA)*,
- 4) A *Memorandum of Understanding* with airport authorities, and/or
- 5) Any other FAA grant of authority.

5.1.4 After applicants complete the UVU UAS/drone training and submit certification of completion and the required documents listed in section 5.1.3 to the Office of Risk Management, Risk Management will review the request. If the request is approved, the approved user will be given a signed *UVU Flight Authorization Document*. This document will serve as proof that authorized pilots have been approved to operate UAS on university property or on behalf of the university at other locations. This document must be available for inspection any time the pilot is operating a UAS. To be valid and active, the pilot must sign the document to acknowledge the rules and conduct requirements related to the operation of a UAS.

5.2 For academic classes and student clubs, only the instructor or club representative must complete the UVU UAS/drone training and be in possession of the *UVU Flight Authorization Document* unless the student will be required to operate a UAS without supervision, in accordance with 4.3.3.

5.3 The *UVU Flight Authorization Document* is valid for two years. Upon expiration, the document holder must contact the Office of Risk Management and comply with training and other documentation requirements to be considered for renewal. The University may suspend or revoke a *Flight Authorization Document* if an authorized user violates this policy.

POLICY HISTORY		
Date of Last Action	New policy approved for the Policy Manual.	UVU Board of Trustees



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	2018-19 Tuition
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Linda Makin
SUBJECT:	2018-19 Tuition Recommendation
BACKGROUND:	The Board of Trustees are tasked annually with approving 2 nd Tier tuition increases. For the 2018-19 academic year, it is the recommendation of the President’s Council and the Student Body that no 2 nd Tier tuition increase occur. (Please see the attached for further explanation.)
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, “I move to approve no 2nd Tier tuition increase for the 2018-19 academic year.” • Amend and approve, “I move to approve, as amended...” • No action, “I move that we go to the next agenda item...”
FINANCIAL IMPACT:	Please see the attached.
EXHIBITS:	a. Memorandum from Linda Makin, VP PBHR b. Supplemental Tuition Information



UTAH VALLEY UNIVERSITY

VICE PRESIDENT *for* PLANNING, BUDGET, & HUMAN RESOURCES

TO: Utah Valley University Board of Trustees
FROM: Linda Makin, Vice President for Planning, Budget, and Human Resources
DATE: March 28, 2018
SUBJECT: 2018-19 Tuition

The Board of Regents holds statutory responsibility for setting tuition rates for the colleges and universities in the Utah System of Higher Education. Annually, tuition rate increases are comprised of two tiers. First-tier increases are determined by the Regents and are uniform for all institutions; second-tier increases are recommended by the institution's president in consultation with students and with the approval of the institution's Board of Trustees.

In recommending tuition and fee increases, UVU is guided by its Administrative Imperative, Secure Resources Objective 1—UVU establishes tuition and fees consistent with the economic environment and its mission.

First-tier Increase

UVU anticipates the Board of Regents will consider a 1.5 percent first-tier tuition increase for all resident and non-resident, undergraduate and graduate students in USHE. The revenue from this increase will aid institutions in responding to employee compensation, health care cost increases, and other institutional priorities.

Second-tier Increase

Consistent with UVU's access mission, commitment to keeping tuition and fees as low as possible, and recognizing the new state tax fund support provided by the 2018 legislature, no second-tier increase is proposed for 2018-19.

Combined Increase

The proposed combined increase of 1.5 percent is the lowest percentage increase since 1996-97. The annual change (two semesters, resident at 15 credits) of \$74 is the lowest dollar amount increase since 2000-01.

For the second year, UVU is holding 2018-19 general student fees at the same level as 2016-17. 2018-19 will be the fourth year since 1997-98 of no increase to general student fees.

UVU's total tuition and fee increase of 1.31 percent is the lowest percentage increase since 1996-97. The annual tuition and fee change (two semesters, resident at 15 credits) of \$74 is also the lowest dollar amount increase since 1996-97.

Graduate Differential Tuition

UVU has six graduate tuition scales—the base graduate tuition rate used by the Master of Education and Master of Nursing programs and five graduate tuition scales with differential tuition rates.

Tuition Comparison

Per Semester	Tuition				Tuition & Fees			
	2017-18	2018-19*	Change		2017-18	2018-19*	Change	
			Amount	Percent			Amount	Percent
Undergraduate (15 credit hrs)								
Resident	\$2,481	\$2,518	\$37	1.5%	\$2,826	\$2,863	\$37	1.3%
Non-resident	\$7,688	\$7,803	\$115	1.5%	\$8,033	\$8,148	\$115	1.4%
Graduate Base, MEd, MSN (10 credit hrs)								
Resident	\$2,790	\$2,830	\$40	1.4%	\$3,140	\$3,180	\$40	1.3%
Non-resident	\$8,500	\$8,620	\$120	1.4%	\$8,850	\$8,970	\$120	1.4%
MBA (10 credit hrs)								
Resident	\$6,050	\$6,120	\$70	1.2%	\$6,400	\$6,470	\$70	1.1%
Non-resident	\$13,100	\$13,280	\$180	1.4%	\$13,450	\$13,630	\$180	1.3%
MAcc (10 credit hrs)								
Resident	\$4,940	\$5,010	\$70	1.4%	\$5,290	\$5,360	\$70	1.3%
Non-resident	\$11,990	\$12,170	\$180	1.5%	\$12,340	\$12,520	\$180	1.5%
Social Work (10 credit hrs)								
Resident	\$3,500	\$3,550	\$50	1.4%	\$3,850	\$3,900	\$50	1.3%
Non-resident	\$9,210	\$9,350	\$140	1.5%	\$9,560	\$9,700	\$140	1.5%
Computer Science (10 credit hrs)								
Resident	\$3,750	\$3,800	\$50	1.3%	\$4,100	\$4,150	\$50	1.2%
Non-resident	\$9,460	\$9,600	\$140	1.5%	\$9,810	\$9,950	\$140	1.4%
Cybersecurity, MPS (10 credit hrs)								
Resident	\$4,000	\$4,060	\$60	1.5%	\$4,350	\$4,410	\$60	1.4%
Non-resident	\$9,710	\$9,860	\$150	1.5%	\$10,060	\$10,210	\$150	1.5%

*Based on anticipated Board of Regents approval of a 1.5% first-tier tuition increase on March 30, 2018

UTAH VALLEY UNIVERSITY

SUPPLEMENTAL TUITION INFORMATION

Definitions

First Tier Tuition—First tier tuition rate increases are set by the Board of Regents, are uniform for all institutions, implemented at the same time, and are based on evaluations of inflation data (CPI, HEPI), regional and peer comparisons. These increases cover the legislatively mandated portion of compensation (25%), statewide needs, student financial aid, student support, student enrollment, reductions in state tax funding, and other institutional needs.

Second Tier Tuition—Each institutional President, with the approval of the institutional Board of Trustees, is also provided the flexibility to propose a second tier of tuition rate increase to meet specific institutional needs. These rate increases may apply to all programs equally or they may be different for specific programs. The Board of Regents must ultimately approve the recommendations emanating from institutional Boards of Trustees. Second tier tuition was first available to institutions as a funding source during the 2001-01 fiscal year. Rates may vary by institution as individual priorities and funding needs differ. Historically, uses have been for compensation, libraries, information technology, student services, and student enrollment.

Resident Tuition—Individuals who can prove by substantial evidence, that prior to the first day of class for the term the students seeks to attend as a resident student, he or she has established domicile in Utah and satisfies relevant waiting periods; or meets one or more of the other criteria defining a “resident student” as set forth in policy R512-3.3.

Non-resident Tuition—Individuals may not be able to meet the requirements for residency status will ordinarily be deemed a non-resident student for tuition payment purposes. Generally, non-residents will pay at least 3 times resident tuition.

Graduate Tuition—Education beyond a bachelor’s degree involves more directed study from specialized faculty, research equipment, libraries, specialized laboratories, and clinical facilities not normally found in the undergraduate programs. Students who have been formally admitted to a graduate program at the institution will pay tuition set at no less than one hundred ten percent (110%) of tuition for undergraduate students. This applies for both resident and non-resident students, and may include programmatic differential tuition.

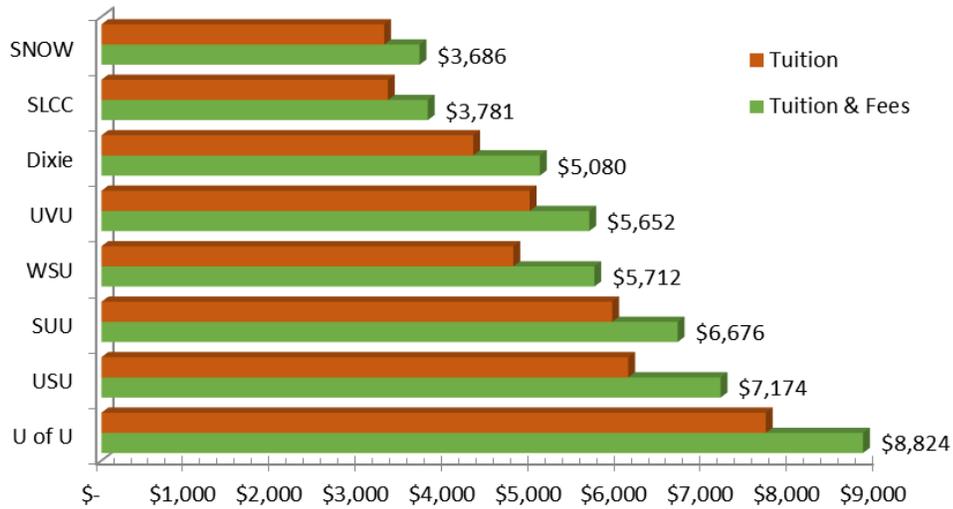
Differential Tuition—Different tuition schedules for undergraduate and graduate programs may be authorized by the Board on a case by case basis. Increased revenues from student differential tuition rates are used by the institutions to benefit the impacted program and to support related campus services. Institutions requesting differential tuition schedules should consult with students in the program, and consider how increase will affect market demand, access and retention, graduates earning capacity, and how they compare with similar institutions.

Truth-in-Tuition Hearing—Campus administrators advertise and hold public hearings on campus during the Legislative session prior to final tuition decisions, to propose first and second tier undergraduate tuition rate increases (usually in ranges) and specific funding needs of the institution.

Tuition Setting Process—During a normal tuition setting process, the following sequence of events is followed:

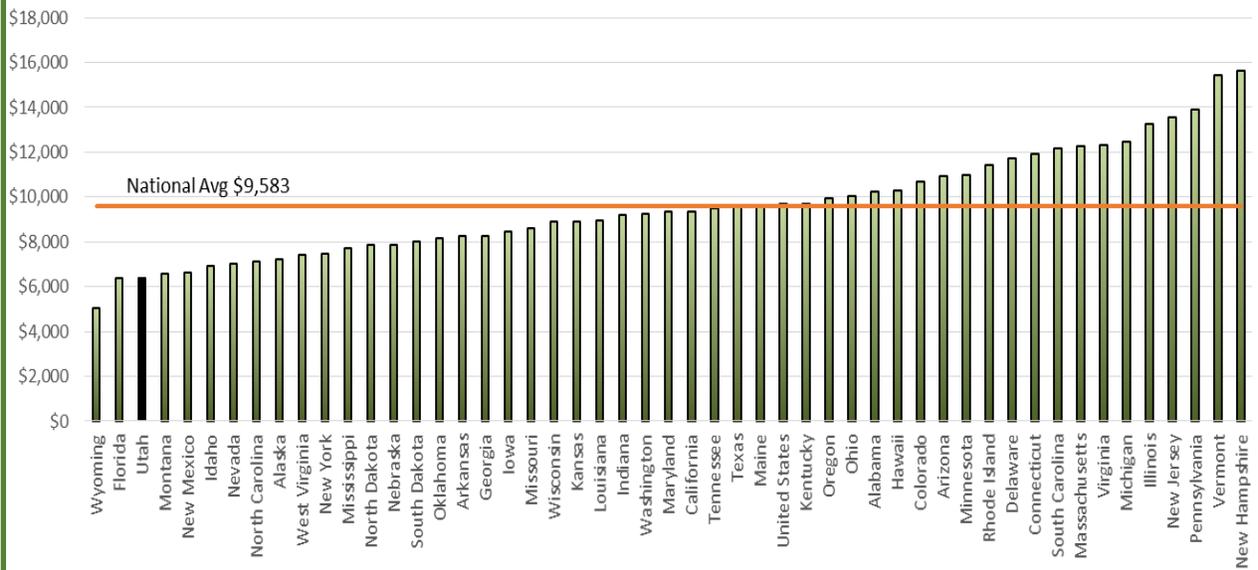
- 1) On campus meetings with President, Executives, Budget Offices, and others to determine institutional needs for the coming year
- 2) Council of the Presidents and Commissioner discuss first tier tuition rate proposals
- 3) Public Truth-in-Tuition hearings are held at each institution
- 4) Legislative session ends and new year state appropriations are determined
- 5) Institutional second-tier tuition rates are formally approved by Board of Trustees
- 6) System-wide first-tier and institutional specific second tier tuition rates presented to Board of Regents for approval

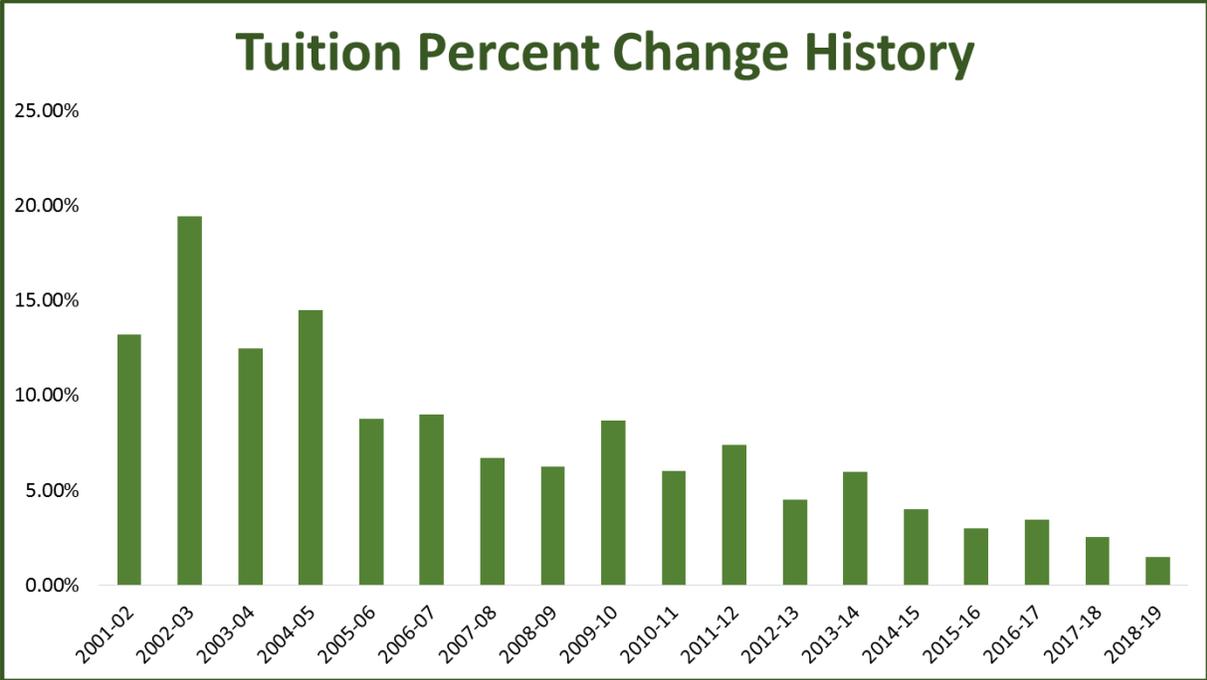
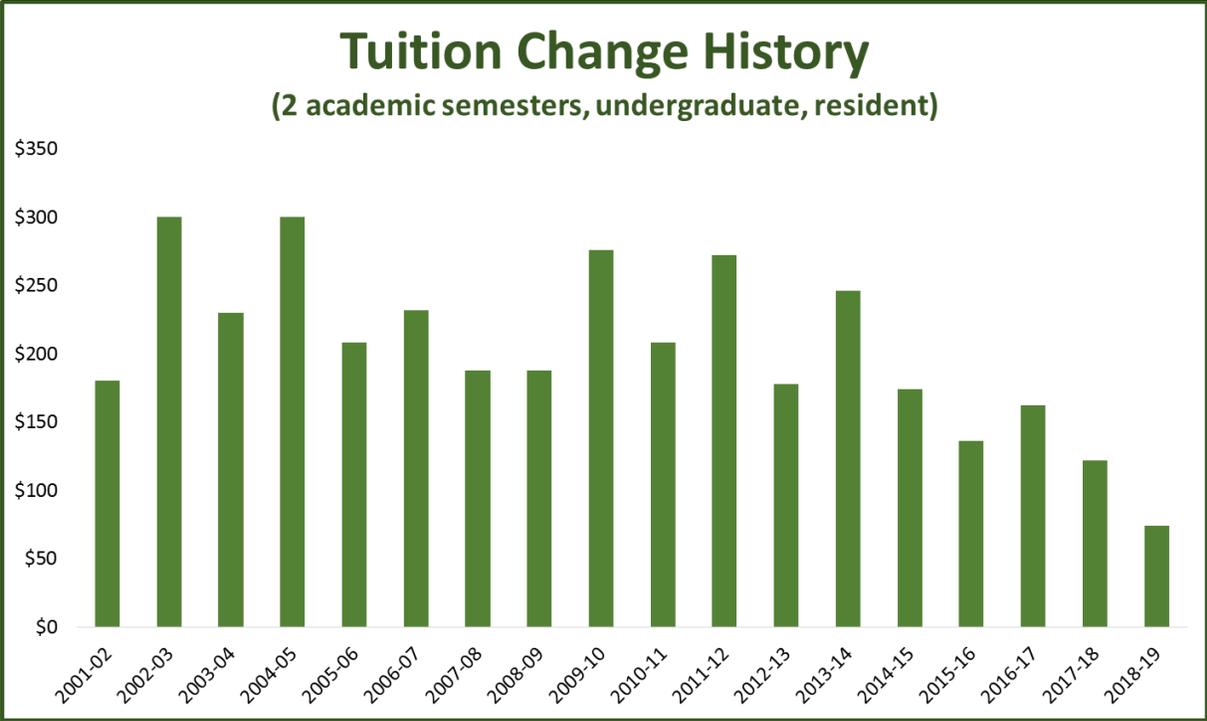
2017-18 Tuition & Fees Academic Year, Resident Undergraduate



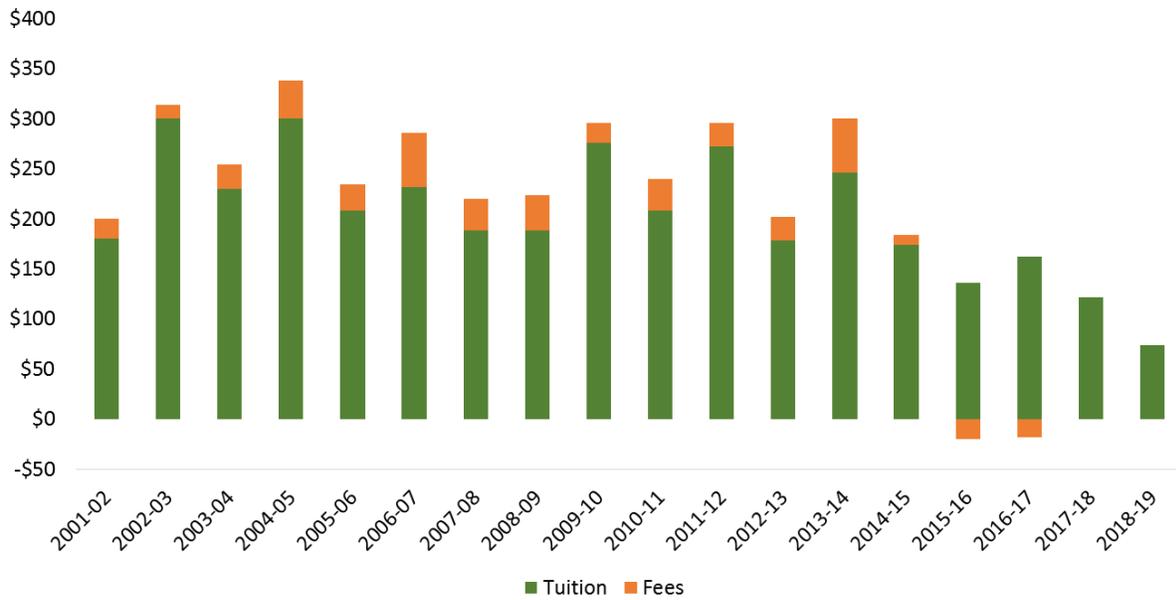
Source: State Board of Regents (www.higheredutah.org)

2017-18 Average Tuition & Fees Public Four-Year Institutions by State

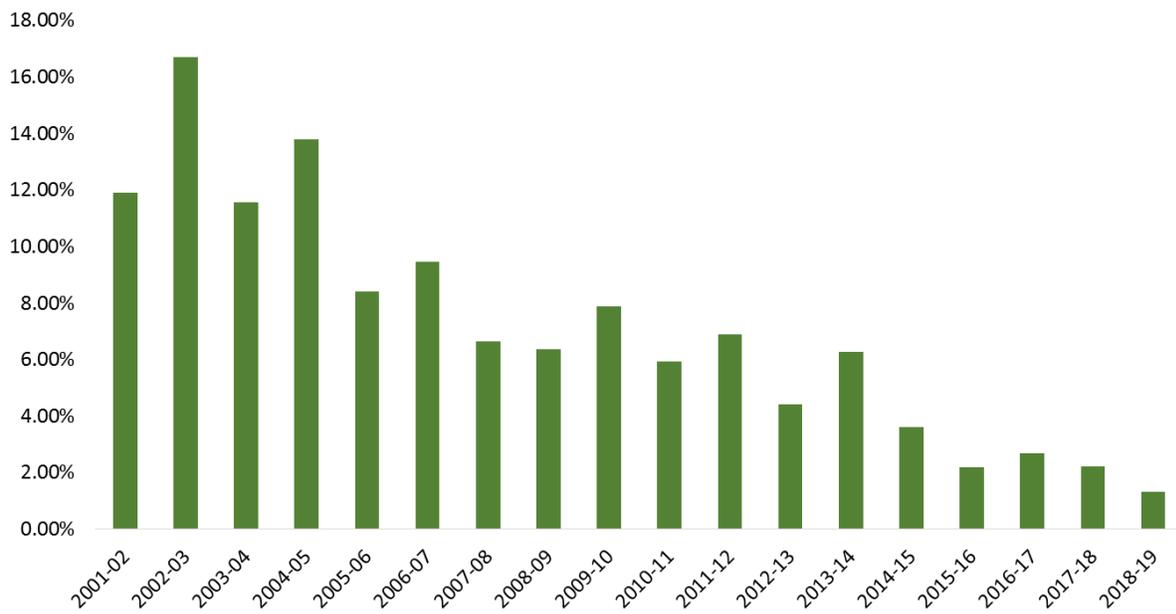




Tuition & Fees Change History (2 academic semesters, undergraduate, resident)



Tuition & Fees Percent Change History





**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 21, 2018
TITLE:	2018-2019 Student Fee Proposal
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Rob Smith, Student Body President
SUBJECT:	Student Fees for 2018-19
BACKGROUND:	<p>At the beginning of spring semester every year, the UVUSA Student Council holds student fee hearings. Any department or organization on campus who currently receives funding from student fees or would like to receive funding from student fees must present to the Student Council. The presentations are reports on how the monies have been spent; requests for continued funding or increases, as needed; and, most importantly, how these expenditures benefit the student body.</p> <p>After the conclusion of the student fee hearings, the UVUSA Executive Council prepares a student fee proposal. The proposal is reviewed by and voted on by the Student Council and then sent to President's Council. Once passed by both of these entities, it is sent to the UVU Board of Trustees, and finally to the Utah Board of Regents for approval.</p>
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, "I move to approve the Student Fee proposal for 2018-19 as presented." • Amend and approve, "I move to approve, as amended..." • No action, "I move that we go to the next agenda item..."
FINANCIAL IMPACT:	Available upon request
EXHIBITS:	<p>a. 2018-2019 Student Fee Proposal b. USHE Fee and Tuition Comparison (2017-2018)</p>



Proposed 2018-2019 Student Fees

FEE NAME	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Increase/Decrease
Student Programs	\$49.90	\$51.19	\$46.19	\$46.19	\$46.19	\$ -
Campus Recreation	\$16.66	\$16.45	\$21.97	\$22.67	\$22.67	\$ -
Building Bonds	\$107.34	\$99.55	\$96.09	\$94.09	\$93.19	(\$0.90)
Student Center O&M	\$28.24	\$27.94	\$28.94	\$28.94	\$28.94	\$ -
SLWC O&M	\$30.32	\$29.00	\$24.98	\$24.98	\$24.98	\$ -
P.E. Issue Room	\$1.82	\$ -	\$ -	\$ -	\$ -	\$ -
Athletics	\$92.79	\$99.05	\$98.82	\$104.35	\$104.85	\$0.50
Conference Aff. Fund	\$13.97	\$7.72	\$5.53	\$ -	\$ -	\$ -
Health Services	\$8.66	\$8.52	\$8.52	\$9.27	\$9.67	\$0.40
Student Computing	\$7.42	\$7.75	\$7.42	\$7.97	\$7.97	\$ -
UTA	\$6.88	\$6.83	\$6.54	\$6.54	\$6.54	\$ -
Total	\$364.00	\$354.00	\$345.00	\$345.00	\$345.00	\$0.00

Explanation for Changes:

- **Building Bonds:** The \$0.90 decrease will allow funds to be reallocated to Health Services and Athletics. Consultation with Associate Vice President of Finance, Jacob Atkin confirmed that a decrease of \$0.90 will still allow for the proposed request to pay off the current bond and begin a new one for the expansion and remodel of the Student Center.
- **Athletics:** To ensure that funds are always available for the student section, the student council wants to provide a \$0.50 increase to the Athletics fee and have it designated as funds that must be used for the student section. Because the rebranding of The Den was paid for through a sponsorship from UCCU at \$150,000, there is not a guarantee funds will be donated again in the future or if higher priorities for sponsorships will come about.
- **Student Health Services:** Members of student council proposed increasing the fee \$0.40 to increase the number of hours students could have access to a nurse practitioner at Student Health Services. After consultation with the Director of Student Health Services, Bill Erb it was determined that a \$0.40 increase would provide fully staffed night shifts, an additional 16 hours of availability for students, at least 35-40 more

patients seen per week, and a medical assistant position for the psychiatric nurse.

Student Fee Information

At the beginning of spring semester every year, the UVUSA Student Council holds Student Fee Hearings. Any department or organization on campus who currently receives funding from student fees or would like to receive funding from student fees must come present to the Student Council. The presentations are reports on how the money has been spent; requests for continued funding or increases, as needed; and, most importantly, how these expenditures benefit the student body. These meetings are open to the public, and Student Council encourages student participation.

After the conclusion of the Student Fee Hearings, the UVUSA Executive Council (Student Body President and the Vice Presidents) prepare a Student Fee Proposal. The proposal is presented to, reviewed and voted on by Student Council, and then sent to UVU's President's Council. Once passed by both of these entities, it is sent to the UVU Board of Trustees, and finally to the Utah Board of Regents for approval.

2017-2018 USHE Tuition/Fee Comparison

Dollar amounts are based on 12-18 credit hour registration.

Alphabetical Order

FEE NAME	Tuition	Student Fees	Total
Dixie State College	\$2,154.00	\$386.00	\$2,540.00
Salt Lake Community College	\$1,659.50	\$230.75	\$1,890.25
Snow College	\$1,638.00	\$208.00	\$1,846.00
Southern Utah University	\$2,959.00	\$378.75	\$3,337.75
University of Utah	\$3,199.70	\$530.53	\$3,730.23
Utah State University	\$3,052.25	\$535.07	\$3,587.32
Utah State University Eastern	\$1,624.80	\$250.00	\$1,874.80
Utah Valley University	\$2,481.00	\$345.00	\$2,826.00
Weber State University	\$2,386.45	\$469.53	\$2,855.98

Lowest-Highest (Student Fees Only)

FEE NAME	Tuition	Student Fees	Total
Snow College	\$1,638.00	\$208.00	\$1,846.00
Salt Lake Community College	\$1,659.50	\$230.75	\$1,890.25
Utah State University Eastern	\$1,624.80	\$250.00	\$1,874.80
Utah Valley University	\$2,481.00	\$345.00	\$2,826.00
Southern Utah University	\$2,959.00	\$378.75	\$3,337.75
Dixie State College	\$2,154.00	\$386.00	\$2,540.00
Weber State University	\$2,386.45	\$469.53	\$2,855.98
University of Utah	\$3,199.70	\$530.53	\$3,730.23
Utah State University	\$3,052.25	\$535.07	\$3,587.32

Highest-Lowest (Student Fees Only)

FEE NAME	Tuition	Student Fees	Total
Utah State University	\$3,052.25	\$535.07	\$3,587.32
University of Utah	\$3,199.70	\$530.53	\$3,730.23
Weber State University	\$2,386.45	\$469.53	\$2,855.98
Dixie State College	\$2,154.00	\$386.00	\$2,540.00
Southern Utah University	\$2,959.00	\$378.75	\$3,337.75
Utah Valley University	\$2,481.00	\$345.00	\$2,826.00
Utah State University Eastern	\$1,624.80	\$250.00	\$1,874.80
Salt Lake Community College	\$1,659.50	\$230.75	\$1,890.25
Snow College	\$1,638.00	\$208.00	\$1,846.00



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	UVU Foundation Memo of Understanding
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Scott Cooksey, Vice President Development and Alumni Relations, and CEO, Utah Valley University Foundation, Inc.
SUBJECT:	Approve the proposed MOU with the UVU Foundation; a new Memo of Understanding outlining the relationship, roles, and responsibilities of the University and the UVU Foundation.

BACKGROUND:	<p>During the fall of 2017, the UVU Foundation engaged the assistance of the Office of General Counsel for a complete re-write of the current 1990 MOU.</p> <p>This effort was undertaken with several factors in mind:</p> <ul style="list-style-type: none">• Regent’s Policy 271-3.4 requires a written agreement approved by the University Board of Trustees and the Foundation Board defining our relationship and identifying roles, responsibilities, and governance roles.• The current 1990 MOU is outdated and deficient in addressing the relationship between these interdependent entities.• The University and the UVU Foundation currently operate with a mutual understanding, shared goals, and shared priorities, thus allowing both entities to
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	<p>collaborate on a new MOU for the benefit of the University and our students. A new MOU will protect the relationship between these two entities for years to come.</p> <p>The Foundation Board of Directors unanimously approved the proposed MOU on February 22, 2018 at a regularly scheduled meeting. It is now submitted for review and subsequent approval by the Board of Trustees.</p>
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, “I move to approve the proposed Memo of Understanding between Utah Valley University and the UVU Foundation ... • Amend and approve, “I move to approve, as amended...” • No action, “I move that we go to the next agenda item...”
FINANCIAL IMPACT:	NA
EXHIBITS:	<ul style="list-style-type: none"> a. Existing 1990 MOU b. Proposed 2018 MOU

**Memorandum of Understanding between
Utah Valley University and
the Utah Valley University Foundation**

This Memorandum of Understanding (the “Agreement”) is entered into as of this 28th day of March, 2018 (the “Effective Date”), by and between Utah Valley University, a body politic and corporate of the state of Utah (“University”), and the Utah Valley University Foundation, Inc., a Utah nonprofit corporation (“Foundation”).

Recitals

The Foundation was organized and incorporated on March 16, 1981 to operate exclusively for the benefit of and to carry out the purposes of the University and its various scientific, educational and other activities, programs, and services. The Foundation exists to help raise and manage private resources for the University and is dedicated to assisting the University in building its endowment and in addressing, through financial support, its long-term academic and other priorities as articulated by the University’s Board of Trustees (the “Board of Trustees”) and President.

The Foundation is the duly established charitable, tax-exempt 501(c)(3) entity that accepts gifts, pledges and payments to benefit the University. The Foundation serves as ambassadors for the University, manages the University’s investment funds, and works to raise funds for University priorities. This support includes funding for scholarships, curriculum development, and institutional support.

The University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. The University builds on a foundation of substantive scholarly and creative work to foster engaged learning. The University prepares professionally competent people of integrity who, as lifelong learners and leaders, serve as stewards of a globally interdependent community.

The University wishes to receive the Foundation’s assistance, and the Foundation wishes to provide certain services to the University during the term of this Agreement, relating to the fulfillment of the University’s mission, on the terms and conditions set forth herein.

In consideration of the mutual covenants herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

Agreement

A. University Governance

The Board of Trustees is responsible for overseeing the mission, leadership, and operations of the University, and for setting its priorities and long-term plans. It is legally responsible for the performance and oversight of all aspects of the University’s operations and for the employment, compensation, and evaluation of all University employees, including the President. The Board of Trustees is also responsible for determining philanthropic and strategic priorities. Pursuant to University Policy 231, the Board of Trustees has designated the Foundation as the official depository of all private gifts to the University. The

University recognizes that the Foundation is a separate, private corporation with the authority to keep all records and data confidential, consistent with the law.

The University President is responsible for communicating on a regular basis the priorities and long-term plans of the University, as approved by the Board of Trustees, to the Foundation. The President shall serve as an ex-officio, voting member of the Foundation Board and shall assume a prominent role in fundraising activities.

The University's Vice President of Development and Alumni Relations, who by virtue of that position also serves as the Chief Executive Officer of the Foundation, is a voting board member of the Foundation, and is a member of the University President's cabinet and senior administrative team.

B. University Responsibilities

The Vice President of Development and Alumni Relations, in consultation with the University's President, and the Foundation Board, is responsible for planning and executing comprehensive fund raising and donor-acquisition programs in support of the University's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.

The Board of Trustees, in an effort to ensure better understanding and mutual support between the Board of Trustees and the Foundation Board, shall invite the Chair of the Foundation Board as a guest to meet with the University's Board of Trustees at its regular meetings and to make periodic reports about activities and opportunities from the Foundation's perspective.

As required by University policy and state and federal law, the University shall establish and enforce policies that support the Foundation's ability to respect the privacy and confidentiality of donor records and private conversations. The University shall also ensure that gift funds and other privately contributed resources are used in compliance with donor intent.

In consideration for the Foundation's services to the University that are consistent with applicable state and federal law and University policy, the University will provide support to the Foundation, including but not limited to:

1. **Staff:** University employees will, as needed, hold Foundation positions and conduct work on behalf of the Foundation in its role as a support organization for the University to the extent their work on behalf of the Foundation does not conflict with their work on behalf of the University.
2. **Facilities:** The University will, as needed, provide office and meeting space for University employees for whom all or a portion of their work-load involves working on tasks and projects that may be defined as "Foundation responsibilities."
3. **Technology and Technology Support Services:** The Foundation will be permitted to maintain alumni, donor and gift records, research on secure files within the overall University system, and use the University's telephonic and internet systems for business purposes. The Foundation may also maintain a separate web domain for fulfillment of its dedicated

fundraising and communication purposes as long as such domain does not conflict with University policies, mission, and priorities; and is wholly designed to support the mission and priorities of the University.

4. **Office Equipment and Supplies:** University resources may be appropriately invested in office equipment and supplies that support the mission and functions of development programs as served by the Foundation.
5. **University Fees:** In order to facilitate fundraising, the University will make every reasonable effort to waive, reduce, or offset University fees (e.g. room rental charges, etc.) that would otherwise be incurred by the Foundation.

C. Foundation Responsibilities

1. General

The Foundation is a separately incorporated 501(c)(3) non-profit organization created exclusively to raise, manage, distribute, and steward private resources to support the various missions of the University, and works with the University's President and staff as an interdependent partner to fulfill that mandate.

The Foundation's Board is responsible for the control and management of all assets of the Foundation, including the prudent management of all received gifts consistent with donor intent.

The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address its fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies.

The Foundation may earmark a portion of its unrestricted funds to a discretionary fund for the President of the University and will transfer a percentage of those funds annually to the University in compliance with Utah state law and applicable University policies.

The Foundation shall establish and enforce policies to identify and manage potential conflicts of interest and ensure that foundation assets do not directly or indirectly unduly benefit an individual or other person. The Foundation will apprise the University of significant changes made to the bylaws.

2. Fundraising

The Foundation recognizes that the University bears responsibility for fundraising and setting the fundraising priorities for the University.

The Foundation shall work with the Vice President of Development and Alumni Relations and the University President to create an environment conducive to increasing levels of private support for the mission and priorities of the University.

The Foundation Board, coordinated by its executive staff, will assist in the identification, cultivation, and solicitation of prospects for private gifts and in the continued stewardship and engagement of donors following receipt of their gifts.

The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly record, post, acknowledge and issue receipts for all gifts on behalf of the Foundation and the University and provide appropriate recognition and stewardship of such gifts.

The Foundation, consistent with University and the Utah Board of Regents (“Regents”) policy and state and federal laws, shall establish and enforce policies to protect donor confidentiality and rights to the full extent of state and federal law.

The Foundation shall not accept grants from state or federal agencies, except in special circumstances that are requested by the University and approved by the Foundation Board and the involved governmental agency.

3. Asset Management

The Foundation will establish internal controls and other enterprise risk management practices commensurate with the Foundation Board’s fiduciary responsibility, including, but not limited to: (i) responsibly managing all assets under its control, and transferring funds to the designated departments and areas within the University in compliance with applicable laws, University policies, and donor intent as defined in gift agreements; and (ii) establishing general investment policies, asset-allocation, disbursement, and spending policies for all managed resources. Those policies shall adhere to applicable University policies and federal and state laws, including UPMIFA. The Foundation will receive, hold, manage, invest, and disburse contributions of cash, securities, patents, copyrights, and other forms of property.

In accordance with Regents Rule R541, the Foundation will submit its investment policy to the Board of Trustees and Board of Regents for approval. In the absence of approval by the Board of Trustees, the Foundation will be governed by Uniform Prudent Management of Institutional Funds Act (“UPMIFA”) pursuant to Regents Rule R541. Consistent with Regents Rule R541, the Foundation is allowed to invest within certain parameters as outlined UPMIFA.

As required by Regents Rule R271 3.5., the Foundation will engage an independent accounting/audit firm annually to conduct an audit of the Foundation’s financial and operational records and will provide the University with a copy of the annual audited financial statements, including management letters. Consistent with Regents policy, the Foundation will submit financial reports to the Board of Trustees, which will then include this information in the University’s financial report to the Regents.

Furthermore, in connection with its fundraising or asset-management activities, the Foundation may retain individuals or firms experienced in assessing and planning fundraising operations or campaign efforts, managing private assets, and working with the University to assist and advise in such activities.

4. Institutional Flexibility

The Foundation may serve as a means of advancement of the University mission through a variety of instruments and practices in such activities as making or causing to be made direct loans to the institution, purchasing, developing, or managing real estate for University expansion, student housing, commercial endeavors, or retirement communities. It also may hold licensing agreements and other forms of intellectual property, borrow or guarantee debt issued by the Parties, or engage in other activities to increase Foundation revenue with no direct connection to a University purpose.

5. Transfer of Funds

The Foundation will transfer funds to the designated entity within the University in compliance with applicable laws, University and Foundation policies, and gift agreements. The Foundation's disbursements on behalf of the University must be reasonable and support the University's mission.

When distributing gift funds to the University, the Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The University, including individual schools and departments, will abide by such restrictions and provide appropriate documentation of their appropriate use. To insure compliance, the Foundation may conduct random internal audit functions on expenditures of restricted funds.

All requests for Foundation funds must be submitted to the Foundation by the President of the University or his or her designee.

6. Foundation Funding and Administration

The Foundation is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services that are not funded by the University. This may also include financial support of University fundraising efforts and activities. This should be a reasonable and lawful percentage of the annual unrestricted funds and endowment earnings in alignment with the Association of Governing Boards ("AGB") and the Council for the Advancement and Support of Education ("CASE") standards and best practices.

The Foundation will provide copies of its annual report, the annual audit and other public information requested by University leaders or as required by Utah state law and/or Regents policies.

D. Foundation Name, Seal and Logotype

Consistent with its mission to help advance the mission and priorities of the University, the Foundation may use the names "Utah Valley University" and "Utah Valley University Foundation", and operate under its own seal and logotype that is consistent with University standards.

The Foundation will also have the right to use the University's name, logo and seal in the discharge of its development efforts. The use of the name is conditional on adherence to the spirit and letter of this document, the Foundation articles of incorporation, and by-laws, and coordination with the University's Division of University Relations.

E. Terms of the Memorandum of Understanding

To ensure effective achievement of the Parties obligations under this Agreement, the University and Foundation officers and board representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

Either party may, 180 days after providing to the other Party written notice of termination, terminate this Agreement without cause. In addition, either Party may terminate this Agreement in the event the other Party defaults in the performance of its obligations under this Agreement and fails to cure the default within 30 days after receiving written notice of default, which shall clearly describe the reason(s) for the default. The University and Foundation will review and amend this agreement at least every five years.

Should the University choose to terminate this Agreement without fault on the part of the Foundation, the Foundation may require the University to pay, within 180 days of written notice, all debt incurred by the Foundation on the University's behalf including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should the Foundation choose to terminate this Agreement, the University may require the Foundation to pay debts it holds on behalf of the Foundation in like manner and transfer to the University the funds it holds on behalf of the University.

Should the Foundation cease to exist or cease to be an Internal Revenue Code §501(c) (3) organization, the Foundation will transfer its assets and property to the University in accordance with the law and donor intent.

IN WITNESS WHEREOF, the parties have caused this to be executed by their duly authorized officers as of the Effective Date.

Chair
Board of Trustees
Utah Valley University
Date: _____

Chair
Board of Directors
Utah Valley University Foundation
Date: _____

President
Utah Valley University
Date: _____

Chief Executive Officer
Utah Valley University Foundation
Date: _____



**UVU BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	March 28, 2018
TITLE:	Consent Calendar
EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Justin Jones, Chief of Staff/Secretary to the Board
SUBJECT:	Consent Calendar
BACKGROUND:	<p>The Board of Trustees is being asked to provide approval for the Consent Calendar which consists of the following:</p> <ul style="list-style-type: none"> a. Minutes of February 22, 2018 b. January 2018 Investment Reports c. 2017-18 Education & General Appropriated Revenue Revision d. Human Resources Annual Report (2017)
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented, “I move to approve the Consent Calendar.” • Amend and approve, “I move to approve, as amended...” • No action, “I move that we go to the next agenda item...”
FINANCIAL IMPACT:	N/A
EXHIBITS:	<ul style="list-style-type: none"> a. Minutes of February 22, 2018 b. January 2018 Investment Report c. 2017-18 Education & General Appropriated Revenue Revision d. Human Resources Annual Report (2017)

UVU BOARD OF TRUSTEES
February 22, 2018
4 p.m. – SC 213c, Utah Valley University

Board of Trustee Members Present

Elaine Dalton, Chair
Karen L. Acerson
Rick Nielsen
Rob Smith
Jack Sunderlage (phone), Second Vice Chair
Jill Taylor
Paul Thompson
R. Duff Thompson, First Vice Chair

UVU Attendees

Clark Collings, Associate General Counsel
David Connelly, AVP Academic Affairs
Scott Cooksey, Vice President Development and Alumni
Matthew S. Holland, President
Cameron Martin, Vice President University Relations
Andrew Stone, AVP Enrollment Management
Craig Thulin, Faculty Senate President
Fred White, AVP Engaged Learning
Katie Zabriskie, Executive Communication Officer

Guests

Arthur Evensen
Sarah Khelfa
Sarah Calloway
Amber Rowley
Nicholas Williams
Taylor Cook

I. ACTION

1. Board of Trustee Engaged Learning Scholarship

The Trustees received final reports from the 2017-18 Board of Trustee Engaged Learning Scholarship. Arthur Evensen, whose project was the Impact of Phragmites australis control on Utah Lake water quality, reported on the growth of the project both in terms of scope of study and engagement of UVU students and the publications and conference presentations that have resulted. Arthur noted that he has been accepted to medical school and his research played a key role in his admission. Sarah Khelfa, whose project was Real-time pathology of sentinel lymph nodes during breast cancer surgery using high-frequency ultrasound, noted the impact of her research on developing new data analysis methods and instruments that are to be used in studies currently under request for IRB approval. She reviewed the publications and conferences that have resulted from her research and the role that the funding played in her ability to attend the latter.

The Trustees then heard presentations from the three finalists for the 2018-19 Engaged Learning Scholarship. Sarah Calloway, whose proposal was Wasatch Elementary School Absentee Survey, discussed her hope to receive funding to support an investigation into attendance issues at Wasatch Elementary and develop target school interventions that would have relevance for middle class communities. Amber Rowley, whose proposal was the Investigation of Mechanisms for Quantum Dot and Protein Interactions, explained her hope to secure funding for an investigation into the development of a biomarker test and apparatus for cancer, much like a blood glucose monitor, that would rely on the interaction of proteins and quantum dots. Nicholas Williams and Taylor Cook, whose proposal was Helping Hands – Affordable 3D Printed Prosthetics, discussed their desire to receive funding to support the development of affordable prosthetic fingers that would eliminate the need for surgery and be more universally accessible to amputees.

Following these presentations, the Trustees discussed the parameters of the Engaged Learning Scholarship, the role of the Trustees in selection, and the availability of award funds for this cycle. The Trustees noted the merits, strengths, and weaknesses of each project and the impact potential. Based on the presentations, the Trustees felt two awards would be appropriate. They identified a recommendation rank order of Ms. Rowley, Mr. Williams and Mr. Cook, and finally, Ms. Calloway. Trustee Rick Nielsen offered to meet with Ms. Calloway to discuss in greater detail her proposal should the selection committee decide not to award her a scholarship. Trustee Paul Thompson made a motion to recommend the afore noted rank order to the Engaged Learning Scholarship Committee. Trustee Karen Acerson seconded. The motion carried without opposition. Trustee P. Thompson then motioned to approve the awarding of 2 scholarships in the amount of \$6,000 each. First Vice Chair R. Duff Thompson seconded. The motion carried without opposition.

II. COMMITTEE REPORTS

First Vice Chair R. Duff Thompson provided a report on the Audit Committee noting that no meetings had occurred since the January 18, 2018, Board of Trustee meeting.

Trustee Jack Sunderlage provided a report on the Finance and Facilities Committee noting that no meetings had occurred since the January 18, 2018, Board of Trustee meeting.

Trustee Acerson provided a report on the Honorary Awards Committee noting that no meetings had occurred since the January 18, 2018, Board of Trustee meeting.

Trustee P. Thompson asked to skip providing a separate report on the recent meeting of the Academic Affairs Committee and instead move directly into academic program approvals, the substance of the committee meeting.

I. ACTION ITEMS (CONTINUED)

2. Academic Programs

The Trustees were presented with a proposal to delete the Graduate Certificate in Regulatory Affairs due to lack of demand. The Trustees reviewed a proposal to create a Minor in Event Planning in the Woodbury School of Business effective Fall 2018, providing students with official designation of their qualifications in this area and positioning them for greater career success. The Trustees were presented with a proposal to change the core requirements of the BA/BS in Political Science and change the name of World Politics emphasis to Global Politics and the Political Philosophy/Public Law emphasis to Public Law and Political Philosophy effective Fall 2018. The change in core requirements will allow students to be exposed to discipline of political science in its entirety while the name changes will allow the emphases to better reflect course content. The Trustees discussed the necessity of this change and the nuance of the language proposed. The Trustees were then asked to review a proposal to create an emphasis in Public Administration and Policy in the BA/BS Political Science effective Fall 2018, to increase success in their chosen field through relevant skill development. Finally, the Trustees were presented with a proposal to create an emphasis in Peace and Justice Studies within the BA/BS in Political Science effective Fall 2018. The Trustees discussed the relocation of the emphasis from Interdisciplinary Studies. Trustee P. Thompson motioned to approve the deletion of the Graduate Certificate in Regulatory Affairs; the creation of a Minor in Event Planning; the change in the core requirements of the BA/BS in Political Science and change in the name of the World Politics emphasis to Global Politics and the Political Philosophy/Public Law emphasis to Public Law and Political Philosophy; the creation of a Public Administration and Policy emphasis; and, the creation of a Peace and Justice emphasis. Trustee Jill Taylor seconded. The motion carried without opposition.

2. Vineyard Property Sale

The Trustees were presented with a proposal to approve the sale or long-term lease of 6 acres of the Vineyard property to Real Salt Lake Youth Academy. The Academy would use the land to build a youth soccer training facility that UVU would acquire access to through a joint use agreement. The Academy would pay UVU \$2.6 million for the property, the rights to which would return to UVU at the end of 50 years. The Trustees were informed that in the days leading up to this meeting, a lease had been proposed as an alternate option. Given the uncertainty of what will be decided as the final request by the Academy, UVU wants permission to move forward with the general terms of the purchase with the understanding that any final contract will need approval by the Executive Committee of the Board of Trustees. The Trustees discussed the value of the property now and in the future, the reasonability of various terms of a ground lease, the correspondence of this proposal with the university's Master Plan, and the benefits of moving the soccer facilities given the land needs of the Orem campus. It was noted that there were numerous issues to work through, including the legality of the gift with respect to NCAA compliance. First Vice Chair R. D. Thompson motioned to approve the sale or long-term lease of the 6 acres in Vineyard to Real Salt Lake Youth Academy in the amount of \$2.6 million contingent upon final review of the contract by the Executive Committee. Trustee Acerson seconded. The motion carried without opposition.

3. Policy 638 Post Tenure Review

The Trustees reviewed a request to approve adoption of revisions to Policy 638 Post Tenure Review. Updates to the policy bring UVU into compliance with new NWCCU standards and provide a clearer explanation of triggers for termination evaluation and the separate policy which governs it. The drafting process took into heavy consideration the concerns of the faculty. The Trustees engaged in discussion about comprehensive reviews for faculty and the tensions inherent in the review process. Trustee P. Thompson motioned to approve the adoption of Policy 638 Post Tenure Review. Trustee Rick Nielsen seconded. The motion carried without opposition.

III. EXECUTIVE SESSION

Trustee Rob Smith motioned to enter Executive Session to discuss character, professional competence, or physical or mental health of an individual. Trustee Taylor seconded. The motion carried without opposition.

I. ACTION ITEMS (CONTINUED)

4. Namings

Trustee Acerson motioned to approve the naming of the Classroom Building as the Andrea and James Clarke Classroom Building; the Oquirrh Mountain Room as the Labor & Honor Room; a 150-seat classroom in the new Woodbury School of Business building as the Andrea and James Clarke Family Classroom; and the Center for Constitutional Studies for a prominent community/state leader. Trustee Nielsen seconded. The motion carried without opposition.

5. Sabbaticals

Trustee P. Thompson motioned to approve Fall 2018 sabbaticals for Grant Moss, Brian Jensen, and Hazel McKenna; and, 2018-19 academic year sabbaticals for Nathan Gorelick, Frederick White, Sam Yunxiang Liang, Christopher Nguyen, Eric Stencil, Mathew Horn, Nathan Toke, Susan Cox, Nancy Steele-Makasci, and Jacqueline Preston. Trustee Nielsen seconded. The motion carried without opposition. Faculty Senate President Craig Thulin discussed the faculty complaints about the Sabbaticals process, the expression of these complaints in a public forum, and the response of the Faculty Senate with regard to opening policy.

IV. CONSENT CALENDAR

The Trustees were asked to review the Consent Calendar which consisted of the minutes of January 18, 2018, and the investment report for December 2017. Trustee Nielsen motioned to approve the Consent Calendar and Trustee Acerson seconded. The motion carried without opposition.

V. INFORMATION

1. President's Report

President Holland provided the Trustees with an update on the university since the last Board of Trustee meeting. This included invitations to attend lectures by Pasek and Paul and Hugh Herr and a save the date request for the Dual Mission Summit on May 16-17. President Holland reviewed the Board of Regents meeting at UVU in January, specifically the State of the University, and the outcomes of the NWCCU Accreditation process. He then turned to discussion of development initiatives under way, including talks with the Bastians about their family home and Ira Fulton about support for endowed chairs in engineering. The President noted positive press about the Vivint SMARTLab in relationship to the Super Bowl, and various instances of student success in academics and athletics. He noted recent public presentations about the Quill Project and the positive press surrounding these engagements. Finally, President Holland provided the Trustees with an update on the legislative session, focusing on funding expectations, proposed budget reductions, capital facility funding decisions, and bills of interest.

Trustee Taylor motioned to adjourn. The motion carried without opposition.



**CASH AND INVESTMENT
REPORT
January 2018**

Monthly Composite Performance Review

UTAH VALLEY UNIVERSITY

January 2018

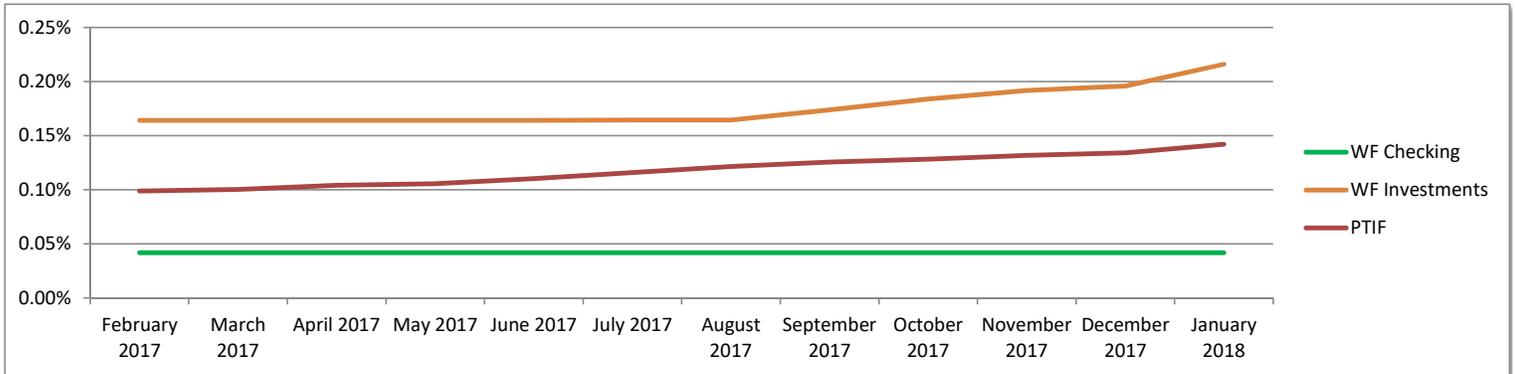


Account Activity	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 18,108,647	\$ 75,346,652	\$ 64,072,034	\$ 157,527,333	\$ 181,821,299
Interest/Earnings Credit	9,931	165,497	114,166	289,594	2,707,763
Acquisitions/Credits	-	7,615,952	47,497,490	55,113,442	261,713,802
Dispositions/Debits	(11,125,553)	(4,521,774)	(10,000,000)	(25,647,327)	(250,854,367)
Unrecognized Gain/Loss	-	(47,551)	-	(47,551)	(73,430)
Fees	(9,931)	-	-	(9,931)	(80,206)
Transfers *	-	(165,497)	-	(165,497)	(8,174,798)
Ending Balance	\$ 6,983,094	\$ 78,393,279	\$ 101,683,690	\$ 187,060,063	\$ 187,060,063

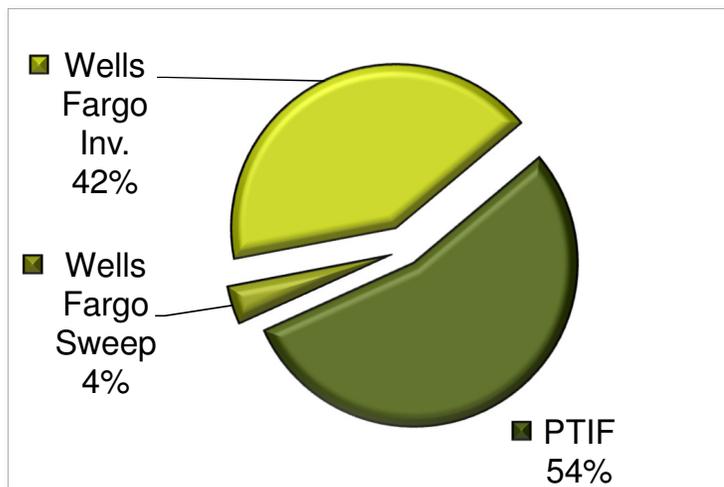
* Transfers consist of activity between UVU and the Foundation and interest transferred to UVU.

1.40%
12 Month Return

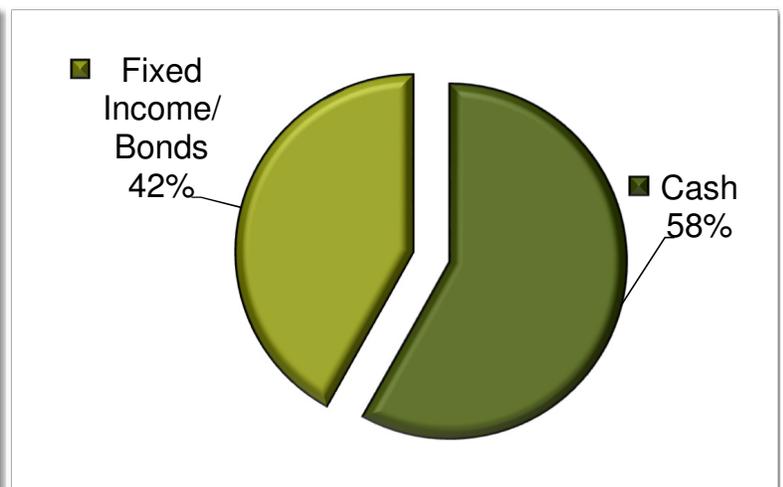
Performance Returns	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
February 2017	0.04%	0.16%	0.10%
March 2017	0.04%	0.16%	0.10%
April 2017	0.04%	0.16%	0.10%
May 2017	0.04%	0.16%	0.11%
June 2017	0.04%	0.16%	0.11%
July 2017	0.04%	0.16%	0.12%
August 2017	0.04%	0.16%	0.12%
September 2017	0.04%	0.17%	0.13%
October 2017	0.04%	0.18%	0.13%
November 2017	0.04%	0.19%	0.13%
December 2017	0.04%	0.20%	0.13%
January 2018	0.04%	0.22%	0.14%
Monthly Average	0.04%	0.18%	0.12%
12 Month Return	0.50%	2.11%	1.42%



UVU Cash and Investments as a Percent of Total



UVU Cash and Investments Investments by Type



Monthly Composite Performance Review

UVU Foundation

January 2018

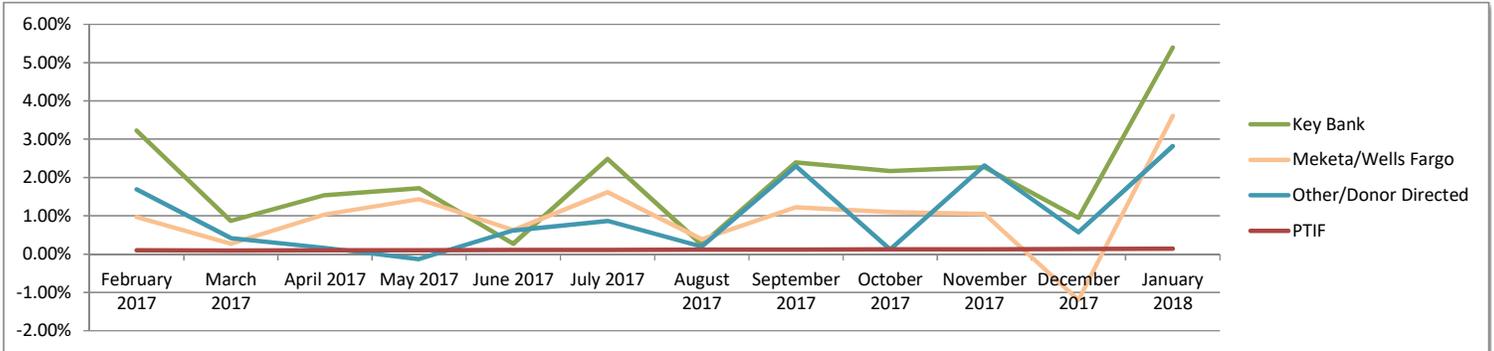
Account Activity

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University ^
Beginning Market Value	\$ 8,156,060	\$ 46,941,123	\$ 25,457,807	\$ 80,554,990	\$ 69,351,774	Beginning Balance \$ 8,585,565
Interest	10,092	61,219	4,674	75,985	977,662	Additional Notes -
Acquisitions	-	494,100	1,020,560	1,514,660	42,832,869	Principal Received (303,438)
Dispositions	-	(493,809)	(1,020,851)	(1,514,660)	(42,957,723)	Ending Balance \$ 8,282,126
Gain/Loss Rec & Unrec	88,398	535,628	1,012,063	1,636,089	5,537,495	Interest Received \$ 239,636
Fees	(4)	(225)	(3,361)	(3,590)	(150,614)	Rate 5.5%
Transfers *	(98,391)	(1,235,780)	1,334,171	-	6,672,012	^ Fiscal Year Activity
Ending Market Value	\$ 8,156,155	\$ 46,302,256	\$ 27,805,063	\$ 82,263,474	\$ 82,263,475	
Monthly Return	1.21%	1.27%	3.98%	2.12%		
12 Month Return	4.81%	6.02%	16.27%		9.18%	

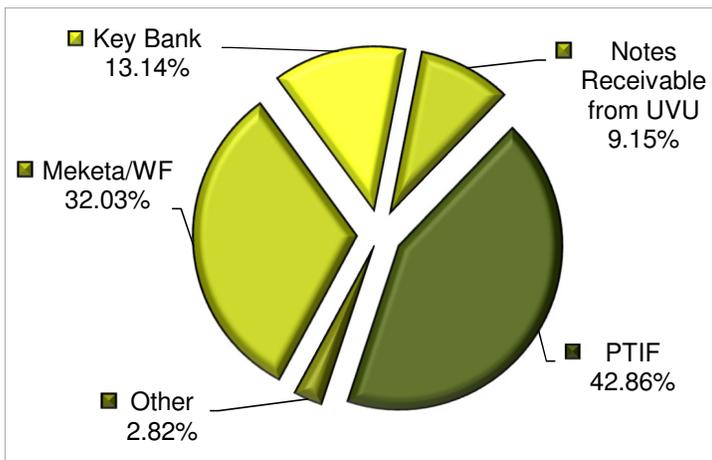
* Transfers consist of activity between money market accounts and other investment accounts as well as activity between the University and the Foundation.

Performance Returns

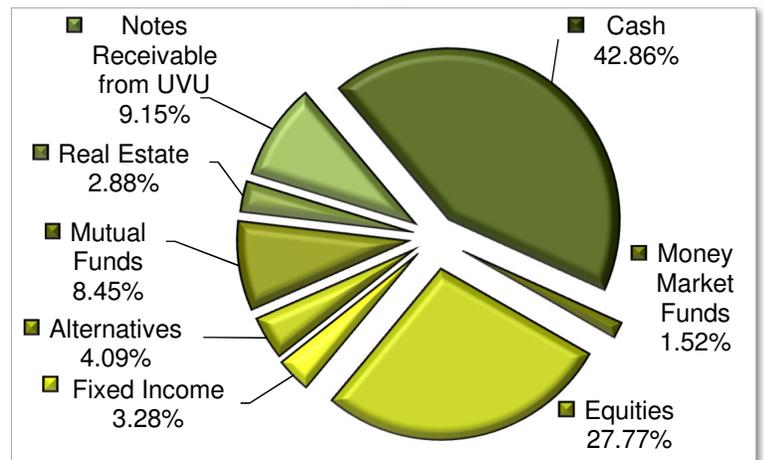
	Key Bank	Meketa/Wells Fargo	Other - Donor Directed	PTIF
February 2017	3.23%	0.97%	1.69%	0.10%
March 2017	0.87%	0.27%	0.42%	0.10%
April 2017	1.54%	1.03%	0.17%	0.10%
May 2017	1.72%	1.43%	-0.13%	0.11%
June 2017	0.27%	0.63%	0.62%	0.11%
July 2017	2.49%	1.62%	0.87%	0.12%
August 2017	0.25%	0.39%	0.20%	0.12%
September 2017	2.40%	1.22%	2.30%	0.13%
October 2017	2.17%	1.11%	0.12%	0.13%
November 2017	2.27%	1.06%	2.31%	0.13%
December 2017	0.95%	-1.20%	0.57%	0.13%
January 2018	5.40%	3.61%	2.82%	0.14%
Monthly Average	1.96%	1.01%	1.00%	0.12%
12 Month Return	21.74%	12.14%	11.97%	1.42%



UVU Foundation Investments as a Percent of Total



UVU Foundation Investments by Type





2017-18 OPERATING REVENUE

Revision Two, March 28, 2018

EDUCATION AND GENERAL

Revenue Source	Initial Budget (Base Operating Budget)	Revision One	Change	Revision Two
State Tax Funds				
General Fund	\$57,893,800	\$57,893,800		\$57,893,800
Education Fund	\$48,970,200	\$48,970,200		\$48,970,200
Dedicated Credits				
Tuition & Fees	\$128,141,300	\$128,141,300	\$5,025,000	\$133,166,300
Other income	\$188,000	\$188,000		\$188,000
Subtotal	\$235,193,300	\$235,193,300	\$5,025,000	\$240,218,300
Transfers from USHE				
Performance Based Funding (ongoing)		\$974,337		\$974,337
Performance Based Funding (one-time)		\$26,563		\$26,563
Math Teacher Prep			\$64,698	\$64,698
Engineering Initiative			\$480,000	\$480,000
Library Consortium			\$26,966	\$26,966
Hearing Impaired			\$124,000	\$124,000
Concurrent Enrollment			\$533,978	\$533,978
Subtotal	\$0	\$1,000,900	\$1,229,642	\$2,230,542
TOTAL Education and General	\$235,193,300	\$236,194,200	\$6,254,642	\$242,448,842

Revision Two recognizes tuition and fee revenue generated by increased enrollments and transfers of UVU's share of funds appropriated to USHE as pass through to institutions.



**Great people. Great passion.
Great purpose.**

HUMAN RESOURCES REPORT FOR 2017

PREPARED FOR UVU BOARD OF TRUSTEES, MARCH 28, 2018

Vision Statement

Human Resources serves as a strategic partner supporting Utah Valley University as an employer of choice by attracting, sustaining, and inspiring **great people**, with **great passion**, working for a **great purpose**.

Mission Statement

Human Resources advances workplace solutions and services through **leadership**, **excellence**, **innovation**, and **engagement**, to enrich the work environment for our faculty and staff and enhance the learning environment to promote student success.

Objectives

1. Create value by enhancing workforce effectiveness at all levels of the University.
2. Foster a culture of excellence that embraces inclusion and equitable practices.
3. Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication.
4. Develop and maintain collaborative partnerships that further the University's mission and objectives in support of student success.

HR Department Profile

Benefits + Talent and Compensation + Employee Relations + Employee Learning and Development + HR Information Systems + Records + Employee Service Center

Full Time Staff: 20

Part Time Staff: 9

Student Interns: 2



EXECUTIVE SUMMARY

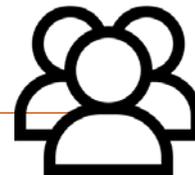
The Human Resources Report is prepared annually for the UVU Board of Trustees and provides key summary data regarding Utah Valley University's workforce and workforce activity; for example, total number of employees, turnover rates, average salaries, and demographic composition. This summary provides an overall snapshot of UVU's workforce and key metrics for trend analysis.

While the information and graphs presented on the following pages are primarily for the full-time benefits-eligible workforce at UVU, summary data for UVU's part-time and student employees is also included.

Summary Highlights:

- Utah Valley University continues to be among Utah's largest employers.
 - UVU is the third largest employer in Utah County and the 15th largest employer in the state.
- As of November 2017, the University's total employee headcount is 5,486, employing:
 - 696 full-time faculty
 - 1,158 adjunct/part-time faculty
 - 1,290 full-time staff
 - 793 part-time staff
 - 30 executives
 - 1,519 student employees
- The full-time employee headcount of 1,998 is an increase of 3.7% over 2016.
 - Full-time faculty increased by 3.8%
 - Full-time staff increased by 4%
 - Executives decreased by 12%
- In 2017, the University's overall turnover rate was 10.8%, a slight increase from 2016.
- Median salaries in all employee categories continued to rise in 2017.
- More than 80% of Utah Valley University's \$230 Million appropriated budget is spent on salaries, wages, and benefits for employees.
- Multiple opportunities exist for better representation of women and minorities in UVU's workforce.
- The NWCCU commended Utah Valley University for its commitment to employee professional growth through online, face-to-face, mentoring and training programs, and tuition waivers.

Sources: Fall 2017 UVU Human Resources data; State of Utah Workforce Services



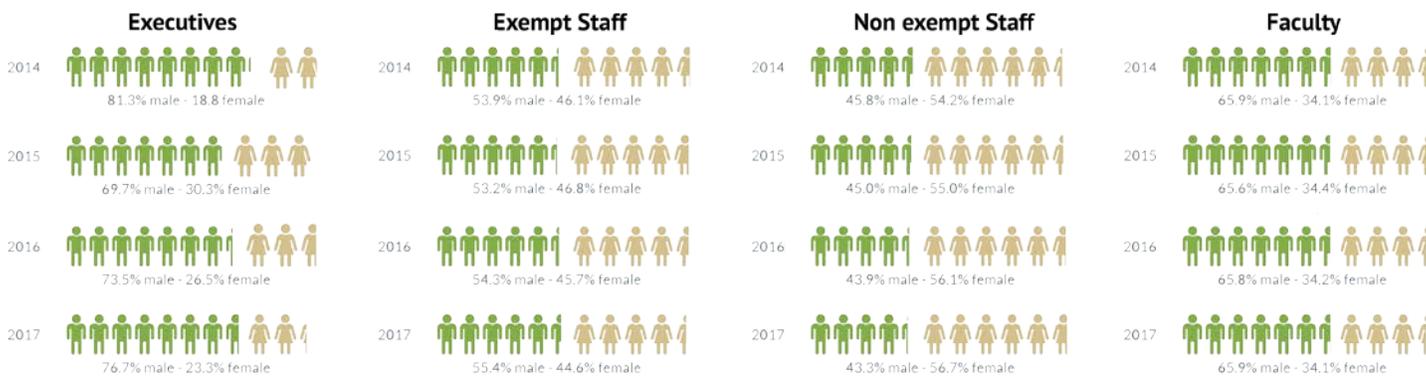
TOTAL WORKFORCE

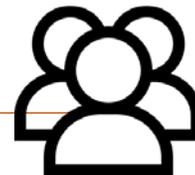
Full-Time Employee Headcount

(IPEDS DATA)



Full-Time Employee Headcount by Gender



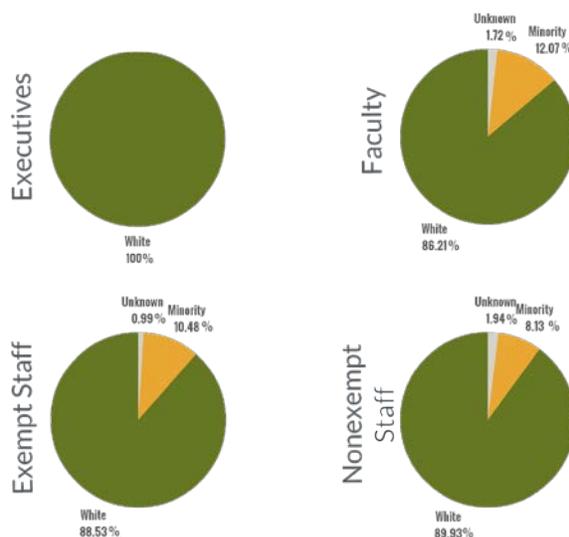


KEY DEMOGRAPHICS

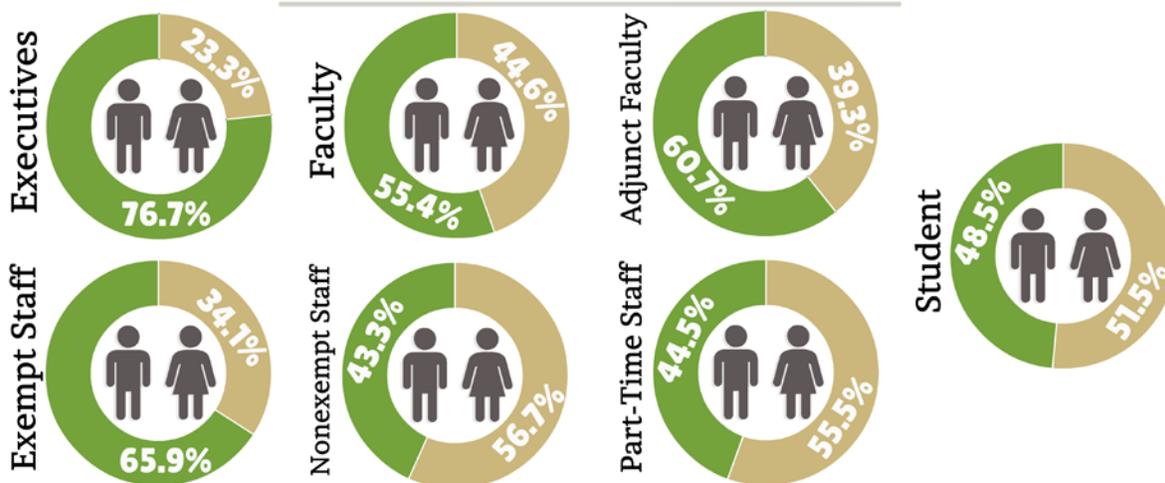
Though little change occurred in the demographic breakdown of its workforce in 2017, the University continues to work towards improvement of women and minority representation. In 2018, Human Resources will partner with several key University groups to champion several initiatives to better address recruitment, selection, and compensation for women and minorities. Specific opportunities exist for better representation of women in the Executive, Faculty, Exempt staff, and Adjunct Faculty classifications. Opportunities exist for better representation of minorities in all employee classifications.

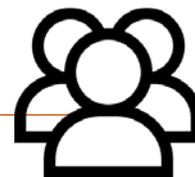
2017 Full-Time Benefit Eligible Primary Race

(2017 IPEDS Data)



Gender of All Employees by Job Type

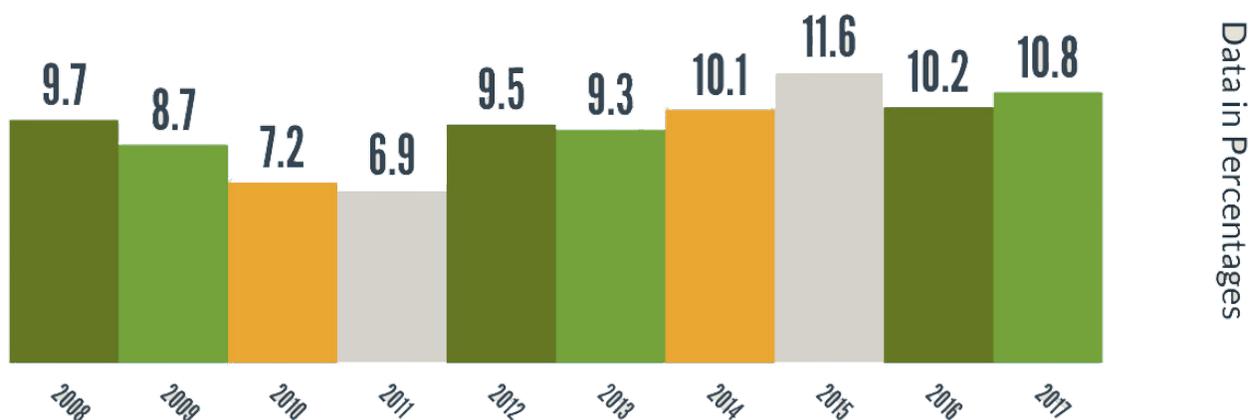




KEY DEMOGRAPHICS

Full-Time Employee Turnover Rate

(Fiscal Year Data)

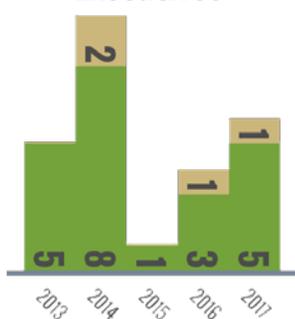


Full-Time Employee Terminations

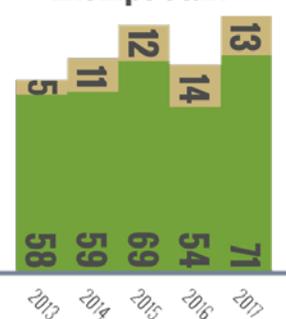
(Fiscal Year Data)

■ Voluntary
■ Involuntary

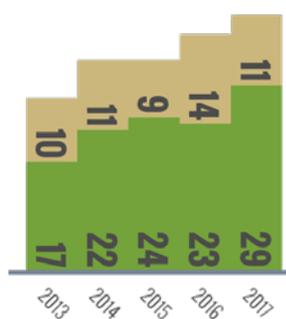
Executives



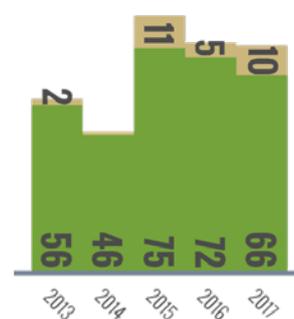
Exempt Staff

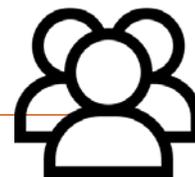


Faculty



Nonexempt Staff





EMPLOYEE EXPERIENCES

Incentives for Health

UVUFit, an Employee Wellness Incentive Program focusing on health and wellness, assists employees to be more effective in their jobs by limiting days off due to illness or injury. With UVUFit, Utah Valley University is improving the overall quality of each participating employee's work and life experience.

Tom Sturtevant, Associate Dean in the College of Health and Public Services, and an employee of five years, found unforeseen benefits in his participation in the UVUFit program.

"The greatest thing about the UVUFit program," Tom shared, "is the monetary reward you receive for completing certain activities. The main reason I got involved was because I wanted a new exhaust for my Jeep. I also finally decided to put my health on the forefront of my mind."



In order to receive the monetary reward, an employee must complete a clinical health risk assessment. For Tom, completing the assessment saved his life.

"When I went to the doctor for my assessment," Tom explained, "I found out I had a case of melanoma, which is a type of cancer. I was then sent to a dermatologist who told me the spot on my face was slightly [invasive], which means it was starting to spread. Because I went to get the assessment done, I caught cancer in my own face in its earliest form, which gave the dermatologist enough time to remove all of it."

UVUFit has received the following recognition:

2015-2016

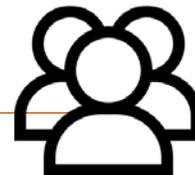
**Utah Worksite Wellness Council
Healthy Worksite
Platinum Award**

2016-2017

**Utah Worksite Wellness Council
Healthy Worksite
Platinum Award**

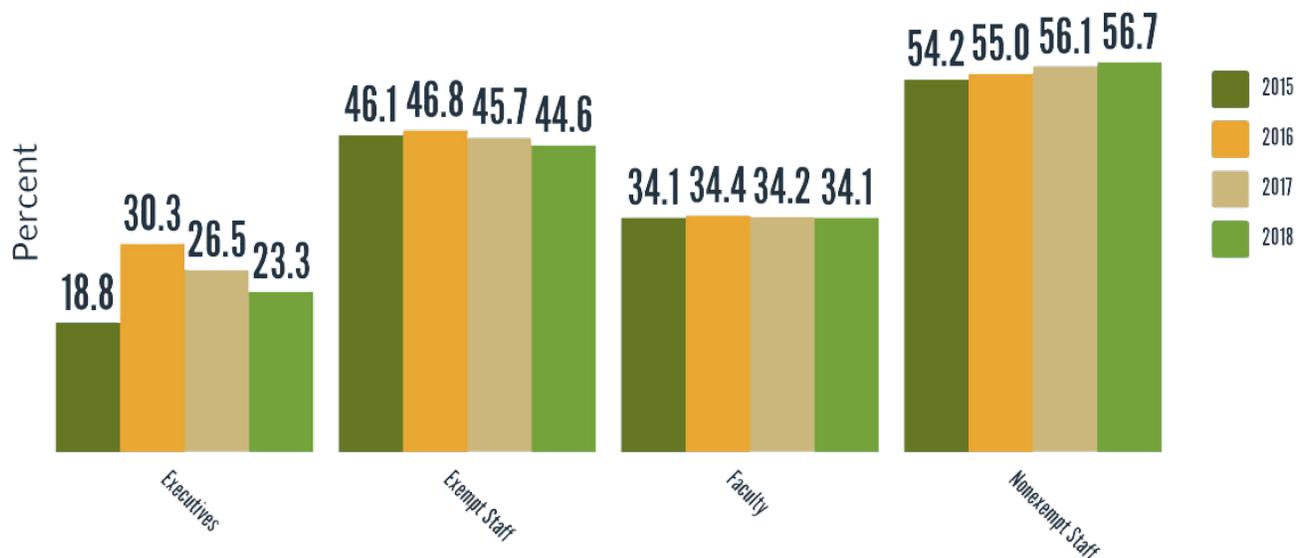
He finished describing his experience by saying, "If I were to have any last words [for other employees], I would tell people that they are crazy to not participate in the UVUFit program. At worst, you get some money. At best, you could find out you have cancer and save your own life, if not improve it."

Our mission to advance the workplace through leadership, excellence, innovation, and engagement encouraged Tom to be engaged in his own overall wellbeing. Now that he's taken control of his own situation, he's not only healthy, but continues to be a leader at UVU. With our mission and vision, we are striving to empower the employees to continue to give UVU their best.



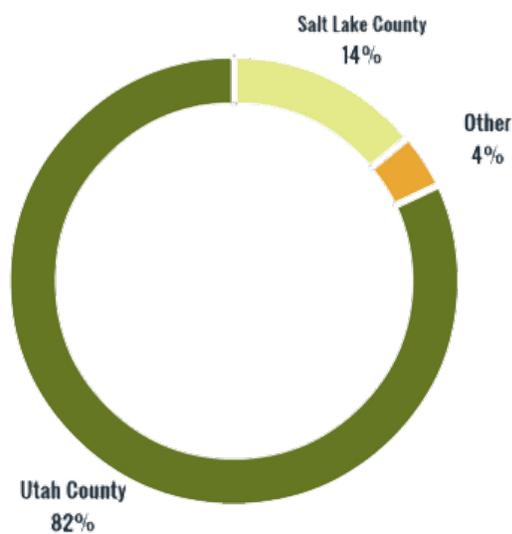
KEY DEMOGRAPHICS

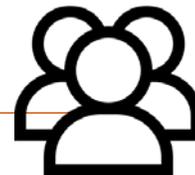
Trend of Female Full-Time Employees by Job Type



Full-Time Employee Demographic Distribution

DATA AS OF 1/10/2018





EMPLOYEE LEARNING

Human Resources understands that UVU’s greatest asset is its employees. To enhance workforce effectiveness at all levels of the university, we developed the UVU Learn program. Launched in Summer 2017, this system is designed to provide professional development and learning online. Departments and Divisions work with the Employee Learning & Development manager to create individualized trainings for their employees; Foundations of Inclusion is utilizing UVU Learn for their trainings. Required elements also include Title IX trainings, UVUHire trainings for individuals asked to be on a hiring committee, and others. Through UVU Learn, HR hopes to support employees to improve on and develop key performance competencies expected of all UVU staff.

Recognition

At the conclusion of the 2017 Year Seven Evaluation, the Northwest Commission of Colleges and Universities commended “Utah Valley University for the extensive array of professional development opportunities for faculty and staff, offered through the department of Human Resources and the Office of Teaching and Learning. The UVU Learn portal, UVSELF, and Summer University programs are outstanding examples of Utah Valley University’s commitment to employee professional growth through online, face-to-face, mentoring and training programs, and tuition waivers.”

UVU Learn - Employee Engagement



2110 Hours



84 Unique learners per day



31 Authors



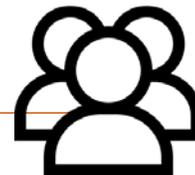
6,355 Employees
1,834 Log in
29%

24 Departments



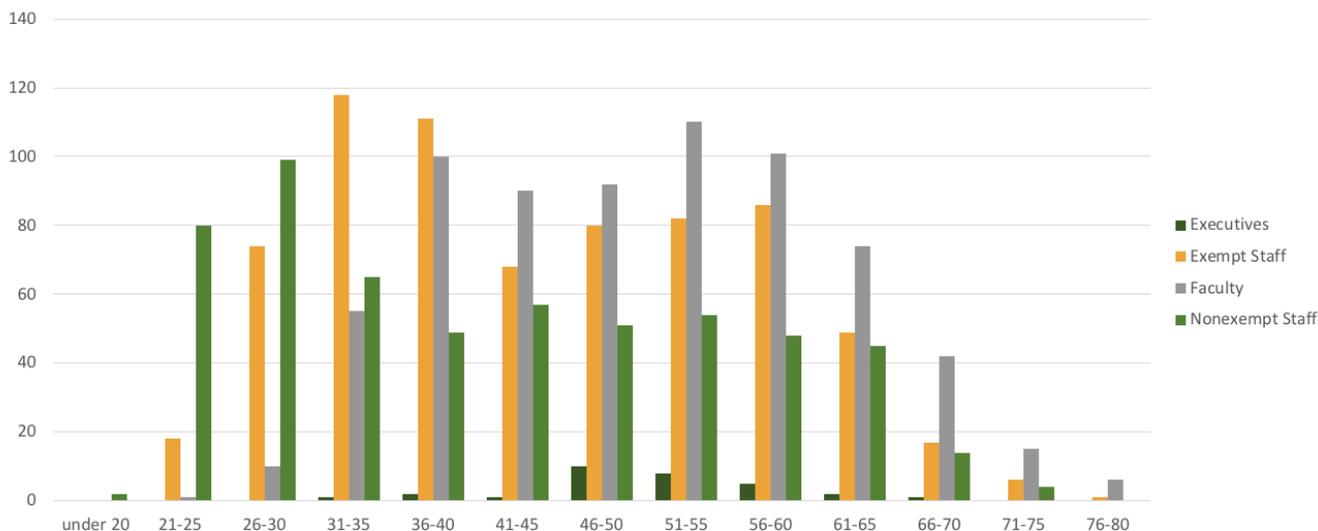
107 Courses

- Soft Skills - HR
- Compliance – FERPA, Title IX, UVUHire
- Foundations of Inclusion
- Purchasing / Travel
- Web Development
- Accessibilities
- MUCH MORE



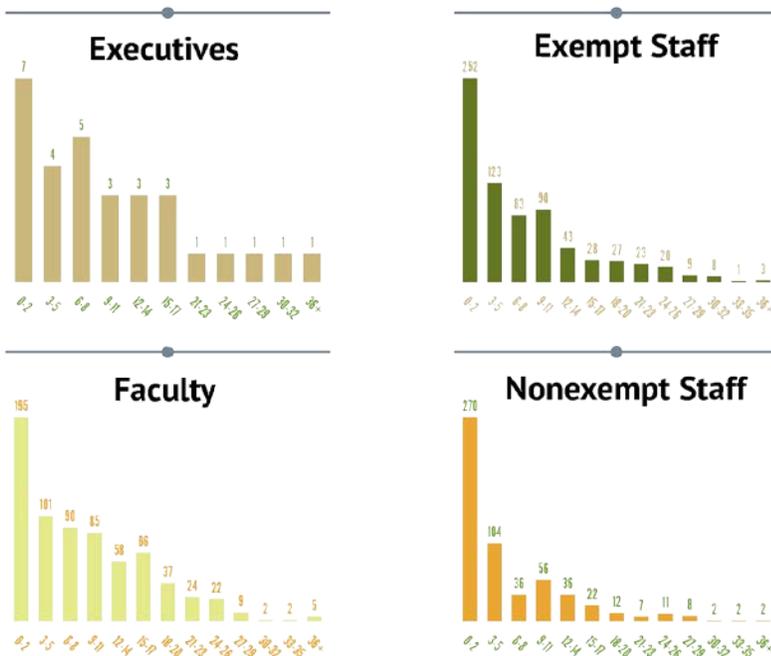
KEY DEMOGRAPHICS

Age Distribution of Full-Time Employees by Job Type



Full-Time Employee Average Years of Service

(Data as of 11/16/2017)



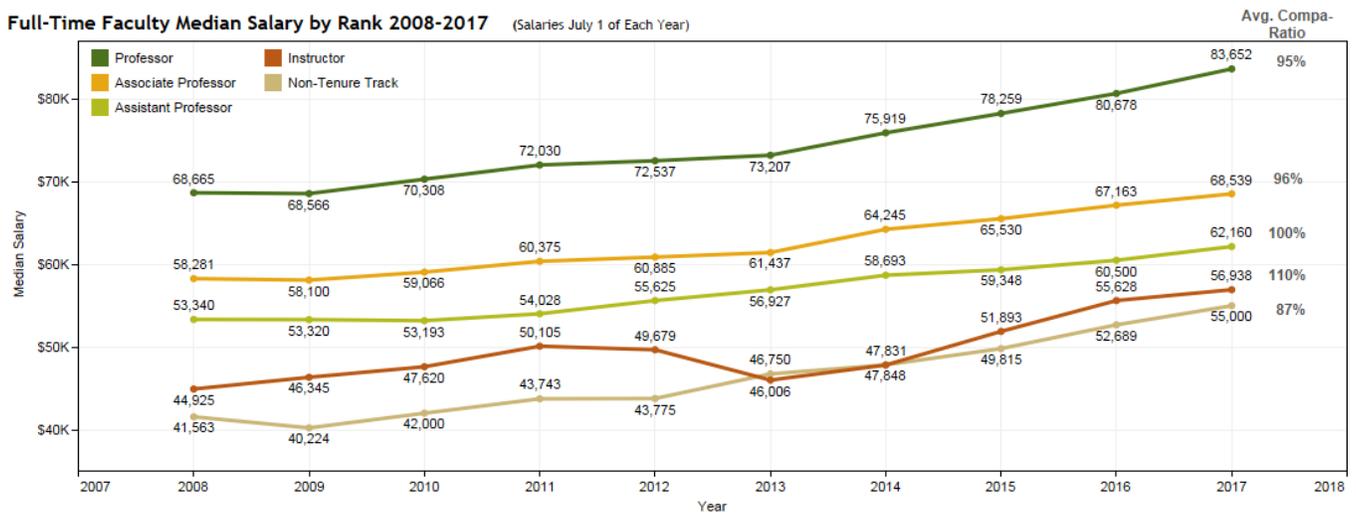
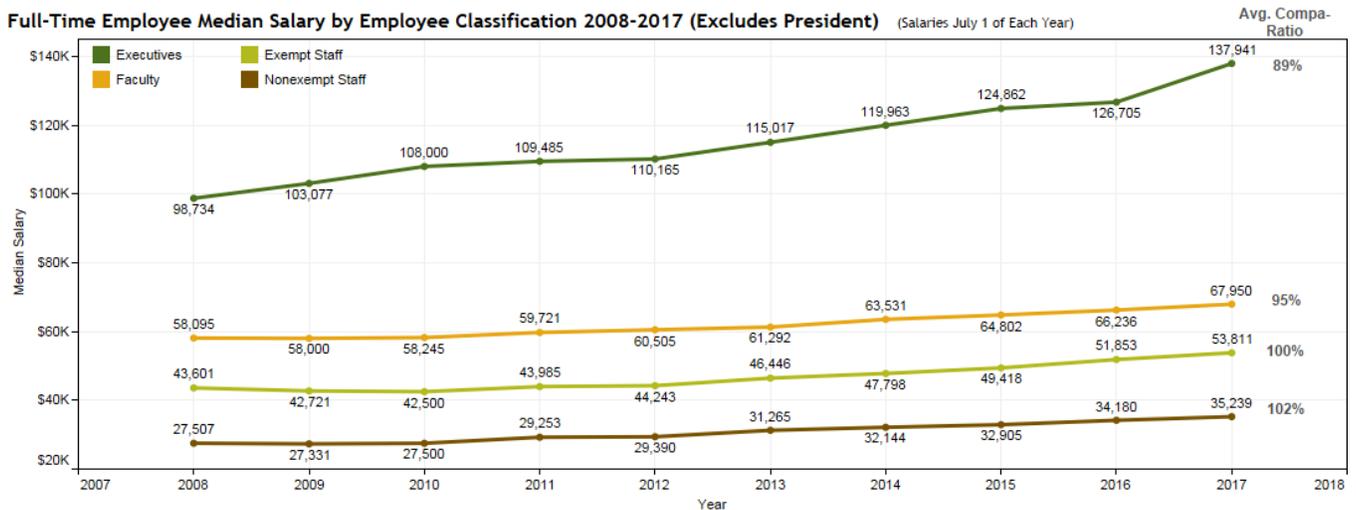
Key Facts:
 The average age of UVU's faculty is 51.1 years, executives is 51.3 years, exempt staff is 44.5, and nonexempt staff is 41.8 years.



EMPLOYEE COMPENSATION

In order to fulfill its mission, Utah Valley University strives to attract, develop, retain, and reward a highly qualified and diverse workforce. Within the boundaries of financial feasibility and sustainability, UVU's compensation strategies help the university: 1) Provide wages, salaries, and benefits, which are competitive within our appropriate labor markets; 2) Promote internal equity across diverse university functions; and 3) Ensure consistency in meeting compliance requirements while remaining flexible in responding to internal and external workforce changes. The University continually monitors relevant labor markets and implements compensation strategies to address compensation challenges.

In 2017, compensation continued to be at the top of the University's priority list with a firm commitment to improving salaries for University employees. The University implemented pay equity plans for both full-time faculty and staff while also providing across-the-board salary adjustments and merit pay programs within available resources. Part-time staff and Adjunct faculty also saw wage increases in 2017.





January 24, 2018

Dr. Matthew S. Holland
President
Utah Valley University
800 West University Parkway
Orem, UT 84058

Dear President Holland:

This letter serves as formal notification and official record of action taken concerning the Fall 2017 Year Seven Evaluation of Utah Valley University by the Northwest Commission on Colleges and Universities (NWCCU) at its meeting on January 10-12, 2018. This action was taken after consideration of evidence, including the Institutional Self-Evaluation Report, the Peer Evaluation Report, the optional Institutional Response to the Peer Evaluation Report, and information received as part of the institutional representative meeting with Commissioners.

Based on these materials and deliberations, the Commissioners took the following actions.

Accreditation

- Reaffirm Accreditation

Status of Previous Recommendations Addressed in This Evaluation

- Recommendations 2 and 3 of the Fall 2010 Comprehensive Evaluation Report are fulfilled.

Rescind Evaluation Committee Recommendation 5

The Commission rescinded Recommendation 5 of the Fall 2017 Year Seven Peer Evaluation Report.

5. While the evaluation committee recognizes that Utah Valley University has done some work to address the workload recommendation from previous NWCCU visits, the evaluation committee recommends that UVU continue to review faculty workload to address concerns with consistency in application by program and college, unofficial or unaccounted for workload obligations, and limited processes or procedures to appropriately calculate workload associated with the creative teaching techniques such as interdisciplinary team teaching or extremely large class sizes (Standard 2.B.5).

Recommendations: Fall 2017 Year Seven Evaluation Substantially in Compliance but in Need of Improvement

The Commission recommends that the institution:

1. Refine its core theme indicators and measures of non-academic programs and services to ensure that they are meaningful, assessable, and verifiable, and, that they represent acceptable thresholds of the extent of mission fulfillment. In doing so, the campus would have indicators and measures to provide a stronger basis for evaluating accomplishments of the core theme objectives, and potentially a more even mix of direct and indirect measures (Standard 1.A.2, Standard 1.B.2 and Standard 3.B.3).
2. Improve the transparency of the planning, budgeting, and assessment process below the executive level due to inconsistent communication across departments, schools, colleges, and administrative units (Standard 3.A.1 and Standard 3.A.2).
3. Evaluate holistically the alignment, correlation, and integration of planning, resources, capacity, practices, and assessment of achievement of goals and intended outcomes of existing programs and activities as the institution plans for new programs and activities (Standard 4.A.5).
4. Strengthen the planning and assessment components of the PBA process to ensure the adequacy of its human and financial resources, capacity, and effectiveness of operations to document its ongoing potential to fulfill its mission, accomplish its core theme objectives, and achieve the goals or intended outcomes of its programs and services, wherever offered and however delivered (Standard 5.B.1).

Required Follow-Up

- Address Recommendations 1 and 3 as an addendum to the Spring 2019 Mission and Core Themes Report.
- Address Recommendations 2 and 4 as an addendum to the Fall 2020 Mid-Cycle Report.

Commendations: Fall 2017 Year Seven Evaluation

The Commission commends Utah Valley University in particular for the following:

1. The Commission commends Utah Valley University for its focus on and culture of student success. As one of the institution's core themes, a focus on student success was readily apparent to the evaluation committee and is demonstrated in many ways, including: concurrent enrollment, academic advising/tutoring/mentoring services, Wellness Center, engaged teaching, supplemental instruction, and success workshops.
2. The Commission commends Utah Valley University for remaining true to its mission during a time of unprecedented growth. The campus remains true to its heritage as a career/technical institution while embracing the added element of university-focused programs.
3. The Commission commends Utah Valley University for the extensive array of professional development opportunities for faculty and staff, offered through the department of Human Resources and the Office of Teaching and Learning. The UVU Learn portal, UVSELF, and Summer University programs are outstanding examples of Utah Valley University's commitment to employee professional growth through online, face-to-face, mentoring and training programs, and tuition waivers.
4. The Commission commends Utah Valley University for its excellent facilities and well-maintained grounds.
5. The Commission commends Utah Valley University for the design and implementation of a systematic and systemic academic advisor training program to ensure personnel responsible for advising are knowledgeable of curriculum, program requirements, and are adequately prepared to help students succeed. The Academic Advisor Competencies and Certification Program offers five key competencies through a series of training and assessment activities and is nationally recognized as a best practice.

Commission Action Letter: Utah Valley University
January 24, 2018
Page 3 of 3

Future Evaluations

- Mission and Core Themes Report in Spring 2019
- Mid-Cycle Evaluation in Fall 2020
- Year Seven Evaluation in Fall 2024

NWCCU is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we thank you for your continued support of this process. If you have questions about any of the information in this letter, please contact NWCCU.

Sincerely,



Marlene Moore
President

MM/rb

cc: Ms. Linda Makin, Vice President for Planning, Budget and Human Resources
Ms. Elaine Dalton, Chair, Board of Trustees
Dr. Douglas Abbott, Chair, Evaluation Committee

Utah Valley University
 2018 Legislative Session Tax Fund Changes
 March 9, 2018

Education & General	General Fund	Education Fund	Education Fund-- Restricted	Total
2017-18 Base Budget	\$57,893,800	\$48,970,200	\$0	\$106,864,000
SB001S1 Higher Education Base Budget (passed)				
Budget Reduction		-\$1,948,800		-\$1,948,800
Noorda O&M*		\$681,600		\$681,600
HB002 Supplemental Appropriations Act				
Restore Budget Reduction	\$1,407,800	\$541,000		\$1,948,800
Performance Based Funding (was 1-time in 17-18)			\$1,000,900	\$1,000,900
Reallocate ongoing Engineering Initiative funding from USHE to UVU		\$480,000		\$480,000
Student Growth & Capacity		\$2,597,400		\$2,597,400
Completion		\$673,200		\$673,200
Workforce		\$781,500		\$781,500
Strategic Workforce Initiative		\$260,000		\$260,000
SB008 State Agency and Higher Education Compensation Appropriations				
2.5% salary increase		\$2,908,900		\$2,908,900
4.1% medical premium increas;; 3.0% dental premium reduction		\$800,300		\$800,300
HB008 State Agency and Internal Service Fund Rate Authorizations and Appropriations				
ISF Liability Insurance		\$24,900		\$24,900
2018-19 Base Budget	\$59,301,600	\$56,770,200	\$1,000,900	\$117,072,700
Change	\$1,407,800	\$7,800,000	\$1,000,900	\$10,208,700

9.55%

*\$486,400 ongoing appropriated Education Fund for O&M for Arts Building reduced one-time for FY19

Educational Disadvantaged	General Fund	Education Fund	Education Fund-- Restricted	Total
2017-18 Base Budget	\$138,900	\$36,000		\$174,900
SB008 State Agency and Higher Education Compensation Appropriations				
2.5% salary increase		\$3,500		\$3,500
4.1% medical premium increase; 3.0% dental premium reduction		\$900		\$900
2018-19 Base Budget	\$138,900	\$40,400	\$0	\$179,300
Change	\$0	\$4,400	\$0	\$4,400

2.52%