

# Utah Valley University Board of Trustees Meeting

August 16, 2018

4:00pm SC 213c

Tab	Agenda	Notes
<b><u>A</u></b>	<u>I. Action</u>	
	1. Mandatory Board Training, <i>Karen Clemes, General Counsel</i> a. Utah Open Meetings Act b. GRAMA c. Ethics, Compliance, and Conflicts of Interest d. By-Laws and Trustee Responsibilities	
	2. Academic Program Approval, <i>Kat Brown, Interim VP Academic Affairs</i> a. Academic Affairs Committee Report, <i>Paul Thompson, Chair</i> b. Addition of MEd Emphasis for Education Leadership	
	<u>II. Executive Session</u>	
	<u>I. Action (Continued)</u>	
<b><u>B</u></b>	3. Naming Opportunities, <i>Scott Cooksey, VP Development &amp; Alumni Relations</i>	
	4. Property Purchase, <i>Val Peterson, VP for Finance and Administration</i>	
	5. Board-Supported Public Statement, <i>Cameron Martin, VP University Relations</i>	
	<u>III. Committee Reports</u>	
	1. Finance and Facilities, <i>Jack Sunderlage Chair</i>	
<b><u>B</u></b>	<u>IV. Consent Calendar</u>	
	1. Minutes of June 28, 2018	
	2. May 2018 Investment Reports	
	<u>V. Information</u>	
	1. President's Report and Noorda Center for the Performing Arts Tour, <i>Jeff Olson, Interim President</i>	



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>August 16, 2018</b>
<b>TITLE:</b>	<b>Academic Program Approval</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Kat Brown, Interim VP for Academic Affairs</b>
<b>SUBJECT:</b>	<b>Academic Program Approval</b>
<b>BACKGROUND:</b>	<p>At the recommendation of the Academic Affairs Committee, the Board of Trustees is being asked to approve the Academic Program addition:</p> <p>a. Master of Education (MEd) emphasis in Educational Leadership</p>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• <b>Approve</b> as presented, “I move to approve the following academic program changes or modifications: a. Master of Education (MEd) emphasis in Educational Leadership.”</li><li>• <b>Amend</b> and approve, “I move to approve, as amended...”</li><li>• <b>No action</b>, “I move that we go to the next agenda item...”</li></ul>
<b>FINANCIAL IMPACT:</b>	Available upon request
<b>EXHIBITS:</b>	<p>a. Master of Education (MEd) emphasis in Educational Leadership.”</p>

Utah System of Higher Education  
New Academic Program Proposal  
Cover/Signature Page—Abbreviated Template

Institution Submitting Request: Utah Valley University  
Proposed Program Title: The Master of Education (MEd) emphasis for Educational Leadership  
Sponsoring School, College, or Division: School of Education  
Sponsoring Academic Department(s) or Unit(s): School of Education Graduate Studies  
Classification of Instructional Program Code: 13.0401  
Min/Max Credit Hours Required of Full Program: 36/36  
Proposed Beginning Term: Summer 2019  
Institutional Board of Trustees' Approval Date: Pending

Program Type:

<input type="checkbox"/>	Certificate of Proficiency	<input type="checkbox"/> Entry-level CTE CP	<input type="checkbox"/> Mid-level CP
<input type="checkbox"/>	Certificate of Completion		
<input type="checkbox"/>	Minor		
<input type="checkbox"/>	Graduate Certificate		
<input type="checkbox"/>	K-12 Endorsement		
X	New Emphasis for Regent-Approved Program Credit Hours for NEW Emphasis Only: 36 Current Major CIP: 13.301, 13.0401 Current Program Title: Master of Education Current Program BOR Approval Date:		
<input type="checkbox"/>	Out of Service Area Delivery Program		

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Name:

Date:

Utah System of Higher Education  
New Academic Program Proposal

**Section I: The Request**

The Graduate Studies Program in the School of Education at Utah Valley University requests approval to offer the Master of Education (MEd) emphasis for Educational Leadership effective Summer 2019.

**Section II: Program Proposal/Needs Assessment**

**Program Description/Rationale**

The Educational Leadership emphasis in the Master of Education (MEd) is designed to build individual school leaders with competencies in five areas: Personal Leadership & Organizational Design; Organizational Operations and Management; Leading Evidence-Based Curriculum, Instruction, & Assessment; Leading Professional Learning Communities; and Leading Change, Innovation, & Educational Entrepreneurship. The Educational Leadership emphasis will allow educators with workplace experience and knowledge to pursue the coursework and practicum experiences required to apply for a USBE Leadership Area of Concentration License. Candidates are required to complete 400 hours of structured, supervised internship in addition to 50 hours of clinical fieldwork embedded within coursework.

The MEd emphasis in Educational Leadership is based on the proposed Utah Educational Leadership Standard Revisions (October 2017) and the Professional Standards for Educational Leaders (PSEL 2015). It prepares educational leaders for elementary and secondary schools, and district offices. The leadership program is aligned with Utah Board of Education rules R277-505 and meets requirements for the Educational Leadership License Area of Concentration.

The Regents have designated UVU as a teaching institution that “provides opportunity, promotes student success, and meets regional educational needs” (USHE, R312). UVU’s role as a regional state university is to provide “quality academic learning opportunities for students through programs at the certificate, associate, baccalaureate, and graduate levels” (UVU Mission Statement). The program will fill an ongoing need for educational administrators in regional public, private, and charter schools. Program courses will originate at the Orem campus in a face-to-face or hybrid format, but the program is expected to expand to UVU’s Thanksgiving Point campus.

For the past two decades, the Utah Valley University School of Education has established a solid reputation for undergraduate teacher preparation with K-16 Alliance partnership districts. During this time, the School of Education has developed the vision and capacity to offer a program to also prepare effective educational leaders for UVU’s service region. A UVU educational leadership program will provide a more accessible and economical option to similar programs offered locally, and it will expand UVU’s influence in K-12 education as an advocate for effective professional competencies for educational leadership in the K-16 Alliance.

Both UVU and USHE will benefit by offering the proposed program. UVU will benefit from having school education leaders in the community who have been affiliated with the university. Graduates

from the Educational Leadership emphasis will support the goals of public institutions as established by Utah Board of Education and USHE.

## Labor Market Demand

Long-term Bureau of Labor Statistics (BLS) estimates the 2014-2024 growth rate for educational administrators (CIP 13.0401) within Utah to be about as fast as average with projected increases between 12-38.5%. These occupations are projected to have a combined growth of about 190 new job openings in Utah annually. According to the BLS, the median annual wage for these occupations is estimated to be \$34,660 for preschool and childcare administrators to \$78,890-88,920 for secondary and postsecondary administrators. These wages are higher than the 2016 Utah median wage (\$35,010).

Data for occupational supply and demand are drawn from the Bureau of Labor Statistics (BLS) for these occupations within the state of Utah. They show that the annual median wage for education administrators in elementary and secondary schools was \$88,920. The growth trend for 2014-2024 shows the rate to be about as fast as average with increases between 20%, with about 90 new job openings in Utah annually. Typical education for these kinds of positions is a master's degree, and jobholders in this area have five years or more work experience.

The following information contains detailed, recent labor market data specifically for Utah during the past year (from March 2017-Feb 2018) for the SOC occupations that crosswalk to the 13.0401 CIP program drawn from the Burning Glass Market Report<sup>1</sup>. There were 1,607 job postings in Utah for all educational leadership positions in the last 12 months. Note that these job postings include both new and existing job positions and the volume of job postings may exceed the BLS estimates. Of the 1,607 postings, only 654 or 41% specify educational requirements. Of these positions 225, or 34%, require a graduate/ professional degree, although virtually all educational leadership positions in traditional public education institutions require a master's degree.

The frequencies of these positions by Metropolitan Statistical Area (MSAs) show the greatest number of positions in Salt Lake and Utah counties. Labor Insight/Burning Glass data indicates 1,607 job postings for education administrators in Utah during the past 12 months, much larger than the BLS estimate. The mean salary for the Burning Glass data (N=361) is \$36k, which is much lower than the BLS estimated median occupation wage.

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### <sup>1</sup> Data Sources

UVU IRI relies heavily on 3 online resources for labor market data and analysis:

- [Economic Development and Employer Planning System](#) which articulates higher education program data with Bureau of Labor Statistics metrics for occupations at the national, state, and regional levels. The EDEPS is a dynamic analytical tool that accesses IPEDS and BLS data to quickly analyze higher education supply and labor market demands. This tool is free and includes additional features such as market area industry trends, higher education demographics, and labor market patterns.
- [Burning Glass LaborInsight](#). This is also a web-based portal that aggregates nearly 200 million job postings collected every day from close to 40,000 websites and other online sources. Since this data is updated daily, it is more sensitive to immediate labor market trends and allows for queries of the local labor job market in *real-time*. This resource compliments the broader longitudinal data analysis provided by EDEPS and together provide both an immediate, highly detailed current snapshot of the labor market as well as long-term trends and projections for occupational supply and demand.
- UVU Institutional Research and Information data dashboards. The [CTE enrollments dashboard](#) and the [UVU statistics dashboard](#) are dynamic Tableau Dashboards that allow users to examine UVU enrollment data by college, department and major over several years. This data provides visual enrollment trends for assessing student demand for programs and majors by degree level over time.

The greatest frequency for these positions in the last 12 months occur in Salt Lake City metropolitan area (544), with the Provo-Orem area having the second highest frequency rate (393). The top Utah employers for secondary and elementary institutions were listed (in order of the number of positions) as Granite School District, Nebo School District, Provo City School District, Alpine School District, Davis School District, Tooele County School District, Cache County School District, and Canyons School District.

Education administration occupations have had big year-over-year increases in openings over the past 5 years. This field has experienced over 82% increase in growth since 2014.

### Student Demand

This proposed graduate program falls within UVU's School of Education. An assessment of student demand is best drawn from enrollments for other existing departmental programs. Enrolled Fall headcounts have been stable: 45 in 2012; 36 in 2013; 43 in 2014, 43 in 2015, and 44 in 2016. Overall, the program has experienced stable headcount, suggesting a strong demand by students for an additional area of specialty in this department.

In determining interest in an Educational Leadership emphasis, an online survey of current school administrators (N=52) in surrounding school districts was conducted by the UVU School of Education. It found that if a master's level degree in educational administration had been available at the time they began their degree program, more than 2/3 of the respondents indicated that they would have seriously, or very seriously considered pursuing their degree at UVU.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department		20	40	40		
# of Majors in Proposed Program(s)						
# of Graduates from Department			20	20		
# of Graduates in New Program(s)						

### Labor Market Supply

Currently there are five programs in UVU's service area offering a master's program in Educational Leadership and Administration or higher – BYU, Argosy University, University of Phoenix-Utah, University of Utah, and Western Governor's University. Of these, only University of Utah is within the USHE system. Combined, 264 students graduated with a

master's in the area during 2015-16, which is an undersupply for demand as indicated by the BLS and Burning Glass data.

### **Similar Programs**

Currently there are five programs in Utah offering a master's program in Educational Leadership and Administration or higher – BYU, Argosy University, University of Phoenix-Utah, University of Utah, and Western Governor's University. Of these, only University of Utah is within the USHE system. Combined, 264 students graduated with a Master's in the area during 2015-16, which is an undersupply for demand as indicated by the BLS and Burning Glass data.

### **Consistency with Institutional Mission/Impact on Other USHE**

#### **Institutions**

The Regents have recognized the distinct mission of UVU as a teaching institution that “provides opportunity, promotes student success, and meets regional educational needs” (USHE, R312). This mission is addressed in this proposal for a program designed to meet regional needs for administrators in K-16 public, private, and charter schools. The leadership program will permit individuals with workplace experience and meet admission requirements to pursue coursework and practicum experiences required to apply for a USBE Educational Leadership License Area of Concentration. This proposal also directly reflects UVU's role as a regional state university, as it will provide “quality academic learning opportunities for students through programs at the certificate, associate, baccalaureate, and graduate levels” (UVU Mission, <http://www.uvu.edu/president/mission/mission.html> ).

#### **Finances**

The first cohort (15 – 20 students) will begin in Summer 2019. One tenure-track position will be needed to begin the program. Program completion requires a summer, fall, spring, summer, fall, spring. One cohort of students will be added each year, so beginning Summer 2020, two cohorts will run simultaneously. Additionally, because several courses are held in summer, ICHE hours will need to be designated to cover summer courses. Additional staff and adjunct professor hours will be required for advisement and for supervision and placement services for practicum experiences in the schools. additional cost for these faculty/staff members in Financial Table below.

	# Tenured	# Tenure - Track	# Non - Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate		1		Master's degree and Utah Educational	50
Faculty: Part Time with Doctorate					
Faculty: Full Time with Masters					
Faculty: Part Time with Masters			2		
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants					
Staff: Full Time					
Staff: Part Time					

Because the Master of Education program is designed for practicing educators, an additional allotment of workload hours for the Summer term will be needed: nine credits for year one and 18 credits for year two.



Departmental Financial Data				
Project additional expenses associated with offering new program(s). Account for New Faculty as stated in "Faculty Projections"	Department Budget			
		Year 1	Year 2	Year 3
	Year Preceding Implementation (Base Budget)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)
<b>Expenses-</b> nature of additional costs required for proposed program(s)				
List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.				
Personnel (Faculty & Staff Salary and Benefits)		\$99,749	\$131,602	\$131,602
Operating Expenses (equipment, travel, resources)		\$3,500	\$7,000	\$7,000
Other:				
<b>Total Program Expenses</b>	\$0	\$103,249	\$138,602	\$138,602
<b>Funding-</b> Source of funding to cover additional costs generated by proposed program(s)				
Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.				
Internal Reallocation				
Appropriation				
Special Legislative appropriation				
Grants and Contracts				
Special Fees				
Tuition		\$118,860	\$203,760	\$203,760
Differential Tuition (requires Regents approval)				
<b>Total Revenue</b>	\$0	\$118,860	\$203,760	\$203,760
<b>PROPOSED PROGRAM FUNDING</b>				
<b>TOTAL DEPARTMENT FUNDING</b>	\$0	\$103,249	\$138,602	\$138,602
<b>Difference</b>				

### Section III: Curriculum

#### Program Curriculum:

New Emphasis to an existing Regent approved program			
Required Emphasis Courses	New Courses	Course Title	Credit Hours
EDUC 6100		Research Methodology	3
EDUC 6110		Applied Statistics for Education	3
EDUC 6200		Master's Project	3
EDUC 6910		Project 1	1
EDUC 6920		Project 2	1
EDUC 693R		Project 3	1
Emphasis Core Credit Hour Subtotal:			12
Elective Emphasis Courses	New Courses	Course Title	Credit Hours
EDUC 6320		21 <sup>st</sup> Century Teaching and Learning	3
EDUC 6330		Diversity and Differentiation	3
EDUC 6120	X	Personal Leadership and Organizational Design	3
EDUC 6130	X	School Operations and Management Pt. 1	3
EDUC 6140	X	Instructional Leadership and Data-based Decision Making	3
EDUC 6150	X	School Operations and Management Pt. 2	3
EDUC 6160	X	Leading Professional Learning Communities	3
EDUC 6170	X	Leading Change, Innovation and Educational Entrepreneurship	3
Emphasis Elective Credit Hour Subtotal:			24
Emphasis Total Credit Hours:			36

#### Program Curriculum Narrative

Upon successful completion of this program, students should have mastered the following competencies that are aligned with the USBE Educational Leadership Standards:

- 1) Visionary Leadership: Students should be able to implement policies and practices

consistent a shared vision among faculty, staff, and community stakeholders that promotes each learner's academic success and well-being.

- 2) Teaching and Learning: Students should be able to establish collaborative and coherent systems of curriculum, instruction, and assessment designed to promote each learner's academic success and well-being.
- 3) Management for Learning: Students should be able to manage school operations and resources to promote the success and well-being of faculty, staff, and learners.
- 4) Community Engagement: Students should be able to create an inclusive, caring, safe, and supportive school environment to promote each learner's academic success and well-being.
- 5) Ethical Leadership: Students should be able to promote ethical and professional behavior among faculty, staff, and students to promote each learner's success and well-being.
- 6) School Improvement: Students should be able to act as agents of continuous improvement and foster a professional community of teacher and staff to promote each learner's academic success and well-being.
- 7) Equity and Cultural Responsiveness: Students should be able to use culturally responsive practices that promote cultural competency and equity of education opportunity in order to promote each learner's academic success and well-being.

In addition to program courses, these outcomes will be developed during field experiences throughout the program. During fall semester (1) and spring semester (2) students will complete 50 hours of practicum in conjunction with their course work assignments/projects. During the first summer semester students will participate in a district instructional program, for example Alpine District Summer Stars, or other specific district program involving instruction for 50 hours. During fall semester (3) students will complete eight hours per week for 19 weeks equaling 152 practicum hours in an elementary school. During spring semester (4) students will complete eight hours per week for 19 weeks equaling 152 practicum hours in a secondary school. Nearing the end of the spring semester students will put in 32 hours in eight-hour blocks in a school, district office or another district agency. During spring semester (4) students will complete 16 hours of practicum in a district office or another district agency. The total number of practicum hours will be 450.

Clinical hours to be completed during the Educational Leadership program

- Practicum hours fulfilled within coursework assignment/projects, 50/first two semesters
- Field Practicum, 50 hours in Stars Program or other specific district program involving instruction
- Field Practicum, eight hours per week/19 weeks 152 days/semester (elementary school)
- Field Practicum, eight hours per week/19 weeks 152 days/semester (secondary school)
- Field Practicum, 32 hrs. in eight hr. blocks
- Field Practicum (during program), 16 hrs/semester work in district office or another district agency, for two semesters

Total = 450 (50 hours within coursework, 400 hours in practicum)

The proposed Educational Leadership program is built around instructional modules based on a set of core competencies. These five modules, along with additional clinical experiences, are designed to produce highly effective educational leaders who can meet the needs of today's demanding and complex school environments. They are aligned with the Utah Educational Leadership Standards (UELS) and the national Professional Standards for Educational Leaders (PSEL).

Module 1: Personal Leadership & Organizational Design. Competency: This module is designed to produce school leaders who are knowledgeable about the functions of organizations as mechanism, systems, and complex adaptive systems; who understand the historical foundations of leadership and current leadership theory; and who, as leaders, can act creatively, courageously, and ethically in an age of complexity and uncertainty. UELS 5; PSEL 2

Module 2: School Operations and Management (in 2 parts). Competency: This module is designed to produce school leaders who are efficient/effective in scheduling, organizing, planning, strategizing, delegating, communicating, protecting, and budgeting for the success and well-being of student, faculty, and staff. UELS 3; PSEL 9

Module 3: Leading Evidence-Based Curriculum, Instruction, & Assessment (in 2 parts). Competency: This module is designed to produce school leaders who are skillful in facilitating coherent systems of curriculum development, impactful instruction, valid assessment, and data interpretation/decision making for the success and well-being of students and faculty. UELS 2; PSEL 4

Module 4: Leading Professional Learning Communities (in 2 parts). Competency: This module is designed to produce school leaders with capacity to establish a school community that promotes professional progression and growth of faculty; inclusive, caring, and supportive environments for students; and connections to families and community for the success and well-being of students and faculty. UELS 4, 7; PSEL 3, 5, 6, 7, 8

Module 5: Leading Change, Innovation & Educational Entrepreneurship. Competency: This module is designed to produce school leaders with knowledge to build an organization with principle-centered core values and shared vision/mission and with effective theories and strategies to advance positive innovation and educational change for the success and well-being of students, faculty, and staff. UELS 1, 6; PSEL 1, 10

#### Degree Map:

Summer of First Year (Course Prefix and Number)	Course Title	Credit Hours
EDUC 6120	Personal Leadership and Organizational Design	3
EDUC 6100	Research Methodology	3
EDUC 6110	Applied Statistics for Education	3
Fall of First Year (Course Prefix and Number)	Course Title	Credit Hours

EDUC 6130	School Operations & Management Part 1	3
EDUC 6140	Instructional Leadership & Data-based Decision Making	3
Spring of First Year (Course Prefix and Number)	Course Title	Credit Hours
EDUC 6150	Organization Operations and Management Part 2	3
EDUC 6160	Leading Professional Learning Communities	3
Summer of Second Year (Course Prefix and Number)	Course Title	Credit Hours
EDUC 6320	21 <sup>st</sup> Century Teaching and Learning	3
EDUC 6330	Diversity and Differentiation	3
EDUC 6170	Leading Change, Innovation and Educational Entrepreneurship	3
Fall of Second Year (Course Prefix and Number)	Course Title	Credit Hours
EDUC 6200	Master's Project	3
Spring of Second Year (Course Prefix and Number)	Course Title	Credit Hours
EDUC 6910	Project 1	1
EDUC 6920	Project 2	1
EDUC 693R	Project 3	1



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>August 16, 2018</b>
<b>TITLE:</b>	<b>Consent Calendar</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Justin Jones, Chief of Staff &amp; Secretary to the Board</b>
<b>SUBJECT:</b>	<b>Consent Calendar</b>
<b>BACKGROUND:</b>	<p>The Board of Trustees is being asked to approve the Consent Calendar which contains the following items:</p> <ol style="list-style-type: none"><li>1. Minutes of June 28, 2018</li><li>2. May 2018 Investment Report</li></ol>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• <b>Approve</b> as presented, “I move to approve the consent calendar as presented.”</li><li>• <b>Amend</b> and approve, “I move to approve, as amended...”</li><li>• <b>No action</b>, “I move that we go to the next agenda item...”</li></ul>
<b>FINANCIAL IMPACT:</b>	Available upon request
<b>EXHIBITS:</b>	<ol style="list-style-type: none"><li>a. Minutes of March 28, 2018</li><li>b. June 2018 Investment Reports</li></ol>

# UVU BOARD OF TRUSTEES

June 28, 2018

8 a.m. – SC 213c, Utah Valley University

## Board of Trustee Members Present

Elaine Dalton, Chair  
James Clarke  
John Gappmayer  
Rick Nielsen  
Marc Reynolds  
Jack Sunderlage, Second Vice Chair  
Jill Taylor  
Paul Thompson  
R. Duff Thompson, First Vice Chair

## Guests

Steve Anderson  
David Connelly  
Braley Dobson  
Barbara Smith  
Scott Trotter  
Summer Valente  
Jon Westover

## UVU Attendees

Karen Clemes, General Counsel  
Scott Cooksey, Vice President Development and Alumni  
Justin Jones, Chief of Staff, Secretary to the Board  
Linda Makin, Vice President Planning, Budgets, and HR  
Shalece Nuttall, PACE President  
Jeff Olson, Interim President; Senior Vice President, Academic Affairs  
Val Peterson, Vice President Finance and Administration  
Kyle Reyes, Vice President Student Affairs  
Craig Thulin, Faculty Senate President  
Katie Zabriskie, Executive Communication Officer

## I. ACTION

### 1. Oath of Office

Trustee Jack Sunderlage administered the Oath of Office to Marc Reynolds, the newly elected UVUSA Student Body President. Trustee Reynolds was welcomed by the Board of Trustees.

### 2. Executive Committee Vote Ratification

Trustee Chair Elaine Dalton explained that on May 30, the Executive Committee was asked to vote on several naming opportunities that were time sensitive. One of those namings was to designate the Clarke Building Auditorium as “Holland Hall.” The other two namings were for the soccer fields in Vineyard and the Entrepreneurship Institute associated with the Woodbury School of Business. Both of these were contingent on certain conditions being met within a specified timeframe. These contingencies have not yet been met and those naming approvals are no longer applicable as decided. Trustee Jill Taylor motioned to ratify the Executive Committee vote of May 30, 2018. Trustee John Gappmayer seconded. The motion carried without opposition.

### 3. Requisitions

The Trustees were presented with a requisition in the amount of \$600,000 for the annual payment of Workers Compensation insurance for UVU employees. Trustee R. Duff Thompson motioned to approve the requisition in the amount of \$600,000 for Workers Compensation insurance. Trustee Taylor seconded. The motion carried without opposition. The Trustees were then presented with a requisition in the amount of \$1,000,000 for the paving of the gravel parking lot at West Campus that will become free parking for employees and students. The bid submitted that day was for \$610,000 but approval of the requested amount will allow for contingency. Trustee Jack Sunderlage motioned to approve the requisition in the amount of \$1,000,000 for the paving of the West Campus parking lot. Trustee James Clarke seconded. The motion carried without opposition. Finally, the Trustees were presented with a list of annual requisitions in amounts near or above \$500,000 These requests ensure that the university can buy food and books for resale, pay IT vendors, utilities, and Orem City. The Trustees asked the President’s Council reconsider the thresholds of requisition approval and increase the amount for which Trustee vote is needed. Trustee D. Thompson motioned to approve the list of annual requisitions above \$500,000 as presented. Trustee Gappmayer seconded. The motion carried without opposition.

### 4. Center for Social Impact

The Trustees were presented with a proposal to change the name of the Volunteer and Service Learning Center to reflect a shift towards a more comprehensive scope in the purpose and offerings of the Center. The proposed new name is the Center for Social Impact. The Center for Social Impact will align itself more closely with program models that drive students into the community and expand beyond emphasis on service learning to include community engagement, social entrepreneurship, philanthropy, and civic engagement. The Trustees engaged in active discussion about the comprehensive model, the word “social” and alternative terms, and the need for an education and communication campaign around the Center for Social Impact. Trustee Reynolds motioned to approve the change in name of the Volunteer and Service Learning Center to the Center for Social Impact. Trustee Paul Thompson seconded. The motion carried without opposition.

## **5. Policies**

The Trustees were presented with two policies to review. Policy 655 Graduate Studies was revised under a limited scope to add clarification around graduate faculty clinical members and graduate director roles and responsibilities. The support of Faculty Senate was noted. Trustee P. Thompson motioned to approve the adoption of Policy 655 Graduate Studies. Trustee Sunderlage seconded. The motion carried without opposition. Policy 204 Appropriateness of Expenditures was being presented as temporary emergency revision. The existing policy was changed to remove procedures for expenditures and to give greater emphasis to legal compliance and ethical stewardship of funds. A new guideline for operations was created that reflects new systems, processes, and responsibilities. Trustee D. Thompson motioned to approve the adoption of Policy 204 Appropriateness of Expenditures. Trustee Taylor seconded. The motion carried without opposition.

## **6. Facilities**

Trustee Sunderlage explained that the Finance and Facilities Committee met in May to discuss the items which the Trustees are now being asked to approve as well as the ongoing issue of tuition waivers. The Trustees considered the various facilities related items requiring approval. The Capital Improvement Plan is the priority ranking of improvements that need to be made to the university’s infrastructure with monies provided by UVU and the state. This list reflects intensive review of relevant constituents and the monies allocated are based on the value of existing buildings. The funds available dictate how many improvements can be made. Trustee Sunderlage motioned to approve the Capital Improvement Plan. Trustee Taylor seconded. The motion carried without opposition. The Five-Year Plan is an annual request to as part of the capital approval process. The Business Building remains the top priority followed by the Engineering Building, the Education Building, the Health Professions Building at West Campus, and the athletic support building at Vineyard. The Trustees reviewed the process of submitting requests to the Regents and the Legislature. Trustee Taylor motioned to approve the Five-Year Capital Facilities Plan. Trustee Sunderlage seconded. The motion carried without opposition. Finally, the Trustees reviewed the CUP water contract. This will allow UVU to negotiate transitions in ownership of water shares by West Union Canal and CUP and retain appropriate levels of shares in water to support the university. The contracts in question were thoroughly discussed by the Trustees including the building of a pump station for groundshares and the relationship with Utah Valley Water. Trustee P. Thompson motioned to approve the signing of the CUP Water Contract. Trustee Reynolds seconded. The motion carried without opposition.

## **7. Budgets**

The Trustees were asked to review the following budgets: 2018-19 Education & General Appropriated Revenue & Expenditure; the 2018-19 Educational Disadvantaged Appropriated Revenue & Expenditure; the 2018-19 Institutional Discretionary Revenue and Expenditure; and the 2018-19 Auxiliary Services Revenue and Expenditure. It was noted that this was the plan for the university for the 2018-19 year in numbers and is reflective the decisions made by the Trustees with regard to university priorities. The role of the Trustees in budgetary approval and oversight reflects the university’s commitment to transparency and compliance with state statute. Appreciation for the generosity of the legislature was noted; the ratio of tax funds to tuition is strong. The growth and role of UVU in the region was noted as were its variety of educational opportunities for various constituents. Particular elements of the budget were reviewed including auxiliary services, dining services, and institutional discretionary funds. The strength of UVU’s financial health was applauded. Trustee Sunderlage motioned to approve the Budgets as presented. Trustee Gappmayer seconded. The motion carried without opposition.



## **8. Academic Program Approval**

Trustee P. Thompson indicated that the Academic Affairs Committee met in June and discussed the programs now being recommended to the full Board for approval. The Trustees were presented with several proposals. The BS Professional Pilot name change and restructure and addition of BS in Aviation Management will allow the College of Health and Public Services to address each program individually and offer two separate degrees. The Emergency Leadership Emphasis name change will provide clarity for students and make current the name of the program. The addition of an IS emphasis in National Security Studies will allow students to create their own degree pairing in which National Security Studies is an option and open the program to as many students as possible. No additional courses will be created. The creation of a Department of Engineering will ensure that the engineering degrees receive the best support possible and prepare the program for full accreditation. Trustee P. Thompson motioned to approve the BS Professional Pilot Name Change & Restructure, the Addition of a BS in Aviation Management, the Emergency Leadership Name Change, the addition of an IS emphasis in National Security Studies, and the Creation of a Department of Engineering. Trustee Sunderlage seconded. The motion carried without opposition.

## **9. Strategic Planning Integration**

The Trustees were presented with a request to approve the Strategic Planning Integration document. This document is a reflection of many years of planning work by UVU and integrates among other plans the Academic Master plan, the Facilities Master plan, the Inclusion plan, etc. It was noted that NWCCU requested a master strategic plan from the university as have USHE and the legislature. This document will be an answer to those requests. This is a living document that will change to reflect the needs of the university and consultation with key stakeholders. There was one revision to the document that was not reflected in the copy provided to the Trustees; this was the addition of the term “compliance” to the operational definition. Trustee Taylor motioned to approve the adoption of the Strategic Planning Integration document. Trustee P. Thompson seconded. The motion carried without opposition.

## **II. EXECUTIVE SESSION**

Trustee Reynolds motioned to enter Executive Session to discuss character, professional competence, or physical or mental health of an individual, real estate transactions, and pending litigation. Trustee Taylor seconded. The motion carried without opposition.

## **I. ACTION ITEMS (CONTINUED)**

### **10. Sabbaticals**

Trustee Gappmayer motioned to approve the Spring 2019 sabbatical requests for John Fisher, Mark Crane, Wioleta Fedeczko, John Goshert, Debanjan Bhattacharjee, Brian Whaley, and John Rees, and the Spring & Fall 2019 sabbatical requests for Hong Pang and Mi Ok Kang. Trustee Taylor seconded. The motion carried without opposition.

### **11. Tenure**

Trustee P. Thompson motioned to approve the rehire of Dr. Thor Anderson with tenure and the rank of associate professor in Digital Media. Trustee Reynolds seconded. The motion carried without opposition.

## **III. COMMITTEE REPORTS**

Trustee D. Thompson indicated that there was no new information to report on the *Audit Committee*.

## **IV. CONSENT CALENDAR**

The Trustees were asked to review the Consent Calendar which consisted of the minutes of Minutes of March 28, 2018; the February, March, & April 2018 Investment reports; the 2017-18 Education & General Appropriated Revenue Revision 3; the 2017-18 Institutional Discretionary Budget Revision 2; the 2018-18 Education and General

Appropriated Revenue Revision 1; the FY2018 Non-Substantive Policy Changes; and the Director of the Office of Technology Commercialization and Intellectual Property Counsel hire. General Counsel Karen Clemes explained the purpose and necessity of the new hire given UVU's growth and development as a university. Trustee Gappmayer motioned to approve the Consent Calendar and Trustee Clarke seconded. The motion carried without opposition.

## V. INFORMATION

### **1. Dual Mission Summit**

The Trustees were presented with a review of the Dual Mission Summit held on UVU's campus in May. Gratitude was expressed to all parties involved as it was a great success. The many universities and organizations who participated were noted as was the strength of the attendance and the local and national attention. The follow-up efforts with AASCU, USHE, and the Governor's Office were explained. This includes a plan for a second summit in Spring 2019. There is an effort underway to create quantifiable evidence of the strength of the dual-mission model. The Trustees requested a presentation or article to the AGB.

### **2. Interim President's Report**

Interim President Olson provided the Trustees with an update on the university and the presidential transition. A brief video from President-elect Tuminez was shown as were images from the recent travel to the Philippines and Singapore with her. President Olson then discussed events at the university since the March Trustee meeting including the naming of the Clarke building, the ribbon cutting on the Wolverine Dome, Commencement, and the Pedestrian Bridge groundbreaking. He noted several programmatic achievements including those of the high impact internship program, UVU Enactus, and the Engineering program. President Olson concluded by noting the continued construction of the Noorda Center for the Performing Arts and giving VP Scott Cooksey the opportunity to discuss Noorda funding efforts and the state of the Bastian home acquisition.

Chair Dalton adjourned the meeting.



**CASH AND INVESTMENT  
REPORT  
May 2018**

# Monthly Composite Performance Review

## UTAH VALLEY UNIVERSITY

### May 2018

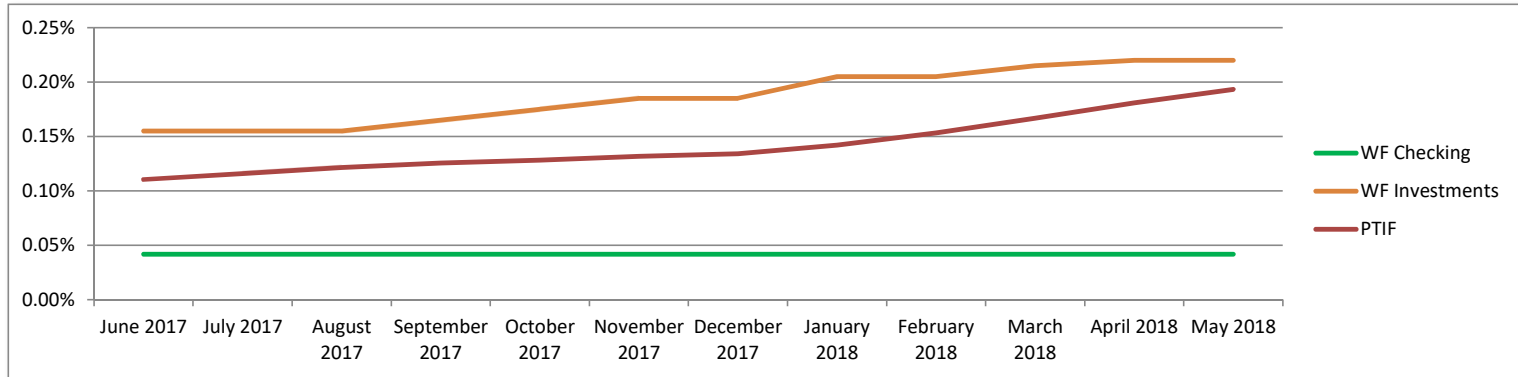


Account Activity	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 5,271,306	\$ 85,896,022	\$ 53,881,433	\$ 145,048,761	\$ 147,608,093
Interest/Earnings Credit	6,511	35,071	96,580	138,162	2,904,020
Acquisitions/Credits	4,077,739	3,500,000	9,215,416	16,793,155	292,019,762
Dispositions/Debits	-	-	(20,000,000)	(20,000,000)	(288,764,675)
Unrecognized Gain/Loss	-	284,482	-	284,482	289,438
Fees	(6,511)	-	-	(6,511)	(80,730)
Transfers *	-	(35,071)	228,680	193,609	(11,524,250)
Ending Balance	\$ 9,349,045	\$ 89,680,504	\$ 43,422,109	\$ 142,451,658	\$ 142,451,658

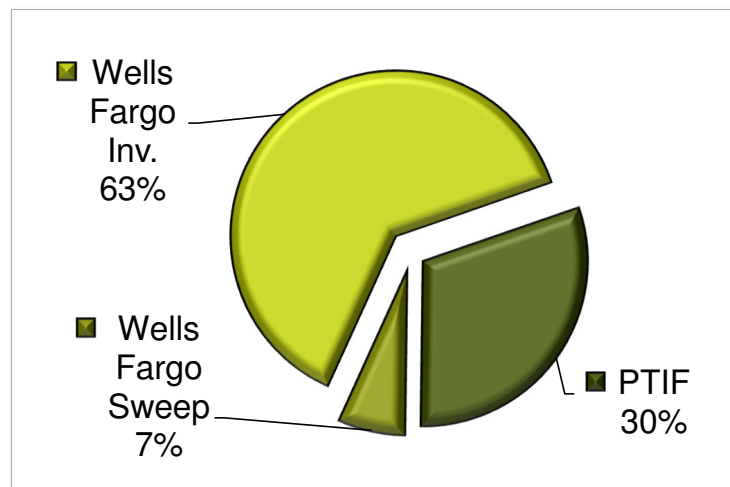
\* Transfers consist of activity between UVU and the Foundation and interest transferred to UVU.

2.11%  
12 Month Return

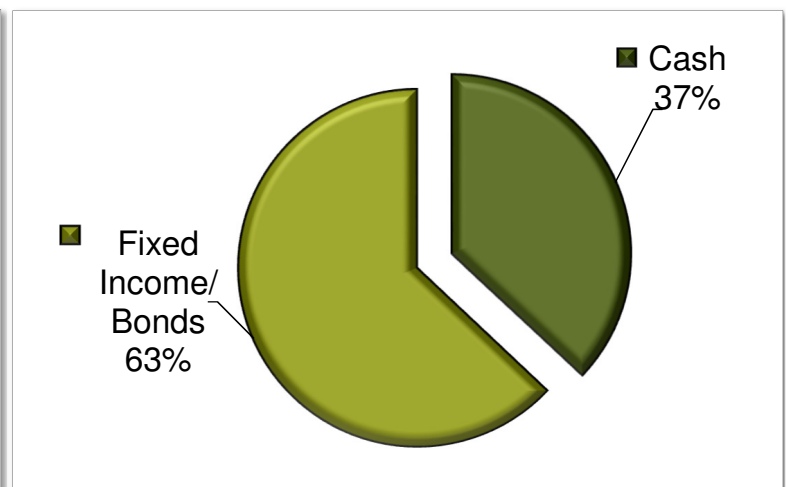
Performance Returns	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
June 2017	0.04%	0.16%	0.11%
July 2017	0.04%	0.16%	0.12%
August 2017	0.04%	0.16%	0.12%
September 2017	0.04%	0.17%	0.13%
October 2017	0.04%	0.18%	0.13%
November 2017	0.04%	0.19%	0.13%
December 2017	0.04%	0.19%	0.13%
January 2018	0.04%	0.21%	0.14%
February 2018	0.04%	0.21%	0.15%
March 2018	0.04%	0.22%	0.17%
April 2018	0.04%	0.22%	0.18%
May 2018	0.04%	0.22%	0.19%
Monthly Average	0.04%	0.19%	0.14%
12 Month Return	0.50%	2.24%	1.70%



UVU Cash and Investments  
as a Percent of Total



UVU Cash and Investments  
Investments by Type



# Monthly Composite Performance Review

## UVU Foundation

### May 2018



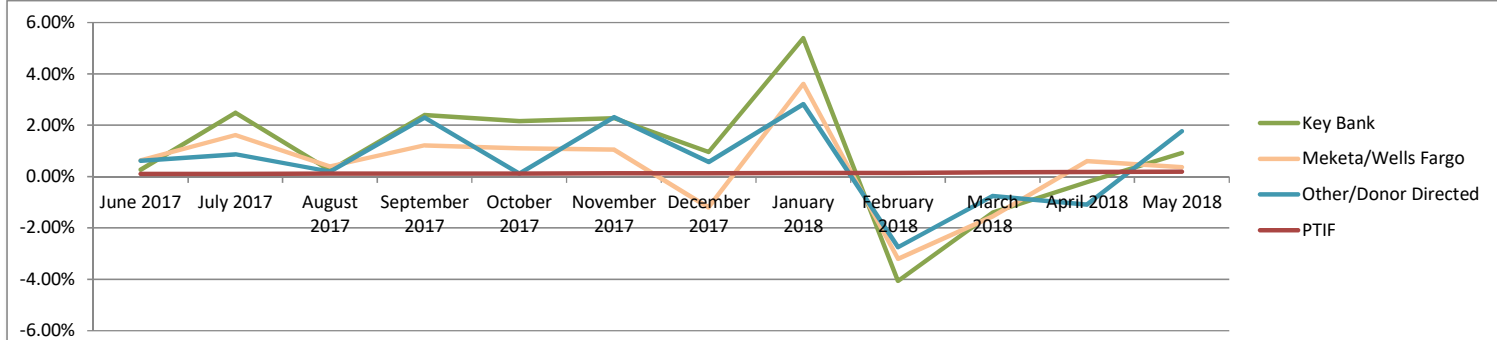
#### Account Activity

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University ^
Beginning Market Value	\$ 8,136,622	\$ 50,927,704	\$ 28,248,375	\$ 87,312,701	\$ 74,442,575	Beginning Balance \$ 8,585,565
Interest	10,353	74,212	5,212	89,777	1,166,810	Additional Notes -
Acquisitions	59,507	1,875,991	4,855,409	6,790,907	35,344,924	Principal Received (393,453)
Dispositions	(62,772)	(1,872,115)	(4,886,275)	(6,821,162)	(35,466,309)	Ending Balance \$ 8,192,111
Gain/Loss Rec & Unrec	10,193	42,699	173,362	226,254	2,104,068	Interest Received \$ 279,408
Fees	(5,762)	(558)	(11,523)	(17,843)	(153,641)	Rate 5.5%
Transfers *	(113,575)	(141,873)	26,768	(228,680)	9,913,527	^ Fiscal Year Activity
Ending Market Value	\$ 8,034,566	\$ 50,906,060	\$ 28,411,328	\$ 87,351,954	\$ 87,351,954	
Monthly Return	0.18%	0.23%	0.59%	0.34%		
12 Month Return	3.31%	3.45%	5.72%		4.19%	

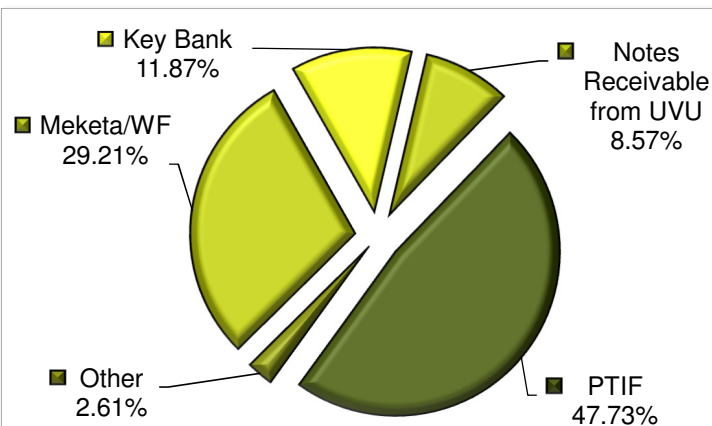
\* Transfers consist of activity between money market accounts and other investment accounts as well as activity between the University and the Foundation.

#### Performance Returns

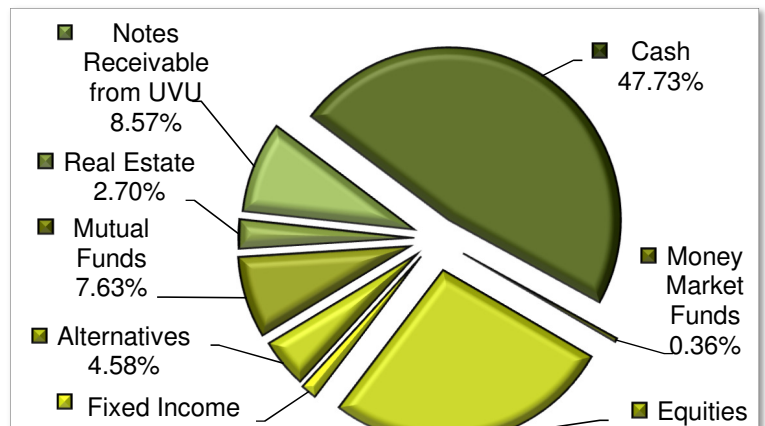
	Key Bank	Meketa/ Wells Fargo	Other - Donor Directed	PTIF
June 2017	0.27%	0.63%	0.62%	0.11%
July 2017	2.49%	1.62%	0.87%	0.12%
August 2017	0.25%	0.39%	0.20%	0.12%
September 2017	2.40%	1.22%	2.30%	0.13%
October 2017	2.17%	1.11%	0.12%	0.13%
November 2017	2.27%	1.06%	2.31%	0.13%
December 2017	0.95%	-1.20%	0.57%	0.13%
January 2018	5.40%	3.61%	2.82%	0.14%
February 2018	-4.06%	-3.20%	-2.75%	0.15%
March 2018	-1.40%	-1.55%	-0.76%	0.17%
April 2018	-0.22%	0.61%	-1.09%	0.18%
May 2018	0.92%	0.37%	1.77%	0.19%
Monthly Average	0.95%	0.39%	0.58%	0.14%
12 Month Return	10.82%	4.66%	6.98%	1.70%



UVU Foundation Investments as a Percent of Total



UVU Foundation Investments by Type



# Utah Valley University

Investments and Investment Earnings

From 7/1/16 to 5/31/18

Description	Coupon	Settlement Date	Maturity Date	Principal	Premium (Discount)	Accrued Interest	Net Amount	Par	Total Interest Received To Date	Less Accrued Interest	Interest Earnings
Bank of America Corp	6.40%	6/24/2016	8/28/2017	2,116,340.00	116,340.00	41,244.44	2,157,584.44	2,000,000.00	64,000.00		64,000.00
Salt Lake City UT Sales & Ex	1.30%	7/17/2014	10/1/2017	2,012,540.00	12,540.00	-	2,012,540.00	2,000,000.00	13,000.00		13,000.00
Bank of America Corp	2.00%	12/5/2016	1/11/2018	1,506,495.00	6,495.00	12,000.00	1,518,495.00	1,500,000.00	30,000.00		30,000.00
Key Bank	1.65%	2/14/2017	3/21/2018	3,007,140.00	7,140.00	1,787.50	3,008,927.50	3,000,000.00	49,500.00		49,500.00
Bank of America Corp	2.73%	9/18/2015	3/22/2018	3,029,730.00	29,730.00	9,905.87	3,039,635.87	3,000,000.00	36,219.39		36,219.39
Goldman Sachs Group Inc SRNT	2.97%	9/24/2015	4/30/2018	3,035,760.00	35,760.00	6,985.07	3,042,745.07	3,000,000.00	57,385.89		57,385.89
Goldman Sachs Group Inc SRNT	2.97%	3/22/2016	4/30/2018	3,017,068.60	17,068.60	8,029.94	3,025,098.54	3,000,000.00	57,385.89		57,385.89
STATOIL ASA	1.71%	2/25/2016	5/15/2018	2,456,775.00	(43,225.00)	567.63	2,457,342.63	2,500,000.00	30,555.76		30,555.76
Westpac Banking Corp	2.51%	1/25/2016	7/30/2018	501,765.00	1,765.00	1,283.13	503,048.13	500,000.00	7,794.60		7,794.60
Suntrust Banks Inc	2.67%	5/11/2017	7/30/2018	3,016,831.83	16,831.83	1,897.10	3,018,728.93	3,000,000.00	49,189.74		49,189.74
HSBC USA UNC	2.16%	1/22/2016	8/7/2018	1,501,605.00	1,605.00	3,388.11	1,504,993.11	1,500,000.00	23,658.19		23,658.19
Capital One	2.35%	5/26/2017	8/17/2018	1,006,181.00	6,181.00	6,462.50	1,012,643.50	1,000,000.00	11,750.00		11,750.00
Verizon Communications	2.99%	11/24/2015	9/14/2018	2,060,509.70	60,509.70	8,228.11	2,068,737.81	2,000,000.00	-		-
HSBC USA UNC	2.56%	5/12/2016	9/24/2018	1,600,652.08	652.08	3,284.85	1,603,936.93	1,600,000.00	17,926.70		17,926.70
HSBC USA UNC	2.56%	10/28/2016	9/24/2018	2,011,500.00	11,500.00	3,087.50	2,014,587.50	2,000,000.00	22,408.37		22,408.37
Santander UK PLC	3.59%	5/12/2016	3/14/2019	405,230.53	5,230.53	1,384.76	406,615.29	400,000.00	8,665.94		8,665.94
Bank of America Corp	2.57%	4/5/2016	4/1/2019	2,482,991.76	(17,008.24)	415.31	2,483,407.07	2,500,000.00	56,571.14		56,571.14
Citigroup Inc	2.47%	8/10/2016	4/8/2019	753,281.47	3,281.47	983.88	754,265.35	750,000.00	16,291.06		16,291.06
Citigroup Inc	2.97%	9/9/2016	6/7/2019	1,512,795.00	12,795.00	146.95	1,512,941.95	1,500,000.00	25,930.64		25,930.64
Citigroup Inc	2.97%	9/7/2016	6/7/2019	3,529,785.00	29,785.00	-	3,529,785.00	3,500,000.00	60,504.83		60,504.83
Citigroup Inc	2.97%	9/30/2016	6/7/2019	4,031,138.24	31,138.24	4,506.57	4,035,644.81	4,000,000.00	69,148.37		69,148.37
Morgan Stanley	2.48%	7/13/2016	7/23/2019	2,243,857.50	(6,142.50)	6,804.37	2,250,661.87	2,250,000.00	34,530.37		34,530.37
BK of Communications/HK	2.76%	5/15/2017	8/16/2019	3,017,220.00	17,220.00	14,023.75	3,031,243.75	3,000,000.00	84,619.88	(14,023.75)	70,596.13
Capital One	2.00%	4/25/2017	9/13/2019	4,027,885.08	27,885.08	9,004.01	4,036,889.09	4,000,000.00	-		-
Capital One	2.00%	5/12/2017	9/13/2019	2,015,240.00	15,240.00	6,281.87	2,021,521.87	2,000,000.00	-		-
JPMorgan Chase & Co.	2.27%	9/28/2016	9/23/2019	3,008,190.00	8,190.00	605.55	3,008,795.55	3,000,000.00	29,589.34		29,589.34
Goldman Sachs Group Inc SRNT	2.89%	1/20/2017	12/13/2019	2,004,571.62	4,571.62	3,708.17	2,008,279.79	2,000,000.00	32,926.76		32,926.76
China Development Bank	2.58%	7/28/2017	3/6/2020	1,000,662.47	662.47	2,560.28	1,003,222.75	1,000,000.00	14,393.06	(2,560.28)	11,832.78
Goldman Sachs Group Inc SRNT	2.90%	2/23/2018	4/23/2020	5,783,361.78	100,361.78	14,213.59	5,797,575.37	5,683,000.00	41,265.26	(14,213.59)	27,051.67
Citizens Bank	1.77%	6/5/2017	5/26/2020	2,004,720.00	4,720.00	982.01	2,005,702.01	2,000,000.00	9,329.05	(982.01)	8,347.04
Citizens Bank	1.77%	7/24/2017	5/26/2020	3,010,590.00	10,590.00	8,690.75	3,019,280.75	3,000,000.00	13,993.58	(8,690.75)	5,302.83
UBS AG Stamford CT	2.86%	9/29/2017	6/1/2020	3,038,334.36	38,334.36	5,054.26	3,043,388.62	3,000,000.00	33,906.07	(5,054.26)	28,851.81
Morgan Stanley	3.13%	6/16/2017	6/16/2020	3,544,030.00	44,030.00	-	3,544,030.00	3,500,000.00	62,818.09		62,818.09
Barclays Bank	2.75%	6/16/2017	6/16/2020	5,000,000.00	-	-	5,000,000.00	5,000,000.00	74,648.26		74,648.26
National Bank of Canada	2.63%	8/24/2017	6/12/2020	4,024,000.00	24,000.00	14,503.56	4,038,503.56	4,000,000.00	58,277.38	(14,503.56)	43,773.82
National Bank of Canada	2.63%	8/24/2017	6/12/2020	1,006,000.00	6,000.00	3,625.89	1,009,625.89	1,000,000.00	14,569.34	(3,625.89)	10,943.45
Bank of Montreal	2.57%	1/9/2018	6/15/2020	1,507,200.00	7,200.00	2,113.01	1,509,313.01	1,500,000.00	7,606.84	(2,113.01)	5,493.83
Wells Fargo	2.63%	8/21/2017	7/22/2020	5,083,300.00	83,300.00	8,526.39	5,091,826.39	5,000,000.00	89,226.77	(8,526.39)	80,700.38
Canadian Imperial Bank	2.01%	3/9/2018	10/5/2020	2,507,925.00	7,925.00	8,775.94	2,516,700.94	2,500,000.00	12,537.06	(8,775.94)	3,761.12
JPMorgan Chase & Co.	2.97%	1/16/2018	10/29/2020	3,076,110.00	76,110.00	16,789.24	3,092,899.24	3,000,000.00	42,074.39	(16,789.24)	25,285.15
American Express Co	2.10%	1/24/2018	10/30/2020	3,001,500.00	1,500.00	12,240.38	3,013,740.38	3,000,000.00	28,821.11	(12,240.38)	16,580.73
Canadian Imperial Bank	2.09%	2/12/2018	2/2/2021	3,006,600.00	6,600.00	12,240.38	3,018,840.38	3,000,000.00	15,521.38	(12,240.38)	3,281.00
Wells Fargo	3.36%	5/2/2018	3/4/2021	3,590,463.24	90,463.24	18,972.44	3,609,435.68	3,500,000.00	-	(18,972.44)	(18,972.44)
HSBC HOLDINGS PLC	4.29%	3/16/2018	3/8/2021	8,547,201.00	447,201.00	7,717.10	8,554,918.10	8,100,000.00	-	(7,717.10)	(7,717.10)
Toronto Dominion Bank	3.33%	4/10/2018	4/7/2021	3,067,953.00	67,953.00	277.55	3,068,230.55	3,000,000.00	-	(277.55)	(277.55)
Bank of Nova Scotia	2.80%	4/30/2018	4/20/2021	5,015,250.00	15,250.00	3,887.03	5,019,137.03	5,000,000.00	-	(3,887.03)	(3,887.03)
Morgan Stanley	3.76%	4/30/2018	4/21/2021	5,143,600.00	143,600.00	3,657.07	5,147,257.07	5,000,000.00	-	(3,657.07)	(3,657.07)
FHLB	1.75%	8/30/2017	8/23/2022	3,000,000.00	-	-	3,000,000.00	3,000,000.00	25,229.17		25,229.17
FHLB	1.75%	10/27/2017	10/27/2022	2,000,000.00	-	-	2,000,000.00	2,000,000.00	17,500.00		17,500.00
							137,871,880.26		1,451,269.67	(158,850.62)	1,292,419.05
Matured/Sold							(48,191,375.79)				
Total							89,680,504.47	(47,850,000.00)			
							89,840,827.97	88,433,000.00			