

Meeting Minutes

Weber State University Board of Trustees Planning Retreat

August 10, 2020 – 10:00 am

Anchor Location: WSU Ogden Campus-Miller Administration Building, Lampros Board Room - 319

3850 Dixon Parkway, Ogden, UT 84408

Online Forum – Zoom Meeting

Trustee Members:

Mr. Nolan Karras (Chair)

Ms. Kearston Cutrbus (Vice Chair)

Ms. Karla Bergeson

Mr. Marty Carpenter

Mr. Clint Costley

Ms. Amanda Covington

Ms. Louenda Downs

Ms. Karen Fairbanks

Mr. Ben Ferney

Mr. Don Salazar

Excused:

Dr. Tim Herzog, Chair, Faculty Senate / Professor of Chemistry

Weber State University Representatives:

Dr. Brad Mortensen, President

Dr. Norm Tarbox, Vice President for Administrative Affairs

Dr. Ravi Krovi, Provost

Dr. Brett Perozzi, Vice President for Student Affairs

Dr. Bret Ellis, Vice President for Information Technology

Dr. Betsy Mennell, Vice President for University Advancement

Ms. Adrienne Andrews, Assistant Vice President of Diversity & Chief Diversity Officer

Ms. Sherri Cox, Secretary to the Board

Mr. Steven Richardson, Director of Strategic Initiatives

Mr. Luke Jenkins, Chair, Staff Advisory Council / Senior Network Engineer

Mr. Rich Hill, General Counsel

Ms. Stephanie Hollist, Deputy General Counsel

Mr. Morris Haggerty, Assistant Attorney General

Mr. Barry Gomberg, Executive Director, Affirmative Action/Equal Opportunity

Mr. Aaron Garza, Deputy Director, Affirmative Action/Equal Opportunity

Guests:

C. McCauley von Hoffman, Brigadier General, Hill Air Force Base

Mr. Marcus Rogers, Chief Software Engineer for the 309 SWEG, Hill Air Force Base

Dr. Dave Woolstenhulme, Commissioner, Utah State Board of Higher Education

Mr. Geoff Landward, Deputy Commissioner, Utah State Board of Higher Education

Ms. Jesselie Anderson, Board Member, Utah State Board of Higher Education

Ms. Sanchaita Datta, Board Member, Utah State Board of Higher Education

Public Attendees:

No public guests were in attendance

Press:

No members of the press were present

Welcome & Introductions

Approval of Meeting Minutes (May 20, 2020 and June 2, 2020)

Required Annual Trustee Trainings

Action Items

Trustee By-law Changes

The meeting of the Board of Trustees convened at 10:00 a.m. via Zoom digital platform with President Brad Mortensen at the anchor location on the WSU Ogden Campus and other participants joining electronically.

- I. Vice Chair, Ms. Kearston Cutrubus, welcomed those in attendance.
- II. Upon a motion from Ms. Louenda Downs, with a second by Ms. Karen Fairbanks, the Board of Trustees unanimously approved the meeting minutes from May 20, 2020 and June 2, 2020.
- III. Mr. Morris Haggerty, Assistant Attorney General, gave a review and training on conducting open meetings and public law training. His presentation included: 1- Giving public notice. 2- Keeping meeting minutes. 3- No action may be taken during a closed meeting.
A new rule for holding digital meetings states that an anchor location is not necessary as long as a meeting link to join is provided.

Ms. Stephanie Hollist, Deputy General Counsel, and Mr. Rich Hill, General Counsel, reviewed laws and policies, including PPM 3-36a, Conflict of Interest/Board of Trustees. Conflicts of interest must be disclosed and managed. The four areas of conflict were reviewed: use of information, use of position, independent judgement, and gifts and compensation.

A review of fiduciary duties was given by Mr. Rich Hill. The review included the duty of loyalty and the duty of care. The Utah Government Immunity Act was also discussed, as well as the guidelines to ensure the university acts within the scope of its mission.

- IV. The following action items were brought before the Board of Trustees:
 - 1- Board of Trustees By-law Changes were discussed by Ms. Stephanie Hollist. Changes included updating references to the new Utah Board of Higher Education, chair duties, approving committee assignments, replacing a member of the Executive Committee, periodic review procedures for the By-laws, and other cleanup of language.

ACTION

Upon a motion to approve the Board of Trustees By-laws Changes by Ms. Amanda Covington, with a second by Ms. Louenda Downs, the motion passed unanimously.

Committees and College Liaison Assignments

- 2- Board of Trustee Committees and College Liaison Assignments and changes were discussed by President Mortensen.

ACTION

Upon a motion to approve the Board of Trustees Committees and College Liaison Assignments by Mr. Don Salazar, with a second by Ms. Karen Fairbanks, the motion passed unanimously.

PPM 3-32 Discrimination, Harassment, and Sexual Misconduct (including Title IX)

- 3- PPM 3-32 Discrimination, Harassment, and Sexual Misconduct (including Title IX) was discussed by President Mortensen, Mr. Hill, and Ms. Hollist, along with Mr. Barry Gomberg, Executive Director, Affirmative Action/Equal Opportunity. The adoption of Title IX regulations into this policy will ensure the university is in compliance with new federal regulations in time for the August 14 deadline. Changes to the policy were made to reflect our current practices and policies at WSU. The chain of command for reporting was discussed, along with the process for proceedings. The advantage of integrating Title IX into PPM 3-32 is that the university can still deal with cases outside the Title IX procedure if necessary. While Faculty Senate, Staff Advisory Council, and WSUSA were consulted, further revisions may be necessary as they have the chance to review.

ACTION

Upon a motion to approve PPM 3-32 Discrimination, Harassment, and Sexual Misconduct (including Title IX) by Mr. Nolan Karras, with a second by Ms. Louenda Downs, the motion passed unanimously.

Action Items Ceased

The Board of Trustees ceased discussion of Action Items to hear a presentation by guests from Hill Air Force Base.

Northern Utah Collaborative Ecosystem Discussion

- V. Brigadier General C. McCauley von Hoffman, and Mr. Marcus Rogers, Software Engineer, both from Hill Air Force Base, joined the Board of Trustees to give a briefing on programs and goals at HAFB to create a Northern Utah Collaborative Ecosystem. Goals include: 1- Becoming more agile and able to rapidly adapt to changing environment and requirements. 2- Leveraging academia, industry, and

working with the local community to expand outreach to other colleges and tech schools to help steer curriculum and advance software development, security, and operations.

WSU has partnered with hosting the SKICamp of the 209th Software engineering Group at Start-up Ogden in the Weber State Downtown facility. This is opening the door to additional collaborations. Many jobs (2500+) are being created at HAFB to support the maintenance and acquisition of critical programs including the F-35, F-22, F-16, A-10, and Ground-based Strategic Deterrent.

Action Items
Continued

The Board of Trustees resumed discussion of Action Items following the guest presentation from Hill Air Force Base.

Approval of Dean
for the Lindquist
College of Arts &
Humanities

(IV. cont.) 4- Provost Ravi Krovi presented the name of Dr. Deborah Uman before the Board of Trustees for approval as the new Dean of the Lindquist College of Arts and Humanities. Dr. Uman currently serves as a professor and chair of English at St. John Fisher College in Rochester, NY.

ACTION

Upon a motion to approve Dr. Deborah Uman as Dean of the Lindquist College of Arts and Humanities by Mr. Clint Costley, with a second by Mr. Don Salazar, the motion passed unanimously.

Information
Updates

VI. The following Information Updates were presented to the Board of Trustees:

Committee
Charter Revisions

1- A Committee Charters update was given by Ms. Stephanie Hollist. Drafts are undergoing changes including compliance with the Open Meetings Act, committee appointment and meeting procedures, updating the list of review items for each committee, and other clean-up language. Final revisions will be presented for approval at the September meeting.

2020-21 Meeting
Schedule and
Event Calendar

2- The 2020-21 Board of Trustees meeting schedule and event calendar was presented for reference without discussion.

August 29
Commencement
Update

3- Spring Commencement details were discussed by President Mortensen including:
a- Date: Aug. 29, 2020 at 8:00 pm at Stewart Stadium.

	<ul style="list-style-type: none"> b- Spring and summer graduates are invited to attend and will receive one ticket per graduate with four guest tickets. All participants must RSVP to receive a ticket, as seating is assigned. A special section will be reserved for guests with special needs or high-risk status. c- Facial coverings must be worn, and social distancing will be practiced with graduates sitting on the football field spaced six feet apart. d- The ceremony will be condensed and broadcast online via a webinar. Graduates will be shown on the large scoreboard and there will be no processional. e- Commencement Speaker Crystal Maggelet is excited to attend and speak in person. The Honorary Degree and Brady Presidential Distinguished Professor recipients will be honored on video. f- Faculty and staff may come on a space available basis after tickets have been claimed by graduates.
Leadership Staffing Update	<ul style="list-style-type: none"> 4- Leadership Staffing Updates were discussed by President Mortensen with a chart showing position changes within each executive department since July 1, 2019.
University Updates	<p>VII. University updates were given by President Mortensen regarding fall semester plans with COVID-19.</p>
Fall Semester Plans	<ul style="list-style-type: none"> 1- The COVID Task Force has been meeting almost daily to ensure WSU is within guidelines from the state, the county, and the local health departments to start fall semester.
Academics Report	<ul style="list-style-type: none"> a- Provost Ravi Krovi gave a report from an academic standpoint. Many changes have taken place including: 1- Course schedules offering six methods of delivery: face-to-face, face-to-face hybrid, virtual, online, virtual hybrid, and flex courses. There has been an increase in registration for online courses. To determine amount of face-to-face classes, size of classrooms, social distancing, flow of traffic and meetings with faculty chairs took

Student Support
and Activities
Report

place. 2- Faculty preparation, with training opportunities, grants and support for teaching online. 3- Significant technology upgrades to classrooms. 4- Policy and procedures development for wearing face coverings, students that test positive, cleaning protocols, contact tracing, and staff working in close quarters. 5- How to handle situations if status changes with the state and the need to revert back to online-only options occurs.

- b- Vice President Brett Perozzi gave a report from a student support standpoint. Changes have been made including:
- 1- Communication methods, town halls, and frequency of notices to students.
 - 2- International student and students of color issues addressed. Forums for students of color, including faculty and staff have been held.
 - 3- Student resident hall concerns and impacts.
 - 4- All services for students are open on campus. Longer hours into the evening are being offered as well as Saturday hours.
 - 5- Kits have been developed to assist students with developing their plan.
 - 6- Places in Shepherd Union have been developed for students to hang out and study in with internet access while maintaining social distancing. Stewart Library has spaces that can be reserved by students as well.
 - 7- "How To" videos have been created to teach students many things.
 - 8- Testing center developments and changes have been made to accommodate social distancing. Proctorio is a new software program that can be used for testing as well.

Discussion included questions about litigation that other universities have experienced from students unhappy with their tuition and fees with online courses. WSU students seem to be evenly split with wanting face-to-face vs. online courses.

Staffing

- c- A staffing update was given which included concerns for staff that share office or cubicle

space. Rotating shifts and extended hours are being offered. There is a lot more plexiglass on campus now, including instructional stickers placed on floors and windows.

Lunch Break

Lunch Break

Utah System of Higher Education Updates

VIII. President Mortensen introduced Commissioner Dave Woolstenhulme and Deputy Commissioner Geoff Landward, who presented information to the Board of Trustees concerning Utah System of Higher Education Updates including: 1- Composition of the board which now has responsibility to govern 16 institutions. 2- Discussion of the institutional roles and missions document and addressing the role of technical colleges. 3- A summary of Trustee responsibilities and authorities. 4- State board, local trustees, presidents and commissioner responsibilities.

University Updates (cont.)

(VII. continued) University Updates continued following the Utah System of Higher Education presentation.

Campus Events Report

4- Campus Events was addressed by President Mortensen. No campus events have been scheduled through Aug. 22, 2020. Guidelines are being created to send to campus concerning policies and guidance for hosting events.

Athletics Report

5- A report on athletics was given by President Mortensen. The Big Sky conference delayed fall sports to Sept. 18. The conference had not yet decided if it would allow non-conference competitions for fall. The fall football season has been postponed to spring for the conference. Several other conferences may be postponing their seasons as well. Teams are disappointed as both the football and volleyball teams looked very promising this year. Discussion included financial repercussions that may occur.

Financial Update – CARES Act I-V

IX. A Financial Update - CARES Act I-V report was presented by Vice President Norm Tarbox. A review of FY20 was given, along with expectations for FY21. Tax fund shortfalls and tuition shortages will be felt more so in FY21 than in FY20. Fall enrollment is down 2% year to year. We are hoping to see an increase when the semester begins. The legislature took action and reduced our tax funds budget by

2.5%. \$5 million will be cut from our operating budget this current year. A budget tool includes a voluntary separation program. Auxiliaries and athletics will struggle financially this year.

Part I – Direct stipends have been sent to qualified continuing students for summer and fall 2020 semesters to cover educational costs and offset the impacts of the educational disruption caused by the pandemic. All students that sent in requests and qualified for assistance received up to \$500 emergency funding from the CARES Act and private donors to the university.

Part II – Updates to digital learning options - \$5.9 million was given to assist with the disruption of the pandemic to instruction and learning.

Part III – Utah Educational Technology Network (UETN) earmark of \$6.4 million funding to provide technology and instructional equipment to assist with the transformation taking place on campus.

Part IV – \$1.0 million funding used to help support critical campus support services, programs, and auxiliaries.

Part V- Potential funding. The state has invited institutions to send in proposals about short term instruction training programs helping people re-tool and get back into the workforce in a place where jobs are available.

CARES Act funding parts III and V must be spent by December 1, 2020. Parts I, II and IV must be spent by April 1, 2021. WSU is trying to balance the need for \$19 million dollars to be spent immediately but intelligently, while at the same time planning for significant budget cuts.

Diversity, Equity,
and Inclusion

X. Ms. Adrienne Andrews, Assistant Vice President of Diversity and Chief Diversity Officer gave a presentation on Diversity, Equity and Inclusion. She spoke about education sessions for administration and faculty on learning to make content more welcoming to people of color. She is also working with Academic Affairs on their material content. A diversity strategic plan will be incorporated in the new university strategic plan that is being developed. Ms. Andrews gave advice for handling situations involving discriminatory remarks.

University
Strategic
Planning

XI. President Mortensen gave an update on University Strategic Planning. We are moving forward with our strategic plan and have met with the University Planning Council where work is in progress to revise foundational statements and four

to five goal areas for the next five years. The question was asked how can we help the Board of Trustees over the course of the fall, be better prepared to take action for approval of a strategic plan in January 2021? We do not currently have a committee for strategic planning. Trustees made a decision to attend strategic planning meetings and town halls, followed by meeting together for discussion.

BREAK

Selection of
2020-21 Trustee
Meeting
Discussion
Topics

XII. Selection of 2020-21 Trustee Meeting Discussion Topics was discussed by President Mortensen with trustees. Different topics were presented, discussed, and voted on. The following top seven topics were selected for the 2020-21 meetings:

- Student Affairs and Services COVID-19 Responses
- Tuition and Fees Qualifications
- Basic Needs Network (Food, Shelter, Clothing, Mental Health/Financial Literacy/Money Management Center)
- Address Skill Gaps for Jobs of the Future/Employability on Campus – Internships and Working on Campus
- Title IX Updates (Affirmative Action/Equal Opportunity and Athletics)
- Strategic Enrollment Plan
- Marketing Campaign

Meeting
Adjourned

XIII. With no further items to discuss and upon a motion to adjourn by Ms. Louenda Downs, with a second by Mr. Marty Carpenter, the meeting came to a close.