

**Meeting Minutes**  
Weber State University Board of Trustees Planning Retreat  
September 15, 2020 – 9:30 am  
WSU Ogden Campus  
Online Forum – Zoom Meeting

**Trustee Members:**

Mr. Nolan Karras (Chair)

Ms. Kearston Cutrubs (Vice Chair)

Ms. Karla Bergeson

Mr. Clint Costley

Ms. Amanda Covington

Ms. Louenda Downs

Mr. Ben Ferney

Mr. Don Salazar

**Excused:**

Mr. Marty Carpenter

Ms. Karen Fairbanks

**Weber State University Representatives:**

Dr. Brad Mortensen, President

Dr. Bret Ellis, Vice President for Information Technology

Dr. Ravi Krovi, Provost

Dr. Betsy Mennell, Vice President for University Advancement

Dr. Brett Perozzi, Vice President for Student Affairs

Dr. Norm Tarbox, Vice President for Administrative Affairs

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

Dr. Casey Neville, Vice Chair, Faculty Senate / Associate Professor, Radiologic Sciences

Mr. Rich Hill, General Counsel

Ms. Stephanie Hollist, Deputy General Counsel

Mr. John Kowalewski, Executive Director, Marketing and Communications

Dr. Jeff Hurst, Associate Vice President for Student Affairs

Dr. Daniel Kilcrease, Executive Director, Student Affairs Auxiliaries

Ms. Kelly Simerick, Student Affairs Strategic Initiatives/Assistant to VPSA

Dr. Matthew Mouritsen, Dean, Goddard School of Business and Economics

Dr. Carl Porter, Executive Director, Academic Support Services and Programs

Dr. Enrique Romo, Assistant Vice President for Student Affairs

**Public Attendees:**

Mr. Jeremy Shinoda, Commissioner, Ogden City

**Press:**

No members of the press were present

	<p>The meeting of the Board of Trustees convened at 9:30 a.m. via Zoom digital platform with President Brad Mortensen at the WSU Ogden Campus and other participants joining electronically.</p>
Welcome	I. Chair, Mr. Nolan Karras, welcomed those in attendance. He gave congratulations and expressed appreciation for all those that helped with such a successful graduation. It was noted that President Mortensen clapped for every graduate.
Approval of Meeting Minutes (Aug. 10, 2020)	II. Upon a motion from Ms. Kearston Cutrubus, with a second by Ms. Louenda Downs, the Board of Trustees unanimously approved the meeting minutes from August 10, 2020.
Board of Trustees Committee Charters	III. President Brad Mortensen discussed the Board of Trustees Committee Charters including revisions to them. The Audit Committee Charter in paragraph two, lists the State Board of Regents, which should now be called the Utah State Board of Higher Education.
<b>ACTION</b>	Upon a motion to approve the Committee Charters, with the added correction of changing the State Board of Regents to the Utah State Board of Higher Education, made by Ms. Louenda Downs, with a second by Mr. Clint Costley, the motion passed unanimously.
Student Affairs and Services Presentation	IV. Vice President Brett Perozzi introduced Dr. Jeff Hurst, Associate Vice President for Student Affairs, Dr. Daniel Kilcrease, Executive Director, Student Auxiliaries, and Ms. Kelly Simerick, Student Affairs Strategic Initiatives/ Assistant to VPSA, who gave a presentation on Student Affairs and COVID-19. Student Affairs has been very concerned about students and has worked hard to accommodate their needs in many ways, including facilitating online students, offering space solutions, advising, disability services, residence halls, and testing center modifications. Emergency funding and outside donations funded all student needs of those that qualified. Virtual Student Town Halls have been and will continue to be held. Targeted outreach was coordinated with Access and Diversity contacting students. “Keeping Connected” website was established to give information to students for services they need. Student Affairs is the support network for campus.
Faculty Presentation	V. A faculty presentation on “Using Data to Improve Recruitment, Retention, and Completion in the Goddard School (during a pandemic)” was given by Dr. Matthew Mouritsen, Dean in the Goddard School of Business and

Economics. His presentation included: Showing the exponential growth the school has experienced since fall 2019, options provided for students to earn their degrees through the different methods offered, and the GSBE strategic initiatives for 2020-2025. Numbers of newly declared and transfer students has quadrupled due to engagement with students and recruitment. Retention methods are a focus as well using faculty assistance.

Initial Weber  
State  
Observations

VI. Provost Ravi Krovi was asked to share his initial observations, as he joined Weber State University six months ago and started right when COVID-19 impacts were felt. He felt that this gave him a front row seat of how things really work here. It is a culture of working together to promote success. Provost Krovi feels we have good councils, interdisciplinary programs, and has been able to see how faculty adapts and has been innovative in classrooms, and uses creativity for retention and completion. He has been impressed with our mission clarity, and how it complements our strategic initiatives. As for competing with other institutions that have more funding, our mission clarity gives us an edge on other schools and points to three core themes: Learning, access and community. Provost Krovi likes WSU's location and visibility, along with our defense and aerospace sector as a significant driver of our recent economic development in several of our programs in science, EAST, and several of our colleges. He also likes our Davis County Campus, giving us a significant brand presence. He feels we need to capitalize on and improve on opportunities concerning retention and graduation, students of color, high school students matriculating to college, and non-traditional adult students. How can we adjust our services to match the needs of these groups, especially after COVID-19? We need to leverage our existing academic programs to make the link between interdisciplinary programs and colleges.

WSUSA Report

VII. A WSUSA report was given by Mr. Ben Ferney, WSUSA President. He expressed how impressed with the student leaders he has been this semester, as they continue to show up and engage with students. The Student Senate made some changes to by-laws and senator titles. President Ferney was holding weekly events on Fridays called "Friday with Ferney", where he handed out swag and visited with students. However, he has now changed this event to Tuesdays when there are more students on campus, and calls it "Ferney Wants Feedback." Many workshops, conferences

	and virtual events are taking place this semester.
Written Reports	VII. Written Reports were acknowledged and included in the agenda packet. Reports came from the President, Alumni Association and Staff Advisory Council.
Upcoming Events Calendar – Sept/Oct 2020	VIII. An Upcoming Events Calendar for September and October was included in the agenda packet for reference. It was mentioned that alumni has been active in surveying all alumni using digital methods.
Personnel & Academic Policy Committee	IX. Ms. Karla Bergeson, chair of the Personnel & Academic Policy Committee, reported on the following action items for business:
PPM 3-6, Employment of Relatives and Household Members	1. Changes to PPM 3-6, Employment of relatives and Household Members was discussed. Changes to the PPM include definitions, and supervisory relationships. A nepotism alternative arrangement agreement has been created for employees who fall under this category.
<b>ACTION</b>	On a motion to approve changes to PPM 3-6, Employment of Relatives and Household Members, by Ms. Amanda Covington with a second by Ms. Kearston Cutrbus, the Board of Trustees unanimously passed the motion.
New Program – Master of Physician Assistant Studies	2. A new program, Master of Physician Assistant Studies, was discussed with the Board of Trustees. The focus is on general medicine with clinical training in hospital medicine and leadership. Twenty students will be enrolled each year into the program. Additional faculty and staff will be hired. One location where the program can be housed is a requirement.
<b>ACTION</b>	On a motion to approve the new program, Master of Physician Assistant Studies, by Ms. Louenda Downs, with a second by Mr. Don Salazar, the Board of Trustees unanimously passed the motion.
Consent Calendar	X. The Board of Trustees had the opportunity to review the Consent Calendar items without discussion.
<b>ACTION</b>	On a motion to approve the Consent Calendar by Ms. Kearston Cutrbus, with a second by Mr. Don Salazar, the motion passed unanimously.
Business	XI. Mr. Clint Costly, acting chair of the Business Committee,

Committee  
Report  
Audit Committee  
Report

reported on the following action items for business:

1. An Audit Committee Review was discussed. Ongoing response and activity level to COVID-19 and improvements continue to be made on the WSU plan. Multiple red flag reports have been received that have all been resolved at the university.

**ACTION**

On a motion to approve the Audit Committee Report made by Ms. Louenda Downs, with a second by Mr. Ben Ferney, the motion passed unanimously.

Quarterly  
Construction  
Report

2. A Quarterly Construction Report was given that included the following:
  - a. After the major storm that hit on Sept. 8, 60+ trees were downed on campus with over 90 receiving damage. Replanting and repair will take place as needed.
  - b. The new Computer & Automotive Technology Engineering building at Davis Campus and the road adjacent to it, are nearing completion.
  - c. The Outdoor Recreation and Welcome Center should be completed around the first of the year.
  - d. Construction has been started on the Noorda building. Funding was in place prior to COVID-19 and capital improvement funds are in place for ongoing work.

**ACTION**

On a motion to approve the Quarterly Construction Report by Mr. Don Salazar, with a second by Ms. Louenda Downs, the Board of Trustees unanimously approved the motion.

Quarterly Athletic  
Report

3. The Quarterly Athletic Report was discussed. The fall sports program is postponed with hopes of playing in the spring with a shortened season. Basketball is still under consideration with the Big Sky Conference. Winter sports are considering a delayed start and potentially shortened season. Budget reduction measures are taking place. WSU is not as dependent on our athletic revenue as other institutions.

**ACTION**

Upon a motion to approve the Quarterly Athletic Report by Ms. Louenda Downs, with a second by Mr. Don Salazar, the motion passed unanimously.

Consent Calendar

XII. The Board of Trustees had the opportunity to review the

Consent Calendar items without discussion.

**ACTION**

On a motion to approve the Consent Calendar by Ms. Amanda Covington, with a second by Ms. Kearston Cutrbus, the motion was unanimously approved.

Information Items  
FY2022 Budget  
Development  
Guidelines

XIII. Information Item, FY2022 Budget Development Guidelines from the Utah State Higher Board of Education was discussed by Vice President Norm Tarbox. Due to COVID-19, there are low expectations on receiving tax funds. Accommodations for budget reductions are being proposed in the form of employee separation options. The subject of student fees vs. tuition is being looked into. There are many moving parts as we continue to work on and move forward with reductions.

Other

XIV. Other items that were discussed included:

1. Addition of a report from Trustees on their respective college liaison assignments at future Board of Trustee meetings.
2. Ms. Adrienne Andrews, Assistant Vice President of Diversity, will be recognized with an award at the Utah Living Color Gala on Oct. 1, for her work with Diversity, Equity and Inclusion.

Meeting  
Adjourned

XV. With no further items to discuss and upon a motion to adjourn by Ms. Louenda Downs, with a second by Ms. Amanda Covington, the meeting came to a close.