

## **Meeting Minutes**

Weber State University Board of Trustees Planning Retreat Orientation Meeting

August 9, 2021 – 9:00 am

WSU Ogden Campus-Stewart Library, Hetzel Hoellein Room - 321

3850 Dixon Parkway, Ogden, UT 84408

Zoom Meeting Offered

### **Trustee Members:**

Ms. Kearston Cutrbus (Chair)

Ms. Karla Bergeson (Vice Chair)

Ms. Amanda Covington (Zoom)

Ms. Louenda Downs

Ms. Karen Fairbanks (Zoom)

Mr. Ben Ferney

Mr. Curtis Funk

Mr. Don Salazar

Mr. Keith Titus (unofficial)

### **Excused:**

Mr. Brent Bishop

### **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 for Diversity & Chief Diversity Officer

Ms. Sherri Cox, Secretary to the Board

Mr. Steven Richardson, Director of Strategic Initiatives

Dr. Laine Berghout, Faculty Senate Chair/Professor/Chemistry (Zoom)

Dr. Gail Niklason, Staff Advisory Council Chair

Mr. Rich Hill, General Counsel

Ms. Stephanie Hollist, Deputy General Counsel

Mr. Morris Haggerty, Assistant Attorney General

Mr. John Kowalewski, Executive Director, Marketing and Communications

Mr. Mark Halverson, Associate Vice President for Facilities and Campus Management

Mr. Dane LeBlanc, Director of Public Safety

Mr. Abel Mkina, Director, Risk Management and Special Projects

Mr. Bryce Barker, Director of Internal Audit

Dr. Jessica Oyler, Assistant Vice President for Human Resources

Dr. Eric Amsel, Associate Provost and Professor of Psychology

Ms. Allison Hess, Director, Public Relations/Marketing and Communication

Mr. Raymond Ruiz, IT Support Technician II

Mr. Benjamin Zack, Photographer/Videographer

**Guests:**

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

**Public Attendees:**

Mr. Jeremy Shinoda (Zoom)

**Press:**

No members of the press were present

	<p>The meeting of the Board of Trustees convened at 9:09 a.m. on the WSU Ogden Campus with several participants joining via Zoom.</p>
<p>Welcome &amp; Introductions</p>	<p>I. Outgoing vice-chair, Ms. Kearston Cutrubus, welcomed those in attendance.</p>
<p>Installation of New Trustees</p>	<p>II. Installation of new Trustees did not occur as Mr. Brent Bishop (nominated and confirmed to replace Marty Carpenter) was not in attendance due to personal matters. Installation of Trustees will take place at the September 16, 2021, meeting. Trustee nominee Keith Titus (nominated to replace Nolan Karras) attended as a guest. Once he is confirmed by the State Senate, he will be installed presumably at the September 16 meeting as well.</p>
<p>Nomination Committee Report/Election of 2021-23 Board Officers</p>	<p>III. Mr. Don Salazar, Nomination Committee chair, gave a brief statement about the committees meeting and discussions before making recommendations to the Trustees for the following offices: Chair, Ms. Kearston Cutrubus, and vice-chair, Ms. Karla Bergeson for the 2021-23 term.</p>
<p><b>ACTION</b></p>	<p>Upon on a motion by Ms. Louenda Downs to approve the nominations of Ms. Kearston Cutrubus as chair, and Ms. Karla Bergeson as vice-chair for the 2021-23 term, with a second by Mr. Curtis Funk, the Board of Trustees unanimously passed the motion.</p>
<p>Approval of Meeting Minutes (May 19, 2021)</p>	<p>IV. Upon a motion from Mr. Ben Ferney, with a second by Ms. Louenda Downs, the Board of Trustees unanimously approved the meeting minutes from May 19, 2021.</p>
<p>Structure and Responsibilities Overview</p>	<p>V. An information overview on structure and responsibilities was given by President Brad Mortensen. Highlights included:</p> <ul style="list-style-type: none"> <li>1- Utah System of Higher Education <ul style="list-style-type: none"> <li>a. Structure</li> <li>b. Responsibilities</li> <li>c. Strategic Plan</li> </ul> </li> <li>2- Weber State University Board of Trustees <ul style="list-style-type: none"> <li>a. Statutory Responsibilities</li> <li>b. USHE Delegated Authority</li> <li>c. Trustee Bylaws</li> <li>d. Trustee Committee Charters</li> <li>e. Trustees College Liaison Assignments</li> </ul> </li> <li>3- Weber State University Overview</li> <li>4- Weber State University Organization, Structure, and Shared Governance</li> </ul>

<b>Action Items</b>	VI. The following action items were brought before the trustees:
Bylaw Amendments Changes	1- Bylaw amendment changes were discussed with a proposal to rename the title of the Personnel & Academic Policy Committee to Academic Policy Committee.
<b>ACTION</b>	Upon a motion by Mr. Don Salazar to amend the Trustee Bylaws and rename the title of the Personnel & Academic Policy Committee to Academic Policy Committee, with a second by Mr. Ben Ferney, the motion passed unanimously.
2021-22 Committee Charters	2- Revisions to 2021-22 Committee Charters were reviewed and discussed.
<b>ACTION</b>	Upon a motion by Ms. Louenda Downs to approve revisions to the 2021-22 Committee Charters, with a second by Mr. Curtis Funk, the motion passed unanimously.
Committees and College Liaison Assignments	3- Committees and College Liaison Assignments for 2021-22 were reviewed by the Trustees.
<b>ACTION</b>	Upon a motion by Mr. Don Salazar to approve the 2021-22 College and Committee Liaison Assignments with a second by Mr. Ben Ferney, the Board of Trustees unanimously approved the motion.
Required Annual Trustee Trainings	<p>VII. Mr. Morris Haggerty, Assistant Attorney General, gave a review and training on conducting open meetings. His presentation included: 1- Giving public notice. 2- Keeping meeting minutes and posting them within 30 days. 3- Closed meeting guidelines. 4- Review of cabinet, Faculty Senate, and committee meetings. 5- New guidelines pertaining to electronic meetings and documenting chat messages.</p> <p>Ms. Stephanie Hollist, Deputy General Counsel, reviewed ethics and fiduciary duties, including: 1- Duty of loyalty. 2- Duty of care. 3- Conflicts of interest, which must be disclosed and managed. The areas of conflict reviewed were: Use of information, use of position, independent judgement, gifts and compensation, ethics act-business interest, assisting in transactions, and process.</p>
Approve Trustee 2021-22 Meeting Schedule	VIII. Chair Cutrbus presented the Trustee 2021-22 meeting schedule for approval.

**ACTION**

Upon a motion by Mr. Ben Ferney to approve the Trustee 2021-22 meeting schedule, with a second by Ms. Louenda Downs, the motion passed unanimously.

**MORNING  
BREAK**

**Information:  
Trustee  
Orientation**

Nasdaq  
Boardvantage  
Overview

IX. After the morning break, the following information items were presented:

1. A Nasdaq Boardvantage overview was given by Ms. Sherri Cox showing Trustees where to find information in the digital board manual such as: Bylaws, charters, committees, college liaison assignments, events schedule, fiduciary duties and responsibilities, and closed meeting guidelines.

2021-22 Conflict  
of Interest  
Disclosure Form

2. The 2021-22 conflict of interest disclosure form was reviewed by Ms. Cox with the Trustees, as they will each need to fill out and have a notarized signature on the form.

Upcoming Events

3. Ms. Cox talked about the upcoming events that are listed in each agenda packet for Trustees to review which gives details and zoom links for events they may have an interest in attending.

Media Relations

4. A media relations review and tips for Trustees was given by Mr. John Kowalewski. His presentation included several tips of advice for interaction with the media by Trustees. Different examples were given to show proper responses and how to handle situations they may encounter.

Campus Master  
Plan

5. Mr. Mark Halverson shared the campus master plan (long term). His presentation consisted of the annual USHE policy review, capital development (5-10 year plan), Ogden, Davis, and West campus construction projects. Also included was a video of the route the bus rapid transit system (BRT) will take through campus.

Emergency  
Response and  
Campus Safety

6. Mr. Dane LeBlanc presented a review on campus safety. He discussed several programs that are in place on campus including: The Emergency Planning program, the Clery Compliance program, the Pandemic

program, and the Active-Shooter Training program. Vice President Norm Tarbox indicated that university safety and the police department have taken every precaution to be prepared for situations similar to the University of Utah shooting. Dane is viewed as probably the most knowledgeable in the state concerning this and is proactive in preparation. The Events Coordination Committee has trained for earthquakes, and worked with SWAT from Ogden City. We have protocols and people in place if needed.

Enterprise Risk Management

7. Mr. Abel Mkina presented an Enterprise Risk Management review which included how the committee handles risk management from an operations perspective. A top-risks heat map showing safety/catastrophic events of most concern included: Active shooter, pandemic, sexual assault on campus, data breach and cybersecurity. The Events Coordination Committee meets quarterly or as needed and reviews all events on campus, including student events.

LUNCH BREAK

**Information:  
University  
Updates**  
Strategic Plan:  
Weber State  
Amplified: A 5-  
Year Plan for  
Growth

- X. Following the lunch break, the following Information: University Updates were presented:
  1. President Mortensen gave an overview and implementation on the new strategic plan titled, "Weber State Amplified: A 5-Year Plan for Growth." This is the first comprehensive strategic plan since 2010-11. Work started on it in February 2020. A SWOT analysis was conducted with 790 students, faculty, staff and community constituents. Strategic planning outcomes were determined. Building on the core themes of access, leaning and community were a priority, along with establishing an equity framework. Five strategic plan goal areas have been developed. The strategic plan will be introduced at the campus Back to School Breakfast on August 23. Dr. Tim Renick will be the keynote at this event.
  2. Fall 2021 enrollment was discussed by Dr. Jessica Oyler. Her presentation gave an update on enrollment trends, which have gone downward more than 10% since fall 2019. She outlined the different methods WSU is taking to increase enrollment, highlighted

Fall 2021  
Enrollment

Seven-year Accreditation Cycle Visit

faculty and staff that are working to reach out to potential students, discussed texts and email messages sent to students, financial aid initiatives, and marketing taking place. Moving forward, there is a plan in place to target specific demographics, focus on retention efforts, create an overarching plan for student communication, and utilize data to inform processes and address issues.

3. The upcoming seven-year accreditation cycle visit was discussed by Dr. Eric Amsel. October 18-20, 2021, the Northwest Commission on Colleges and Universities (NWCCU) team will be conducting the review of the university and examine WSU's comprehensive study plan. The accreditation report shows progress has been made by students in low-income, ethnic-minority, and first-gen students over the last five years.

Comprehensive Fundraising Campaign

4. The comprehensive fundraising campaign was discussed by Vice President Betsy Mennell. Campaign planning includes: Campaign definition, comprehensive campaign defined, planning phase (1-2 years,) and silent phase (3-4 years.) FY2021, the first year of counting was the third highest fund-raising total year in WSU history. Dr. Mennell stressed the importance of Trustee involvement for this campaign's success.

USHE R-312-5 Polytechnic

5. President Mortensen engaged in a Utah Board of Higher Education (UBHE) polytechnic discussion. R312 policy changes adopted section 5 on polytechnic education. Dixie State University has adopted the polytechnic model with all their changes. Discussion included the possibility of institutions seeking polytechnic designation from UBHE. The importance of WSU potentially seeking this designation was discussed. Polytechnic is about how, not who we educate. It could be a badge for our university. Further discussion will take place concerning this designation and how it fits into the strategic plan.

**Action Items**

X. The following action items were presented:

Northern Utah Development Foundation Intergovernmental Agreement

1. Mr. Rich Hill discussed the Northern Utah Development Foundation Intergovernmental Agreement. The Northern Utah Venture Fund was introduced as an interlocal agreement to assist businesses financially for community growth locally rather than having to go to outside

entities. Davis and Weber counties have signed off on the interlocal agreement and have received approval from Regents' Rules to move forward. Each entity in the coalition will have one representative on the Board of the Northern Utah Development Foundation. The university should report to the business committee quarterly to track the progress of the project to satisfy WSU Trustees' fiduciary responsibilities. The decision brought before the Board of Trustees today is to approve the interlocal agreement.

**ACTION**

Upon a motion to approve the Northern Utah Development Foundation interlocal agreement made by Ms. Louenda Downs, with a second by Ms. Karla Bergeson, the motion passed unanimously by the Board of Trustees.

Department Chair Approval

2. Provost Ravi Krovi discussed department chair approval for Molly Sween, Criminal Justice Department in the College of Social & Behavioral Sciences.

**ACTION**

Upon a motion by Mr. Don Salazar to approve Molly Sween as department chair for the Criminal Justice Department in the College of Social & Behavioral Sciences, with a second by Mr. Ben Ferney, the motion unanimously passed.

USHE Performance Metrics

3. USHE Performance Metrics were discussed by President Mortensen. USHE would like Trustees to make recommendations on their statewide attainment goals for five-year metrics for 2027 at the September 2021 USHE meeting. We have set our recommendations based on the growth in our region, rather than based on the Salt Lake schools where USHE took their growth statistics from.

**ACTION**

Upon a motion to approve the proposed metrics by Ms. Louenda Downs, with a second by Mr. Ben Ferney, the motion passed unanimously.

AFTERNOON BREAK

Action: 2021-22 Trustee Meeting Special Discussion

- XI. Following the afternoon break, President Mortensen presented 2021 Trustees meeting special discussion topics for selection. Different topics were presented by Vice President Brett Perozzi with Student Affairs, Provost Krovi



Topics Selections

with Academic Affairs, University Advancement topics by Vice President Mennell, and other topics by Vice President Norm Tarbox, Assistant Vice President Adrienne Andrews, Vice President Bret Ellis, President Mortensen, and Chair Kearston Cutruba. Following the presentation of topics and discussion, the Trustees each voted for their top nine choices. Results were recorded for final selection of topics to be presented at future Board of Trustees meetings.

Discussion,  
Follow-up, and  
Questions

XII. Discussion, follow-up and questions took place with the following items:

1- Vice Chair Karla Bergeson asked what kinds of things the Board of Trustees can do to help the organization stay true to its mission and true to its values through effective execution of strategy. President Mortensen answered that the topics we share with what Trustees pick can help us demonstrate how we are functioning. The Trustees liaison is another way the trustees can help build relationships and experiences with deans. Chair Kearston Cutruba added that Trustees can gather information on businesses that they have relationships with for potential partnership.

Meeting  
Adjourned

XIII. With all agenda items completed and business finished, the meeting adjourned at 3:45 p.m.