

Minutes
Weber State University
Board of Trustees
Nov. 8, 2018 – 9:30 a.m.
Betty Hess Lampros Boardroom (MA Room 319)
3850 Dixon Parkway, Ogden, UT 84408

Trustee Members:

Ms. Karla Bergeson
Mr. Marty Carpenter
Ms. Danielle Croyle
Ms. Kearston Cutrubs
Ms. Karen Fairbanks
Mr. Nolan Karras (Chair)
Mr. Scott Parson
Mr. Don Salazar
Mr. Jordan Slater
Mr. Jeff Stephens

Weber State University Representatives:

Dr. Norm Tarbox, Interim President, Vice President for Administrative Affairs
Dr. Madonne Miner, Provost
Dr. Brad Mortensen, Vice President for University Advancement
Dr. Brett Perozzi, Vice President for Student Affairs
Dr. Bret Ellis, Vice President for Information Technology
Mr. Richard G. Hill, General Counsel
Ms. Stephanie Hollist, Deputy General Counsel
Ms. Jackie Shafer, Chair, Staff Advisory Committee
Dr. John Kowaleski, Executive Director, Marketing and Communications
Dr. Yasmen Simonian, Dean, Dumke College of Health Professions
Dr. Cass Morgan, Program Director and Assistant Professor of Outdoor & Community
Recreation, Dept. of Health Promotion and Human Performance
Ms. Becky Thompson, University Advancement Events Manager
Ms. Sherri Cox, Administrative Associate

Guests:

Ms. Jesselie Anderson, Utah Board of Regents

Press:

No members of the press were present

Welcome

Approval,
Ratification of
Meeting Minutes
(Oct. 11, 2018)

Dean's
Presentation
(Dr. Yasmen
Simonian)

Faculty Report

Campus Safety

- I. The meeting convened at 9:35 a.m.
- II. Vice Chair Ms. Kearston Cutrubus welcomed those in attendance.
- III. Upon a motion from Mr. Scott Parson, with a second by Ms. Danielle Croyle, the Board of Trustees unanimously approved the meeting minutes with corrections for Oct. 11, 2018.
- IV. Dr. Yasmen Simonian, Dean, Dumke College of Health Professions, gave the [attached overview](#) of the college.
- V. Dr. Cass Morgan, Program Director and Assistant Professor of Outdoor & Community Recreation, Dept. of Health Promotion and Human Performance, gave a [faculty report](#) on The Outdoor & Community Recreation Education program. Highlights included:
 1. Program growth resulting in: 56 declared majors, three faculty members and one staff member. The number of academic courses offered tripled and the number of activity-based courses offered, open to all students across campus, was doubled.
 2. Plans are in place to provide, in partnership with the Business School, an Outdoor Recreation Entrepreneurship Emphasis. WSU will be the only institution in the state that offers this.
 3. Program challenges, because this is a discovery major, include: a- Finding ways to educate advisors, students and the community about the program.
b- Need for better marketing to support expanded growth.
- VI. Interim President Norm Tarbox addressed Campus Safety in the [attached handout](#). Safety on campus is the number one focus. His report included:
 1. A Strategic Threat and Assessment Response (STAR) Team is in place at WSU that meets weekly. They identify, discuss and manage possible risks.
 2. A Student Assistance Intervention Team (SAIT) is a subcommittee to the STAR Team that meets once a month. The committee is comprised of representatives from many departments on campus.
 3. An MOU is in place between the AA/EO office,

	<p>Women's Center, and Police Department to provide necessary protection to both parties of interests that may be involved should a dispute arise.</p>
WSUSA President's Report	<p>VII. Student Body President Jordan Slater gave the attached report on WSUSA involvement and events:</p> <ol style="list-style-type: none"> 1. Campus Safety: O.U.R., sexual assault, and lighting on campus. 2. Events: Good attendance and participation was reported at monthly WSU events. Homecoming was a success and the music at the dance was great. 3. Student Complaints--WiFi <p>Mr. Slater reported that the Activities Vice President of WSUSA resigned; an active search will be underway to fill this position.</p>
Written Reports	<p>VIII. Vice Chair Cutrube acknowledged the President's Report and the Alumni Report. The Staff Advisory Council did not submit a report.</p>
Business Committee Report	<p>IX. Scott Parson, chair of the Business Committee, gave the following two reports with a recommendation to approve both:</p>
Action Items	<ol style="list-style-type: none"> 1. Auxiliaries Enterprise Annual Report: Auxiliaries are the Bookstore, the Student Center, Food Services, Housing, and Student Health Services. A Bookstore review has shown improvements. The committee discussed Day One Access, a new program to give students online access to course materials and textbooks at a reduced rate, rather than hard copies. The program is favorable. 2. Proposed Housing Service Rates: The recommendation is a 2% increase for less popular housing options and a 3% increase for more in demand options was proposed.
ACTION	<p>On a motion to approve both reports made by Mr. Scott Parson, seconded by Mr. Nolan Karras, the Board of Trustees unanimously approved the motion, including the amended housing rates, attached.</p>
Personnel & Academic Policy Committee	<p>X. Ms. Karen Fairbanks, chair of the Personnel and Academic Committee gave the following report concerning three items needing the Board's approval, none of which are</p>

Information Items	<p>controversial:</p> <ol style="list-style-type: none"> 1. PPM 8-12 – Dated guidelines clarification 2. General Education Certificate addition 3. Name Change for Dept. of Geosciences to Dept. of Earth and Environmental Sciences
ACTION	<p>On a motion to approve the reports by Ms. Karen Fairbanks, with a second by Jeff Stephens, the Board of Trustees unanimously approved the motion.</p>
Consent Calendar	<p>XI. Upon a motion by Mr. Nolan Karras to approve the Consent Calendar items, with a second by Mr. Marty Carpenter, the motion passed unanimously.</p>
Commencement Details	<p>XII. Ms. Becky Thompson, University Advancement Events Manager, dispersed college commencement schedules to the Trustees and answered questions.</p>
Board of Regents Member	<p>Ms. Jesselie Anderson, Utah Board of Regents, was given a few minutes to address the Board of Trustees. She was happy to be in attendance as a member of the R&R team and a liaison between the Board of Regents and WSU. She commended WSU on how well we are doing with our programs</p>
Other	<p>XIII. Other items for discussion included:</p> <ol style="list-style-type: none"> 1. A reminder of the Community Education Center ribbon tying ceremony at 5:00 p.m. on Thursday, Nov. 15, 2018. 2. Rich Hill, General Counsel, discussed criteria for holding closed meeting sessions. A handout was provided listing the guidelines. 3. A recommendation was made by Scott Parson to include in future Board of Trustees agenda a reference sheet documenting closed meeting rules.
Meeting Adjourned	<p>XIV. With no further items, the meeting came to a close.</p>



**Good Morning
From
The Dumke College of
Health Professions
(DCHP)**

DCHP is the Largest College at WSU

4 Programs in the Top 10 Most Graduates (5yr total)

1. Nursing	3,616
2. Radiologic Sciences	1,144
6. Medical Laboratory Sciences	737
10. Health Administrative Services	641





WEBER STATE
UNIVERSITY

changing minds

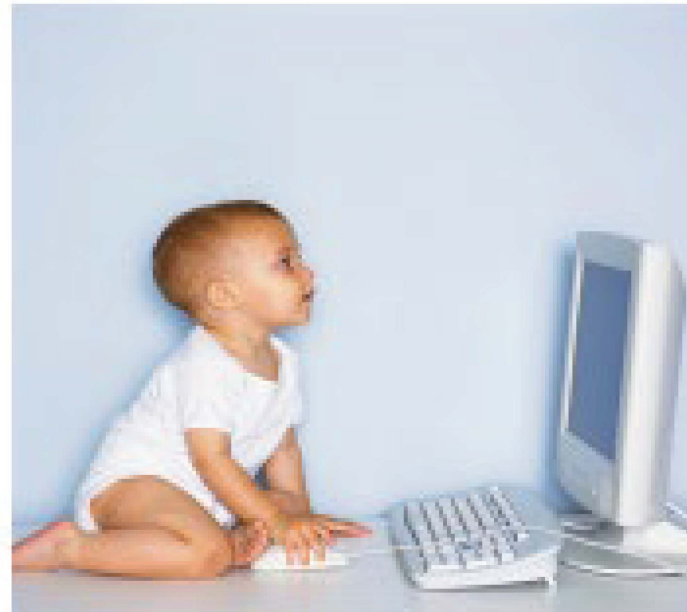
DR. EZEKIEL R. DUMKE
— COLLEGE OF —
HEALTH PROFESSIONS

weber.edu/chp

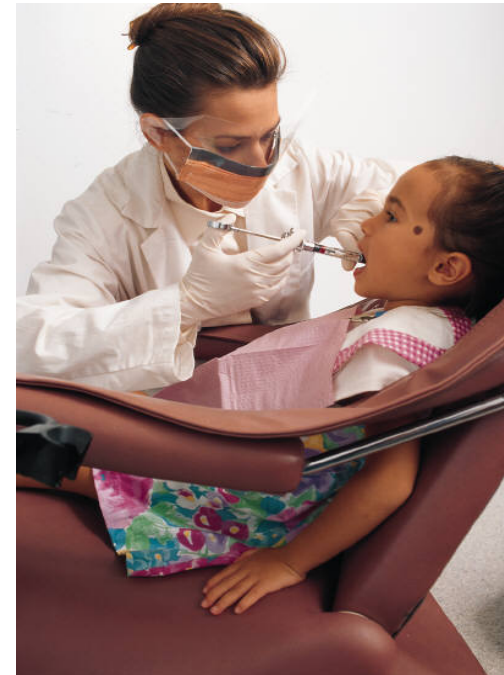
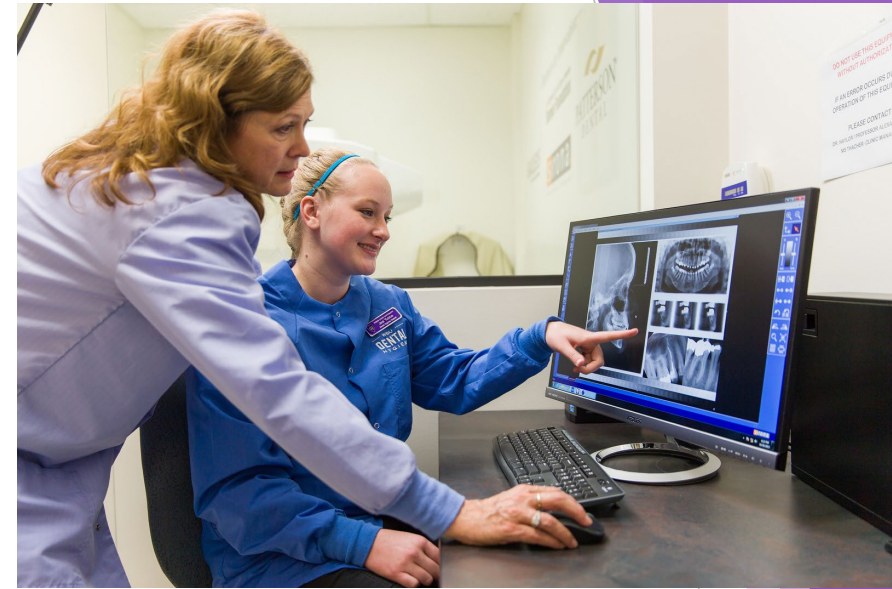
DCHP Offers Stackable Programs: AS, AAS, BS and MS

- ▶ Face to Face and Online
- ▶ MHA, MSN, MSRS, MSRT
- ▶ We all work together as a healthcare team
- ▶ Interprofessional Education (IPE) in healthcare - course designations

Online Courses World Wide



Dental Hygiene



Dental Hygiene - DH

- ▶ Community Connections
 - ▶ Midtown and VA Hospital
- ▶ Cone beam Research Project: continue collaboration with Radiologic Sciences imaging project
- ▶ Offer CE courses for the workforce
- ▶ Partnership with U of U School of Dentistry

Emergency Healthcare



Emergency Healthcare - EH

- ▶ Increased enrollment
- ▶ Added remote cohorts
 - ▶ Labs in Moab, Jackson Hole, Cedar City, Elko, vernal and more.
- ▶ Graduated the first BS degree grads
- ▶ National Accreditation Site Visit 12/10-11

Health Sciences provide Foundation and tracks for all programs in DCHP



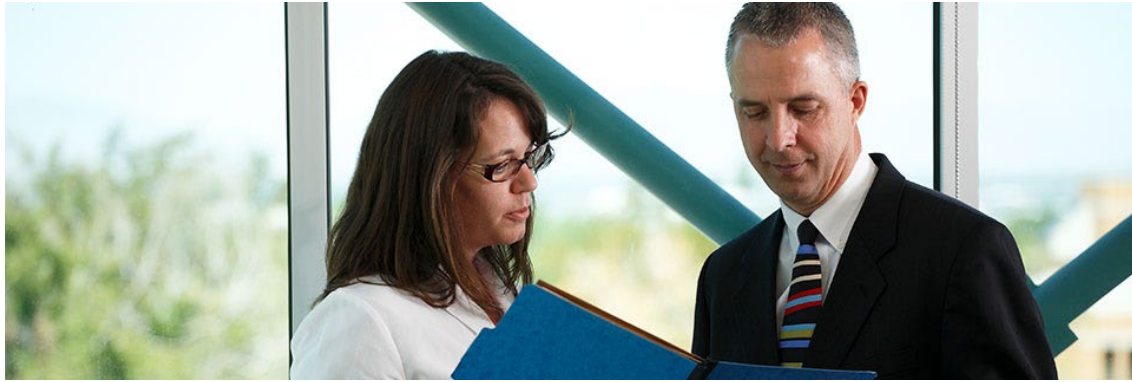
Health Sciences - HS



They are working with the U of U Medical Center on an EEG tech program where students obtain a BIS with Neuroscience, HS, and one other emphasis. It will contain up to 60 students/year.

Health Administrative Services

HIM, Certificates, Public Health, MHA, EMHA



Health Administrative Services (HAS)

- ▶ Started Public Health BS program
- ▶ They are promoting the post-acute nursing administration certificate program.
- ▶ On the - Top 15 Bachelor's in Long Term Care Administration 2018-2019
- ▶ #2 for 2019 Best Online Colleges Offering Bachelor's in Healthcare Informatics Degrees
- ▶ #17 for 2019 Most Affordable Online Colleges Offering Medical Billing & Coding Certificates
- ▶ And many more...

Medical Laboratory Sciences



They have isolated macrophages from municipal waste water that are specific for infecting *Pseudomonas aeruginosa*, which is their model organism for biofilm production and is a known pathogen in cystic fibrosis.



Annie Taylor Dee School of Nursing - ATDSON



ADN(ATC)
BSN
MSN
FNP
DNP*



School of Radiologic Sciences



November
8th is World
Radiology
Day
Radiologic
Sciences

School of Radiologic Sciences

- ▶ **Partner with all the programs in DCHP**
- ▶ **From the School of Radiologic Sciences there are:**
 - ▶ 20 military students who have applied to the program and are awaiting acceptance.
 - ▶ 30 military students who have been accepted and are in the registration process.
 - ▶ 22 military students who have been accepted and taking coursework.
 - ▶ 1 military student who has completed and is scheduling their certification exam.
 - ▶ 1 military student who is close to completion

Respiratory Therapy



Respiratory Therapy REST

- ▶ Many national awards
- ▶ REST program received the “Distinguished RRT Credentialing Success” for the 5th year in a row detailing >90% on highest professional credential over a three year average.
- ▶ Exemplary Collaboration Award 2018
- ▶ Funding for smoke free campus
- ▶ Started programs in Xi'an, China and Ghana.

Northern Utah Health Education Center

The Northern Utah Area Health Education Center's
(NUAHEC)

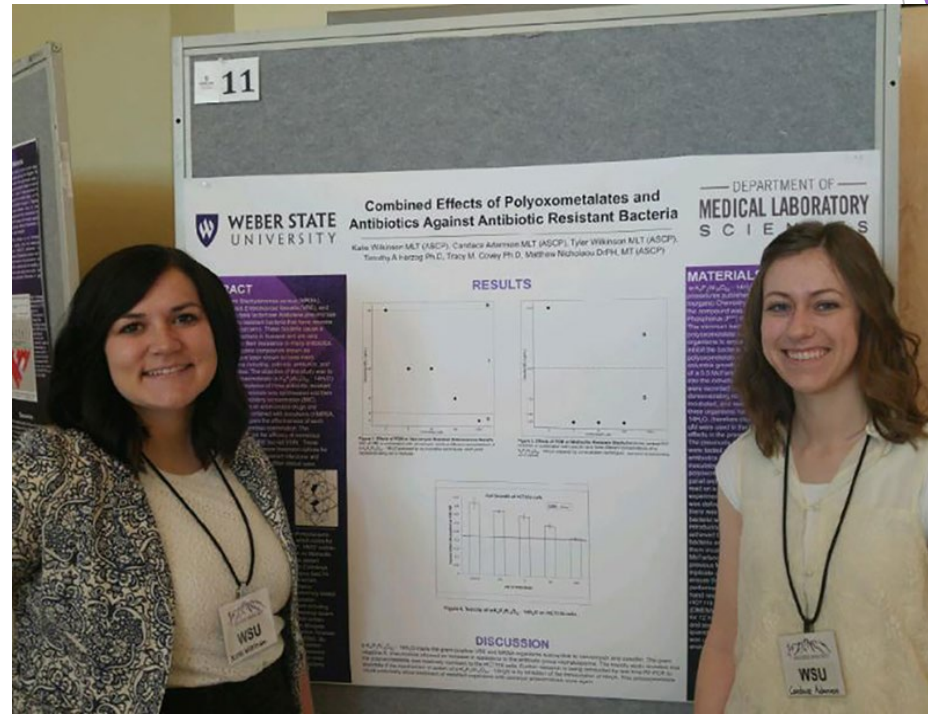
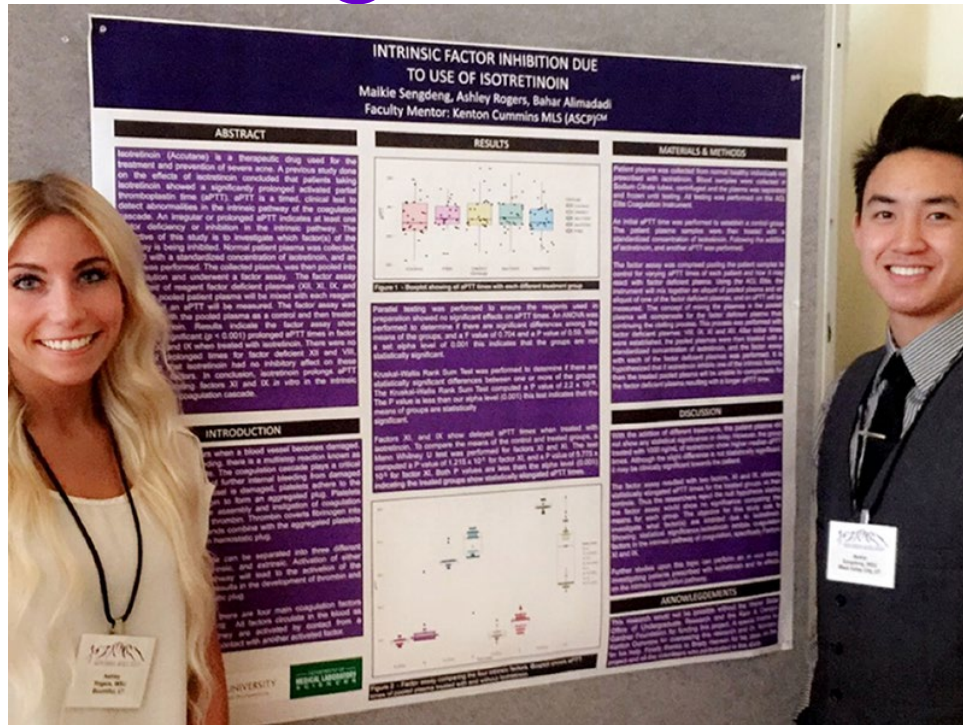
Pre-Health Sciences Scholar Program had/has:

14 scholars who completed Spring 2018

21 Scholars who will complete Fall 2018

20-25 Scholars who will join us Spring of 2019

Undergraduate Research



Ogden Medical Surgical Society Annual Meeting, poster presentation May 2017

1st place: CRISPR-dCAS9 Suppression of *mecA* Gene in MRSA"

Deven Johnson, Dean Boman, and Spencer Jude

2nd place: Expression of SLC6A3 in persistent ADHD"

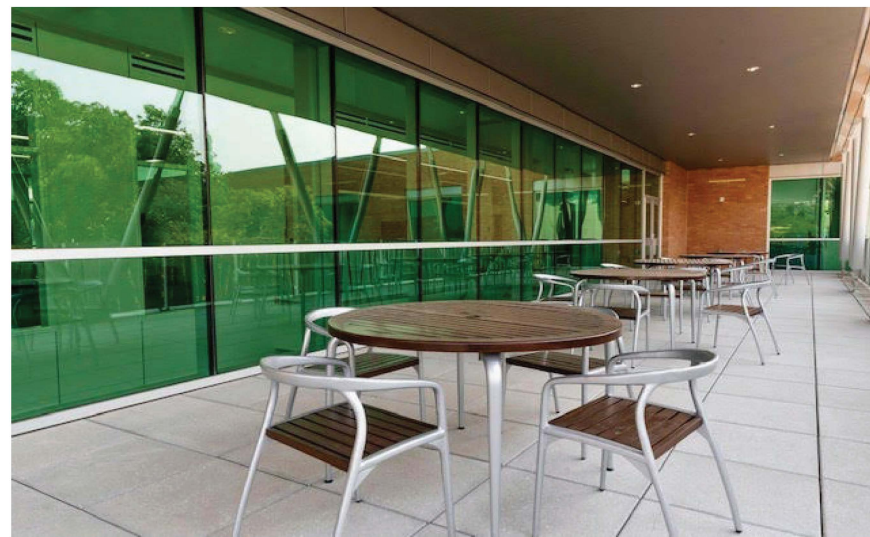
Ryan Anderson, David Merkley, and Lucas Waddoups

3rd place: The Effects of Various Stilbenoids on Motility, Growth, Biofilm Formation and Quorum Sensing of Escherichia Coli O157:H7

Maria Svagr, Angie Cefalo and Dimetri Stasinou.

Interprofessional Education (IPE) in Healthcare





DCHP Lecture Series



Community Service - Locally and Globally



DCHP Future Plans

- ▶ Doctor of Nursing Practice (DNP) Spring or Summer 2019
- ▶ Physician Assistant (PA) Fall 2020 or 2021
- ▶ Move the Athletic Training (AT) MS Program to DCHP Fall 2019
- ▶ Continue with Advanced Interprofessional Education (IPE) in Healthcare with all of our programs and the community
- ▶ Offer additional education on oncology and women's health
- ▶ Continue with development activities
- ▶ Continue to educate the best in healthcare
- ▶ Stay in the cutting edge of healthcare professions
- ▶ Continue with our Global health connections





















WEBER STATE UNIVERSITY

OUTDOOR & COMMUNITY RECREATION EDUCATION

Outdoor & Community Recreation Education Description

The Outdoor & Community Recreation Education (OGRE) program at Weber State University offers students the opportunity to develop the skills, abilities, and knowledge necessary for a career in the recreation industry. The OGRE program welcomed its first cohort in August 2017 with the expressed goal to prepare students to effectively utilize and leverage the recreation industry to promote personal growth, health and wellness, and economic and environmental sustainability. Upon completion of the program, students may pursue front-line and leadership positions in: outdoor retail; outdoor education and/or adventure centers; guiding/outfitting companies; not-for-profit and private camps; resorts, spas and wellness centers; state and national parks; campus recreation; therapeutic programs; youth development programs; municipal parks and recreation departments; and public and private education.

Program Highlights

Faculty: 3 (2 TT, 1 Instructor); Staff: 1

Academic Courses: 24

Activity Courses: 18

- Majors: 56
 - o 37 in the Outdoor Recreation Administration Emphasis
 - o 19 in the Community Recreation Administration Emphasis
 - o Current curricular proposal for an Outdoor Recreation Entrepreneurship emphasis (Fall '19)
- BIS: 11
- Minors: 10

Unique Program Offerings

Field-based experiences & undergraduate research

The OCRE program offers a number of courses that provide students opportunities to apply course concepts in a real-world setting. From engaging in outdoor pursuits (skiing/mountain biking/backpacking) to conducting feasibility studies, to teaching outdoor education in the public schools, the focus of the OCRE program is to provide high quality experiential opportunities that expose and train students to provide recreation experiences that promote physical, social, environmental and economic sustainability.

Study Abroad in partnership with the Foreign Languages Program

The OCRE program has partnered with the Spanish program to offer a 9-credit study abroad experience to Costa Rica. The program focuses on language acquisition, adventure travel and ecotourism. This interdisciplinary effort took its first group of students during the summer of 2018 and is scheduled again for the summer of 2019.

Outdoor product development competition in partnership with the Entrepreneurship Program

Outdoor Weber's inaugural event held in 2018 was a phenomenal success. There were thirty-one declared majors from over 80 participants at 24 schools in 15 states across the US and Canada. The number of page visits to the OutdoorWeber.org website totaled 202,600 while the number of votes cast by student competitors equaled 101,300. The 2018 final awards ceremony featured star of CNBC's "The Profit" and Chairman of Camping World Holdings, Marcus Lemonis. It was at this event that Marcus offered the winning teams opportunities of a lifetime to grow their businesses and get connected with market leaders. Winning teams were awarded over \$40,000 in cash prizes.

Recent notable student research projects

- Interdisciplinary undergraduate research project between OCRE and ECON where students conducted a study for a local non-profit to determine the economic impact of youth skiing events in the Weber County area.

Current Projects for 2018-2019 Academic Year

- Adding a new interdisciplinary emphasis to the major, *Outdoor Recreation Entrepreneurship*
- Working on a workforce development grant focused on recruiting high school youth to the outdoor recreation and tourism sectors in the state.
- Assessing the feasibility of implementing a for-credit, first-year outdoor recreation experience as a recruitment and retention strategy. Evidence suggests students' engagement in outdoor recreation programs promotes university student retention efforts (Bell et al., 2017) and college readiness (Hill et al., 2018).

Program Challenges

- New, "Discovery" major
- Marketing

Campus Safety Committees/Working Groups

o Strategic Threat Assessment and Response (STAR) Team:

- A committee that convenes in a timely manner when made aware of behaviors that pose a threat or has the potential to become violent over time. This committee is comprised of: Human Resources, Legal Counsel, Dean of Students, Affirmative Action/Equal Opportunity, Counseling and Psychological Services and Police Department.

o Student Assistance Intervention Team (SAIT):

- A Subcommittee to the STAR Team that convenes once a month, to discuss behavior issues that do not arise to a level that would involve the STAR team. This committee is comprised of: Dean of Students, Counseling and Psychological Services, Police Department, Housing, Alcohol Substance and Prevention (ASAP), Disability Office and Legal Counsel.

o Memorandum of Understanding (MOU) with Women's Center, Police Department and Title IX Office:

- The MOU is designed to share information between the women's center, police department and Title IX office to build a strong, safe, and vibrant campus community, protecting both the interests of the survivor and the interests of the health and safety of others. This includes safety planning with the victim/survivor to ensure they have a plan in place in the event of an emergency.

Campus Safety Trainings

o Safe@Weber and Haven for Employees:

- Is an interactive, researched-based program, offered through the Weber State Online Portal. It is comprised of comprehensive, intentional and integrated programming initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking.

o Rape Aggression Defense Training (RAD):

- A self-defense program for women, taught by the Police Department, dedicated to helping the campus community's well-being and growth. This program assists individuals in gaining confidence in their own abilities, as well as making them more aware of their surroundings.

o Active Shooter Exercises and Training:

- Weber State University Police Department (WSUPD) conducts Active Shooter Training twice a year to ensure officers are properly trained and prepared for emergency situations.
- Provides training to employees and students on what to do in the event of an active shooter. This provides individuals with critical guidance on how to recognize and survive active shooter situations.
- Conducts full scale exercises with community partners (i.e. local PDs, hospitals, students, faculty and staff) once a year to practice Active Shooter training on a large scale and to ensure all components are working properly and together.

Additional Campus Safety Measures:

- Provides crime prevention and general security and safety awareness presentations to various community groups, including students and employees. This includes information regarding: Sexual assault awareness, domestic violence awareness, dating violence awareness, stalking awareness, campus safety procedures and practices (including encouraging participants to be responsible for their own security/safety and for the security/safety of others on campus).
- Organizes crime prevention and education displays, which are staffed by an officer(s) at various locations throughout the year. This provides an opportunity for Police Department staff to hand out safety-related information, as well as to answer individual questions.
- Police Department (PD) provides a safety-escort service, which is available during and after regular business hours or upon request, seven days a week to students, staff, faculty and visitors.
- PD accesses a network of cameras.
- PD provides victim's information about victim assistance programs and reparations, which include information regarding protective orders, restraining orders and stalking injunctions.
- PD conducts multiple foot patrols throughout an officer's shift, to ensure they are being visible to the campus community. They also make contact with campus community members throughout their foot patrols and build trust and community relations.

WSUSA REPORT

I) CAMPUS SAFETY

- a. O.U.R.
- b. Sexual Assault (USA)
- c. Lights // Safety on Campus
“Campus Is home, and your home
should be safe”

II) EVENTS

- a. Project Lead
- b. Haunted Halloweber
- c. Make a Difference Day
- d. Homecoming

III) Student Complaints

- a. WIFI



WEBER STATE
UNIVERSITY

President's Report

WSU Board of Trustees
Nov. 8, 2018

1. WSU celebrated its 20th **Annual Diversity Conference** on October 4 and 5 with the theme, "Diversity 20 Years Later: Opportunity, Obstacle, or Something Else Altogether?" The theme challenged participants to consider what their perspectives on diversity meant today and if diversity was seen as an opportunity, obstacle, or something else altogether. The conference began at WSU Davis with the inaugural planning committee members who discussed the importance of the Diversity Conference at WSU. The following day, participants took part in the Union Art Gallery opening of a 20-year timeline of previous WSU Diversity conferences, followed by nine workshops, then a keynote presentation by "Blue Eyes, Brown Eyes" adaptor, Jane Elliott. The event concluded with a luncheon and roundtable discussions. Participants included students, faculty, staff, and community partners.
2. Oct. 7, WSU's Taylor Ward and Lindsay Anderson competed in the Chicago Marathon. Ward finished in seventh place with a time of 2:32:42 and qualified for the Olympic Marathon Trials. She is a professor and a graduate student working on her PhD. This was Anderson's first time competing in the marathon.
3. **Black Scholars United (BSU)** kicked off their **50th Anniversary Commemoration** with a banquet on October 11. The theme for this occasion was "Looking back...Stepping Forward" and served to honor past members and accomplishments, while celebrating our current students. Attendees from across campus and throughout the community were on hand for the big event. Founding member and benefactor, Byron Warfield-Graham was on hand to recognize and award the winners of his 50th Anniversary inaugural Essay Contest. BSU will be hosting additional activities throughout the academic year to further commemorate 50 years of continuous service and programming at WSU.
4. Weber State University hosted its annual **STEM Career Fair** on October 17 and **Career and Internship Fair** on October 18. Over 115 unique employers from a broad variety of local and regional industries attended one of these events (and many attended both). Popular employers with students included Dell, Inc., Northrop Grumman, Barnes Aerospace, Intermountain Healthcare, Hill AFB, L3 Technologies, nThrive, ARUP Labs, Biofire Diagnostics, Nutraceutical, Sirius Computer Solutions, Weave, UPS, and the FBI. This was the first time Career Services has held a fall fair focused on all WSU

majors. They will hold a repeat event in the spring to accommodate employers with a later recruiting schedule.

5. WSU hosted a discussion of Utah's Ballot Initiatives during a forum by WSU's Olene S. Walker Institute of Politics & Public Service, Oct. 18 in the Hurst Center Dumke Legacy Hall. The forum featured brief presentations by proponents on both sides of each of the seven issues on this year's ballot.
6. A new complaint process and website for students is going live. When problems or issues arise, there are avenues where students can voice a complaint or appeal a decision. Weber.edu/complaint is a resource for students to learn about how to have their concerns heard by the appropriate individuals, offices or departments on campus.



Weber State University Alumni Association President's Report
WSU Board of Trustees
October 2018

Board of Directors

The annual Alumni Scholarship Luncheon was held on October 16, 2018 at the Lindquist Alumni Center. Invitees included seven Alumni private donors, 15 students receiving Alumni private donor scholarships, and 33 students awarded scholarships through the Alumni Association. Student awardees came to meet their donors and share their thanks for the financial support they have received. In addition, many students told of the impact it has made on their lives and their desire to give back financially in the future. These scholarships are funded by private donations, license plate income, and the annual Alumni Golf Classic.

WSU Salutes 50 year Celebration

This year marked the 50th year of Alumni Awards. The Distinguished Awards Program, as WSU Salutes was originally called, was initiated by the Association Alumni of Weber State College to recognize prominent alumni and community members for their outstanding contributions to Weber State, Utah and the nation. Through the years, the names and number of awards have changed, but the intention has not. This year, we are thrilled to celebrate a half-century of honoring individuals who have enriched the reputation of Weber State through their accomplishments, service and philanthropic support. This year the following individuals were celebrated: Jack Hyer, Michayla Jackson Student Royalty, C. Kent Russell and Annette Mozley Russel Emeirit Royalty, Donna and Ralph Friz, Distinguished Service, Amir A. H. Jackson Lew Shurtliff award for contribution to education, Sarah Callister Sellers, Outstanding Young Alumna, Mark A. Russell Distinguished Alumnus, Richard "Dick" Webber, Emeriti Alumni Lifetime achievement, Robert and Marcia Harris, WSU President Award. A group photo was also done of all past Alumni recipients. A truly wonderful night.

Emeriti

The Emeriti Alumni Council held their regular council meetings in October. At the Oct. 3 meeting, Will Calton was the guest speaker. He shared with the Council his near-death experience climbing Mount Everest. The Council members volunteered at the WSU Salutes 50th Anniversary Awards Ceremony and attended the Homecoming Football game.

Regional Alumni Networks

We had one Regional Alumni Network pre-game tailgate event on Oct 6, in Arizona before the WSU vs NAU football game. Two of our Development Directors attended this event. They were able to connect with about 30 of our Alumni who were in attendance.

Student Alumni Association

On Oct. 16 at the annual WSUAA Scholarship Luncheon, the SAA Council and other WSUAA scholarship recipients joined in on a fun Cat2Cat photo shoot, dawning commencement and graduation regalia to feature the green student philanthropy cord. These photos will be used to generate donations for the Cat2Cat program. On Oct. 20, the SAA hosted at the Coke trailer at the Fan Fest (tailgate) before the WSU vs. Montana State football game. At the tailgate, over 240 cookies and Coke products were distributed to WSU fans, alumni and

students. Additionally, a prize drawing was held for alumni and students. At this event, the SAA also helped generate interest for the WSUAA event on Oct. 26, Fall Fest 2018 - "WSU Night at Gibson's Green Acres".

Young Alumni Council

Oct. 24, the YAC hosted a table at WSUAA's "Build Your Brand" Membership event and recruited mentors for WSU's Leadership to Legacy Mentorship program. At this same event, the YAC promoted Young Alumni's "Fall Fest 2018 – WSU Night at Gibson's Green Acres" event. On Oct. 26, the YAC hosted over 150 students, faculty, staff and alumni at Fall Fest 2018 - "WSU Night at Gibson's Green Acres". At this event, Krispy Kreme doughnuts were handed out, and each participant was given the chance to win a prize giveaway.

Phonathon Highlights

The Fall 2018 phonathon session is wrapping up on November 7, 2018. Constituent participation has performed above projections across all categories and is currently ahead of previous Fall campaigns, resulting in a 29% participation rate. Matching dollar opportunities have also increased this session by 93% (\$3,760 vs \$250 from last Fall session). We are excited to end this calling session with 333 increased gifts, compared to 255 in the Fall of 2017. Credit card participation has also been strong, with 33% of donations procured via credit cards. The WSU Alumni Association blended membership method through the phonathon has resulted in 229 potential memberships through both credit card and pledge gifts. Currently, 122 of these memberships have been completed.

Annual Fund

Annual Fund will kick off the session with a collaborative campaign during the holiday season. The next few months will include a variety of solicitation opportunities including direct mail, e-solicitations, and Day of Giving combined with Love Give Utah on Nov. 27, 2018.

The WSU Alumni Association is thrilled to announce our newest eCommerce option through our system encompass provider, iModules. PayPal will now be a new payment option for donors and available for all commerce forms. This new addition with PayPal will offer a One-Touch (aka One-Click Gifts) and recurring/perpetual transactions to be facilitated. Future options will also include Venmo, supported as a payment method through the PayPal flow for one-time gifts.

Membership Events

On October 23rd we held our *Build Your Brand* event for fall graduates in the Lindquist Alumni Center Garden room. In addition to receiving a one-year new grad Alumni Association membership, graduates had professional headshots taken by the University photographer. Career Services was on site to offer LinkedIn profile advice and review resumes. Weber State University Credit Union was in attendance to offer educational information on understanding credit scores and student loan repayment. The Young Alumni Council advisor was also here to share information on upcoming events, networking opportunities, and other ways to stay involved. *Build Your Brand* serves as a one stop shop for graduates to polish their professional profiles and become acquainted with the Alumni Association and the benefits of being a member.

WSUAA Membership

Total Membership: 1,686

Lifetime: 554

Phone: 219

General: 908

GRAD: 5

[Return to Minutes](#)

**WEBER STATE UNIVERSITY AUXILIARY ENTERPRISES
ANNUAL REPORT FOR THE YEAR ENDED 6/30/18**

Board of Regents Policy R550, Auxiliary Enterprises Operation and Accountability, defines and governs the operation of auxiliaries at each USHE institution. The auxiliaries at Weber State University are: bookstore, student center, food services, housing, and student health services. Policy R550 defines the accounting and reporting requirements for such auxiliaries and outlines an audit and review process that involves an institution's internal auditors and the USHE's Associate Commissioner for Finance and Facilities. Boards of Trustees are also asked to review, approve and forward annual auxiliary reports to the Board of Regents.

WSU's 2017 - 2018 Auxiliary Report is included here. Trustee approval is sought for this report.

Utah System of Higher Education



FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Weber State University

Prepared by: Bea Renkiewicz

Due Date: October 17, 2018

Submission Date: September 28, 2018

Auxiliary Enterprise Category:

INSTITUTION TOTAL

2018

	Actual 2017-18	Budget 2018-19
I. BEGINNING AUXILIARY BALANCE	4,390,667	4,628,346
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	18,434,221	17,661,074
B. Expenditures	16,447,938	17,640,344
C. Net Operating Income	1,986,283	20,730
D. Transfers	-	-
1. Mandatory	-	-
2. Net Non-Mandatory	1,748,604	-
E. Net Change in Fund Balance	237,679	20,730
III. ENDING AUXILIARY BALANCE	4,628,346	4,649,076
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues	-	-
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves	-	-
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Utah System of Higher Education



FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Weber State University

Prepared by: Bea Renkiewicz

Due Date: October 17, 2018

Submission Date: September 28, 2018

Auxiliary Enterprise Category: Campus Stores - Bookstore

2018

	Actual 2017-18	Budget 2018-19
I. BEGINNING AUXILIARY BALANCE	1,762,612	1,896,006
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	8,995,264	9,356,000
B. Expenditures	9,361,871	9,335,270
C. Net Operating Income	(366,606)	20,730
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory	(500,000)	
E. Net Change in Fund Balance	133,394	20,730
III. ENDING AUXILIARY BALANCE	1,896,006	1,916,736
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues	-	-
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves	-	-
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Weber State University Campus Store
Auxiliary Report for the Fiscal Year ending June 30, 2018

Campus bookstores find themselves in a very dynamically changing market. The academic course material landscape has changed in recent years with the proliferation of online competitors, such as Amazon, Barnes & Noble, Chegg.com and ebay.com. Consequently, academic course related material revenues at universities are declining at the same time campus bookstores must invest in a growing assortment of printed and digital course material solutions to address this ever-changing market. Additionally there is an increased focus on student affordability and student success, bookstores who fail to embrace these concepts will face continued financial challenges.

FINANCIAL PERFORMANCE

In evaluating the financial performance of the Weber State University Campus Store (WSUCS) for FY2017-18, it is helpful to review the prior year:

- The Weber State University Campus Store (WSUCS) had an operating loss of (\$1,639,833) for FY2016-17.
- Contributing factors for the loss included a three-year software conversion process (two with Sidewalk, one with Sequoia). Simultaneously while WSUCS was struggling through this software conversion process, bookstores across the nation faced their most competitive period in the last 50 years.
- Over the three years of software conversion, it was clear that weaknesses in general ledger processes created an accumulated accrual error of nearly \$800,000 over two years.

As outlined in the “Summary of Auxiliary Operation”, WSUCS had a net loss of (\$366,606) for the completed fiscal year. This improvement in financial performance from the prior year is attributable to the development and implementation of a “Strategic Plan” over the past year that will continue to be operationalized moving forward over the next three to five years. The plan focuses on a “3-year Recovery Period”:

- FY2017-18: Projected Operating Deficit. Anticipated deficit range of (\$300,000 – (\$500,000).
 - Actual Deficit of (\$366,606) was within projected range.
- FY2018-19: Projected Operating Breakeven Point
 - Projected Net Income \$10,000 - \$50,000
- FY2019-20: Projected Market Return
 - Projected Net Income \$75,000 - \$100,000

STRATEGIC PLAN

The following **operational objectives** were established and guided management decisions to reestablish financial profitability:

- **WSUCS will embrace “student affordability” and “student success”.**
Embracing these concepts blend with the top institutional priorities of

“Affordability” and “Student Success”. Integrating “digital content” into our instructional supplies will be one of our priorities. The success of our “Day One Access” pilot project has launched an institution-wide effort to implement these efforts further. Enhancing dynamic sourcing, rental options, e-books, LMS integration, buyback options are also high priorities.

- Our second priority will be the **on-going financial evaluation of our locations and lines of business and develop strategies for revenue enhancement**. Cost containment is also important. We must be mindful to be fiscally responsible in all dimensions of our operations.
- Our third priority will be the **continued focus on developing profitable non-typical revenue streams** that will provide a more diversified revenue foundation for the future as well as being responsive to emerging institutional needs.

Given these operational objectives, examples of **significant strategic initiatives** implemented during FY2017-18 include:

- Immediate management interventions were deployed over general operations, course materials and technology.
- Completed an external Bookstore Consultant evaluation. The objectives of the consulting visit were to validate the “Strategic Plan”, identify other strategic initiatives and facilitate a future market roundtable discussion. This evaluation was deemed very successful and allowed us to finalize the “Strategic Plan” and initiate operationalizing the plan by unit and lines of business.
- Cost containment of key operational expenses including reducing building rent and higher utilization of Work/Study and 50/50 programs for hourly employees.
- Enhancement of Financial Reporting processes. We are now using the new software to create accrual financial statements 15 days after the end of the prior month. Using these financial statements, we are creating financial projections at key cycle-time periods.
- Course Materials – Enhancements include continued expansion of the “Day-One Access” program, further implementation of “sourcing strategies”, further refinement of course materials projections and updating the institutional course materials policy.
- Technology Department – This department has been redesigned through our management intervention strategy.
- Davis Wildcat Store -- We have initiated a complete operations redesign of the Davis Wildcat Store including the non-replacement of the store manager position.
- Downtown Wildcat Store -- Initiated the implementation of “Start-up Retail, “Start-up Designated Space”, “Start-up Conference Room” and contracting out the café operations.

- Design & Print -- Evaluated equipment needs and invested in new more efficient equipment, eliminated a contract off-set printing position and enhanced marketing.
- On-Line Wildcat Store (i.e., initiated implementation plan for a fully operational On-Line Wildcat Store)
- Concessions (i.e., initiated and implemented concession operations on campus)

The following strategic initiatives are projected to be implemented/completed during FY2018-19:

- Complete the implementation of the Strategic Plan (i.e., by unit and lines of business).
- Cost Containment (i.e., potential consolidation of receiving operations with central institutional receiving, continued focused on utilization of Work/Study and 50/50 programs for hourly employees)
- Course Materials (i.e., continued expansion of “Day-One Access” program, implementation of “sourcing strategies”, refinement of course materials projections, higher utilization of rented course materials)
- Technology Department (i.e., management intervention strategy will continue through FY2018-19)
- Davis Wildcat Store (i.e., implementation of intervention management strategy with an WSUCS executive leadership team member, complete redesign of store operations, establish one store with multiple lines of business orientation, develop and deploy strategy to market services to significant night school student population)
- Concessions (i.e., implement the full utilization of external contractors to provide services)
- Downtown Wildcat Store (i.e., Redirect \$125,000 in Downtown Conference Center Subsidy. revenue realization from “Start-up Retail”, “Start-up Designated Space”, “Start-up Conference Room” and contracted Coffee Shop)
- Design & Print (i.e., revenue realization from investment in equipment, enhanced marketing)
- On-line Wildcat Store (i.e., first stage of implementation for the fully operational On-Line Store)

As campus bookstores across the nation continue to struggle with developing strategies to remain relevant during this dynamic changing market, it is clear that the days of bookstores being the "cash cow" on campus are over. Campus bookstores' ability to subsidize non-profitable operations from textbook sales will continue to diminish. Over the past fiscal year, WSUCS has been engaged in a very intense financial evaluation process. With the development and continued implementation of our comprehensive “Strategic Plan”, we are confident of reestablishing financial profitability.

Utah System of Higher Education



FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Weber State University

Prepared by: Bea Renkiewicz

Due Date: October 17, 2018

Submission Date: September 28, 2018

Auxiliary Enterprise Category: Student Center (Union)

2018

	Actual 2017-18	Budget 2018-19
I. BEGINNING AUXILIARY BALANCE	456,861	482,044
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	2,896,531	2,967,373
B. Expenditures	2,871,347	2,967,373
C. Net Operating Income	25,183	-
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory		
E. Net Change in Fund Balance	25,183	-
III. ENDING AUXILIARY BALANCE	482,044	482,044
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues	-	-
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves	-	-
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Weber State University
Auxiliary Report
Fiscal Year ending June 30, 2018
Shepherd Union

Fiscal Performance

The Shepherd Union financial performance for the past fiscal year saw the Union stay on budget and end the year with a positive net change in the Union's fund balance. Almost all areas of the Union met or exceeded expectations with the Union's conference business leading the way.

The conferencing unit hosted some major conferences such as PGC Basketball Camp and Epsilon Math Camp. Some returning conferences were Utah Boys State, Utah Girls State, and OSMS.

In the fiscal year 2017-2018, the conferencing unit hosted 36 major conferences, 7 high school dances, 9 high school graduations, generating more than \$890,626.40 in revenues.

Foot traffic in the Union remains steady with an average of 10,000 users per day during the academic year and 5,000 per day during summer break and holiday periods. The number of events held in the Union continue to increase.

The overall fiscal picture of the Union is very healthy with revenues coming in at \$2,896,531 and expenditures totaling 2,871,347, which produced a cash fund net increase of \$25,183.41. The total fund balance is \$482,044.42.

Overview & Summary of Services

Solid customer service and meeting the needs of our students are the priorities of the Shepherd Union. We continue to seek ways to improve our services, provide excellent customer service and produce an environment that meets the needs of the entire University community. We measure our performance through various methods including surveys, advisory boards and the annual administration of the EBI Survey of College Unions.

Management Status

The retirement of the Maintenance Manager led to a national search to replace this position which was successfully concluded in February 2018.

Facilities Status

- AV upgrade - Ballroom

- AV upgrade -Wildcat Theatre
- AV upgrade - Senate Room
- Reupholster dining room booths
- Reupholster furniture 3rd floor
- Belltower lounge furniture replacement
- Carpet replacement - remaining small conference rooms
- Carpet replacement - 3rd floor lounges
- Wi-i access points upgraded
- Creation of a lactation room on the 2nd floor

The Shepherd Union received some much needed upgrades and maintenance this past year. A lot of the furniture is beginning to look dated so a lot of resources went into replacing the furniture or reupholstering it when possible. The AV systems in the ballrooms were upgraded, many areas received new carpet, some major maintenance was performed in the Wildcat Lanes machinery, all remaining network wifi access points were upgraded. All the investments made in the Shepherd Union Building were carefully prioritized to provide the best possible experience to our students, faculty, and staff. The building is going on 11 plus years and much of the furniture is in need of updating. We are in year 3 of our five year building plan for the Union building.

Strategic Initiatives

- Upgrade AV in room 404 (sky room)
- Belltower lounge upgrade
- Finish carpeting the 4th floor
- Carpet 3rd floor offices/conference rooms
- Carpet replacement Wildcat lanes and Center for Diversity and Unity
- Upgrade ballroom backdrop, upgrade stage decor
- Repurposing space in Wildcat lanes as a new board game and video game checkout center.
- Replacement of all recycling and trash bins in public spaces

Future Forecasting

The Union building will continue to see some changes to update its interior. Some of the lounges and spaces will be evaluated for effectiveness and overall usage so we can make decisions about future use of the space. The Union will continue to look for opportunities to improve spaces for our students. Finding ways to install additional power in lounges, upgrading AV equipment in conference rooms, and keep things fresh in areas that are looking worn. This year the Union will invest significant resources in our recycling program and in educating our staff and building tenants on sustainability issues. We will work with sustainability to create a new and more visible recycling model. The Union building will continue looking for new sources of revenue.

Utah System of Higher Education



FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Weber State University

Prepared by: Bea Renkiewicz

Due Date: October 17, 2018

Submission Date: September 28, 2018

Auxiliary Enterprise Category: Food Service

2018

	Actual 2017-18	Budget 2018-19
I. BEGINNING AUXILIARY BALANCE	411,496	489,337
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	173,066	100,000
B. Expenditures	95,224	100,000
C. Net Operating Income	77,842	-
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory		
E. Net Change in Fund Balance	77,842	-
III. ENDING AUXILIARY BALANCE	489,337	489,337
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues	-	-
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves	-	-
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Weber State University
Auxiliary Report
Fiscal Year Ending June 30, 2018
University Dining Services

Fiscal Performance

Sodexo and the University have worked together to continue the solid partnership between the two entities by determining the amount of capital funds provided on level of meal plan participation. The university realized a net revenue of \$77,841.65, and retains a strong fund balance of \$489,337.47.

Total retail sales returned to historical norms from the previous year with \$71,943.38 in concession commissions at year-end. Catering commissions decreased by \$37,162.71 from the previous year.

Quality of Services

Dining Services at Weber State continues to be of a consistently high quality, and is value oriented. This is reflected in the results of several assessment programs, surveys, and focus groups conducted by Sodexo and the University. A Food Advisory Committee meets monthly to discuss comments by clientele and look at ways to improve service and food selections.

Sodexo continues to partner with Weber State as an active campus partner. Sodexo has partnered with WSU Clubs and Organizations in the Food Recovery Network (FRC), which delivers surplus, unsold food at least twice per week to non-profit organizations. The aim is to ensure that surplus food feeds people.

In addition, Dining Services continued to provide a range of operations from catering events to operation of convenience stores in the Union and Stewart Wasatch Hall, multiple retail operations within the Union, and providing concessions at major events and sporting events at various locations.

Management Status

Jessica Alford continues as the General Manager after being promoted from Director of Operations in September 2015. Jessica has been with Sodexo at WSU since 2010 and is familiar with the clientele that Sodexo serves at WSU. Sodexo continues to redevelop and expand operations, with the 626 Convenience Store and Tres Habaneros retail outlets fully operational during 2017-2018. Redirection of food options based on clientele demand continues to drive concession sales.

Utah System of Higher Education



FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Weber State University

Prepared by: Bea Renkiewicz

Due Date: October 17, 2018

Submission Date: September 28, 2018

Auxiliary Enterprise Category: Housing

2018

	Actual 2017-18	Budget 2018-19
I. BEGINNING AUXILIARY BALANCE	1,265,373	1,295,508
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	5,418,756	4,286,462
B. Expenditures	3,140,017	4,286,462
C. Net Operating Income	2,278,739	-
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory	2,248,604	
E. Net Change in Fund Balance	30,135	-
III. ENDING AUXILIARY BALANCE	1,295,508	1,295,508
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues	-	-
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves	-	-
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Weber State University
Auxiliary Report
Fiscal Year Ending June 30, 2018
Housing & Residence Life

Financial Performance:

Fall 2017 occupancy was 834. This is 31 less than the previous year. University Village (UV) was 99% full and Wildcat Village (WV) was 80% full.

True Net Income for 2017-2018 (after bond payment) was \$30,135, which left Housing Operations with an ending auxiliary balance of \$1,295,508. With a strong summer conferencing program and close monitoring of expenses, even with lower occupancy than the previous year, Housing & Residence Life stayed in the black.

Overview and Summary of Services:

Over the past year, Housing & Residence Life initiated 148 programs for students. 590 students attended these programs. These programs were each focused on one of 8 motifs: Intellectual, Diversity, Financial, Service, Social, Emotional, Environmental, and Physical. These motifs were adapted from the [holistic wellness wheel](#). Our retention of residents who continued to live in the halls from the previous year was 36%.

Housing demographics were examined in the Fall semester. Some of the highlights were that 55% of our students were freshmen, 53% female, 57% white, 8% African American, 10% Hispanic, 12% international, 89% are less than 23 years old.

This year Housing used the Educational Benchmarking/Skyfactor (EBI) Resident Satisfaction Survey (eighth consecutive year) to gather feedback from students about our programs and services. Residents reported a high level of satisfaction overall with some of the top indicators of program effectiveness being “Room Assignments,” and “Sustainability.” Feedback gathered from students was compiled, and the staff responded to each item about what action had been taken. All sixteen factors were very similar to the previous year survey.

Strategic Initiatives:

The University is undergoing a strategic plan related to increasing enrollment. Beginning in Fall 2018 the Weber Edge program was discontinued for new students. Weber Edge gave out-of-state students, in-state tuition, and required them to live on campus. The new initiatives will give in-state and out-of-state students \$1,000 off tuition if they live on campus. The Ruffalo consulting group believes this, and other initiatives, will increase enrollment and student housing occupancy.

In 2017-2018 Housing & Residence Life completed Program Review which was an internal look at our operation and an external review team that came in and later gave commendations and recommendations.

Management Status:

The Housing and Residence Life office is managed by Campus Living Villages. Dr. Jeff Hurst, Dean of Students, is the University contract administrator. The Director of Housing and Residence Life has been at Weber State for 16 years, providing long term consistency. Dr. Kilcrease has modified his staffing patterns and structure based on needs of students and the University.

Facility Status:

University Village (UV) completed its 16th year at the end of the spring semester. Preventative maintenance and general upkeep has been maintained, however, UV does have several areas of aging concern. Individual air conditioning units and hot water heaters are nearing the end of their life expectancy. Also, normal wear and tear on carpets, furniture, and appliances are showing their age. Housing has maintained a 5-7 year capital improvement plan and continues to address these aging concerns on an annual basis.

Wildcat Village (WV) is a newer facility (7 years old). WV will begin to need capital improvement initiatives in the next 3-5 years, with minor improvements currently needed annually. Housing has begun budgeting and future planning (5-7 year capital improvement plan) for WV.

Future Forecasting:

Through the efforts of Recruitment, Admissions, and the Ruffalo group, Housing anticipated an increase in occupancy beginning in Fall 2018 and we did see a 6% increase at Wildcat Village. Marketing efforts by Housing & Residence Life continue to be strong to attract students to live on campus.

Other:

Partnerships continue with the following entities:

- Sodexo Dining Services
- Facilities Management

Utah System of Higher Education



FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Weber State University

Prepared by: Bea Renkiewicz

Due Date: October 17, 2018

Submission Date: September 28, 2018

Auxiliary Enterprise Category: Student Health Services

2018

	Actual 2017-18	Budget 2018-19
I. BEGINNING AUXILIARY BALANCE	494,324	465,450
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	950,605	951,239
B. Expenditures	979,479	951,239
C. Net Operating Income	(28,874)	-
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory		
E. Net Change in Fund Balance	(28,874)	-
III. ENDING AUXILIARY BALANCE	465,450	465,450
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues	-	-
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves	-	-
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Weber State University
Auxiliary Report
Fiscal Year Ending June 30, 2018
Student Health Center

Financial Performance:

For fiscal year 2018, the Student Health Center (SHC) received an allocation of **\$927,183.00** from student fees and generated **\$23,422.00** from services and prescription sales, for a total of **\$950,605.00** in revenue. The expenses for the year totaled **\$979,479.00**, which left a net income of **(\$28,874)**. The SHC fund balance is **\$465,450.00**. Student fee funding remains the primary source of revenue for SHC.

Overview and Summary of Services:

SHC offers high-quality services provided by experienced healthcare staff who attend to students' needs in holistic ways. Medical providers are available at the Ogden campus to assess and treat a variety of common illnesses and injuries, assisting students in recovering and maintaining health. Such care allows students to focus on their academic performance and persist to graduation. Healthcare services at WSU-Davis are currently on hiatus pending reevaluation of student needs and staffing feasibility.

When laboratory testing is required to confirm a diagnosis or more thoroughly understand a students' medical concern, a moderate-complexity lab certified by the Clinical Laboratory Improvement Amendments (CLIA), is available at the Ogden SHC. When necessary, samples are sent to the Intermountain Health Care (IHC) Central Lab for further evaluation.

X-ray services are also available at the Ogden SHC to aid providers in evaluating student conditions. The utilization of digital x-ray services has improved the speed and accuracy of injury evaluations, including those of home and visiting athletes.

Students who require prescription or over-the-counter medications to aid in their recovery or treatment can obtain them at the on-site Student Pharmacy located in the Ogden SHC. The pharmacy has prioritized the availability of affordable medications for students, including some psychiatric medications prescribed at the Counseling and Psychological Services Center.

The Student Wellness Program, led by a Master Certified Health Education Specialist, provides holistic wellness services ranging from individual coaching to campus-wide programming. The Student Wellness Coordinator also assists WSU in maintaining compliance with federal regulations for drug and alcohol prevention and educational programming.

Strategic Initiatives:

In the coming years, SHC will place significant focus on two initiatives: maximizing utilization of Point-and-Click, our electronic medical records (EMR) system, and reevaluating need and staffing feasibility to resume healthcare services at WSU-Davis.

Having adopted Point-and-Click as our EMR several years ago, SHC is committed to maximizing our utilization of this robust program. Going live with a patient portal, expanding patient-entered medical history information, increasing data capturing, and establishing online appointment scheduling are important process improvements we have identified and plan to undertake in the near future. Such enhancements will have significant benefits for students and providers alike.

After a period of understaffing and underutilization, the SHC at WSU-Davis being reevaluated. Factors to be considered include student needs, recommendations of the Division of Student Affairs Program Review process, and the availability of licensed faculty members from the WSU Nurse Practitioner program to staff clinical hours.

Management Status:

Dr. Dianna Abel was appointed Executive Director of Counseling, Health, and Wellness in September 2016. While she maintains administrative oversight of SHC, Dr. Shawn McQuilkin remains the Medical Director and supervises all medical services provided at both Ogden and Davis SHC offices.

Facility Status:

Furnishings at the Ogden SHC were recently updated, including new waiting room chairs, exam tables, and the addition of a phlebotomy chair. While the facility remains mostly adequate in total space, a remodel to redistribute the space more effectively would be ideal. Such a remodel could streamline the phlebotomy and lab space, enlarge the pharmacy space, reconfigure provider offices, and increase the efficiency of the front desk space. The acquisition of additional space, if possible, could allow the co-location of the Student Wellness Program into SHC. Currently, this program is housed in the Swenson Gym, quite a distance from SHC. This distance places unfortunate limits on referrals and patient consultations.

The Davis SHC is small space comprised of only one exam room, a small lab area, and a small waiting room. While no restroom is available within the center, a public restroom is located nearby for use as needed for specimen collection. Should services resume and utilization warrant at WSU-Davis, the space may need to be reconfigured and/or expanded to accommodate student and provider needs.

Future Forecasting:

The WSU-SHC as a whole is experiencing a revitalization process. With the appointment of a new Executive Director comes an expanded vision and renewed energy toward quality improvement and increased utilization. The near future will involve solidifying this vision and further implementing it in the context of staffing changes. Within the next 3-5 years, the majority of the Ogden SHC staff will either retire or graduate and move on. Significant hiring of new staff will be a consistent challenge. We will seek staff who share our vision of progressing toward eventual accreditation by AAAHC, the Accreditation Association for Ambulatory Health Care, hopefully within the next 5-7 years.

Weber State University
Housing and Residence Life
2019 -20 Room and Meal Plan Rates

Room Rates	<u>Current</u> <u>Academic Year</u>	<u>19-20</u> <u>Academic Year</u>	<u>Single</u> <u>Semester</u>	<u>Annual</u> <u>% Increase</u>	<u>Proposed</u> <u>8 payments</u>
University Village	\$ 4,796	\$ 4,940	\$ 2,532	3.0%	\$ 618
University Village Luxury	\$ 5,280	\$ 5,439	\$ 2,788	3.0%	\$ 680
RH1 and Stewart Wasatch Double	\$ 3,479	\$ 3,549	\$ 1,819	2.0%	\$ 444
RH1 Single w/private bath*	\$ 5,381	\$ 5,543	\$ 2,841	3.0%	\$ 693
Stewart Wasatch Single w/shared bath	\$ 5,073	\$ 5,225	\$ 2,678	3.0%	\$ 654
RH3 Double	\$ 3,345	\$ 3,411	\$ 1,749	2.0%	\$ 427
RH3 Single	\$ 4,867	\$ 5,013	\$ 2,570	3.0%	\$ 627
Super Single	\$ 5,439	\$ 5,602	\$ 2,871	3.0%	\$ 701

Meal Rates	<u>Previous</u> <u>Academic Year</u>	<u>19-20</u> <u>Academic Year</u>	<u>Single</u> <u>Semester</u>	<u>% Increase</u>	<u>Proposed</u> <u>8 payments</u>
Meal Plan	\$ 2,400	\$ 2,500	\$ 1,250	4.2%	\$ 313

Room and Meal Plan Rates**	<u>Previous</u> <u>Academic Year</u>	<u>Proposed</u> <u>Academic Year</u>	<u>Single</u> <u>Semester</u>	<u>% Increase</u>	<u>Proposed</u> <u>8 payments</u>
<u>Housing Unit</u>					
RH1 and Stewart Wasatch Double	\$ 5,879	\$ 6,049	\$ 3,069	2.9%	\$ 757
RH1 Single w/private bath*	\$ 7,781	\$ 8,043	\$ 4,091	3.4%	\$ 1,006
Stewart Wasatch Single w/shared bath	\$ 7,473	\$ 7,725	\$ 3,928	3.4%	\$ 966

*RH1 Single w/private bath - there are only 3 available

**RH1, RH3, and Stewart Wasatch residents are required to purchase meal plans

Board of Trustees
Personnel and Academic Policy Committee
October 11, 2018

Members present: Karen Fairbanks, Jeff Stephens, Madonne Miner, Jordan Slater, Brett Perozzi
Guests: Bruce Bowen, Eric Amsel

1. Personnel Changes were presented to the committee.
2. The following Early Retirement Request was approved by the committee:

Kathy Lee Rhodes, Shipping and Receiving Purchasing Support Services, Total Early Retirement 11/30/2018

3. Presentation to the committee by Dr. Bruce Bowen on the Strategic Enrollment Plan.

Dated Guidelines for the Ranking Tenure Review Process

No. 8-12	Rev. 05-1-18	Date 4-1-79 (formerly 8-23)
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POLICY

The following dated guidelines are established for use in the ranking and tenure review processes each year. ~~Each dated guideline has a deadline of 4pm on the date specified. When a date listed below falls on a Saturday, Sunday, or University Holiday, the deadline due date shall be moved to 4pm on the end of the the following business day.~~ Exceptions to these dated guidelines may be made for a good cause with the approval of the Provost; for example, a deadline may be extended when a date falls on a weekend. The guidelines identify when the ranking tenure evaluation committees are to be established and when these committees and individuals must complete their review of candidates' files. All faculty who will be absent from campus during the year should leave a forwarding address with their department chair. Candidates should receive written notification of the recommendation made at each step of the review process.

Commented [o1]: Should this be changed to "deadline?"

To occur by 4pm on the date specified below:

- Sept 8 The department chair, in consultation with the dean, identifies the names of the candidates for tenure and for advancement in rank and their years of service under the present rank.
- Sept 15 Potential candidates for promotion or tenure during the next academic year are notified by deans as to their opportunity to form their peer review committee a year in advance.
- Sept 15 The faculty in each college shall nominate individuals to go on a college wide ballot for the election of the college Ranking Tenure Evaluation Committee. (PPM 8-16) The college faculty shall also nominate individuals from the college for election to the University Ranking Tenure Evaluation Committee. The individuals making the nominations shall check with the nominees to see if they are both willing and eligible to serve. Names of the eligible nominees shall then be forwarded to the dean for inclusion on the college ballot.
- Sept 22 Faculty members applying for promotion during their final year of the minimum eligibility period or thereafter must request a review in writing to their department chair with a copy to their dean. Nomination for, candidates wishing to receive early advancement in rank and/or early tenure shall be made by this date. If the provost, the dean or the department chair wishes to recommend early advancement in rank or early tenure of outstanding candidates with exceptional qualifications, the recommendation shall be made by this date. Candidates for early tenure/early promotion must adhere to the additional dated guidelines in PPM 8-11, V.

- Sept 22 If a faculty member (candidate), the department chair, the dean or the provost wishes to request an additional tenure review of the candidate they shall do so by this date. ([PPM 8-11](#)).
- Sept 29 The departmental Ranking Tenure Evaluation Committees are established. ([PPM 8-15](#)) The deans shall provide them with copies of the promotion and tenure criteria and with the promotion and tenure summary sheets.
- Sept 29 If the department peer review committee is not to be the department Ranking Tenure Evaluation Committee, then separate peer review committee(s) shall be established by this date.
- Oct 1 The department chair is to inform, in writing, all probationary faculty members up for review and all faculty who are being considered for advancement in rank that their files must be updated by January 15.
- Oct 1 The department chair forwards a list of all departmental candidates for review, for advancement in rank, and for tenure to all departmental faculty members, including those on leave or otherwise absent from campus for the year, and informs these faculty of their right to submit their written recommendations concerning those being considered for tenure or for advancement in rank. These written recommendations must be submitted to the department by January 8. ([PPM 8-17](#))
- Oct 1 The dean informs the provost of the names of the candidates for tenure and for advancement in rank and their years of service under their present rank.
- Oct 1 Annual election of the members of the college Ranking Tenure Evaluation Committee ([PPM 8-16](#)) and election of the college's representative to the University Ranking Tenure Evaluation Committee ([PPM 8-16A](#)).
- Oct 10 The dean convenes a meeting for all college faculty in the tenure review process (any faculty may attend) and for faculty who are being considered for advancement in rank. At that time, the dean distributes to all candidates for tenure and for advancement in rank appropriate tenure and promotion policy criteria and discusses criteria, professional files, tenure and promotion processes, including the dated guidelines for that year, and faculty rights and responsibilities pertaining to tenure and promotion processes. The college Ranking Tenure Evaluation Committee will also attend this meeting to answer pertinent questions from candidates.
- Oct 15 Candidates shall meet with the chair of the peer review committee. At that time the candidate and the chair shall agree upon a schedule for the candidate to provide appropriate documentation of teaching effectiveness for the peer review committee to review and assess.
- Nov 15 The dean convenes the college Ranking Tenure Evaluation Committee to elect a chair and set dates for meetings.
- Dec 10 The results of department peer evaluations shall be placed in the candidates' professional files along with any other materials the committee deems appropriate ([PPMs 8-11](#) and [8-13](#)).
- Jan 8 The department Ranking Tenure Evaluation Committee chair forwards to the candidates copies of the recommendations from the departmental faculty and informs all candidates of their right to prepare a written statement and schedule a personal appearance if desired. (Meetings must not be held prior to one week after such notice.)

Jan 15 The candidate may submit written statements on any information in the professional file to the department chair for placement in the candidate's professional file. Candidates' professional files are completed for review by the department Ranking Tenure Committees.

Jan 16 Candidates' professional files are ready for review by the department Ranking Tenure Committees.

Feb 1 The department Ranking Tenure Evaluation Committee completes its reviews and the chair reports the findings and recommendations of the Committee, in writing, to the candidate and places a copy in the candidate's file. Candidates' professional files are completed for review by the college Ranking Tenure Committee.

Feb 1 College Ranking Tenure Evaluation Committee chairs shall inform candidates, in writing, that they have five (5) working days to request, in writing, a hearing before the Ranking Tenure Evaluation Committee.

Feb 2 Candidates' professional files are ready for review by the college Ranking Tenure Committee.

Feb 16 The college Ranking Tenure Evaluation Committee completes its review of the files and makes their recommendations. The college Ranking Tenure Evaluation Committee chair informs the candidates of the results of those evaluations, in writing, and places a copy in the candidates' files ([PPM 8-18](#)). Candidates' professional files are completed for review by the dean.

Feb 17 Candidates' professional files are ready for review by the dean.

Mar 5 The dean completes his/her reviews and informs the candidates, in writing, of his, her recommendation and places a copy in the candidates' file. The dean notifies the provost of those files that require action.

Mar 6 Candidates' professional files are ready for review by the University Ranking Tenure Evaluation Committee.

Mar 10 All requests for review must be submitted in writing to the University Ranking Tenure Evaluation Committee.

Mar 25 The department chair completes the assessments of the probationary faculty within the department who are in their second year's progress towards tenure and reports his/her findings, in writing, to the candidate, the dean and places a copy of the findings in the candidate's professional file. ([PPMs 8-11](#) and [8-13](#))

Mar 27

The University Ranking Tenure Evaluation Committee completes its review and makes its recommendations.

The University Committee chair shall inform the Provost in writing of the committee's evaluation and recommendations. The University Committee chair shall also give copies of the committee's evaluation and recommendations to the department chair, the dean and candidate and place a copy of this report in the candidates' professional files. Candidates' professional files are completed for review by the provost.

Apr 6 Candidates' professional files are ready for review by the provost.

- Apr 6 The provost completes reviews of all cases where there is a conflict in the recommendations at some level and any other cases he/she sees fit to review. The provost informs each reviewed candidates and corresponding chairs and deans, in writing, of his/her recommendations and places a copy of the recommendation in the candidates's file. In addition, the provost gives a copy of his/her recommendations to the president, if the president desires them. The provost also notifies all candidates of their right to file an appeal on due process grounds within ten working days to the Faculty Board of Review and their right to appeal before the Board of Review ([PPMs 8-20](#) and [9-9](#)).
- Apr 7 The president or the designate forwards the recommendation to the Board of Trustees. (The provost informs faculty members, committee chairs, deans and department chairs of action taken by the Board of Trustees as soon as the Board has acted.) The provost gives timely written notice ([PPM 8-26](#)) to regular full-time faculty members whose contracts will not be renewed at the end of the next academic year or who will be continued with substantially reduced status.

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

Institution Submitting Request: Weber State University
Proposed Program Title: Certificate of Completion in General Education
Sponsoring School, College, or Division:
Sponsoring Academic Department(s) or Unit(s):
Classification of Instructional Program Code¹ : 24.0101
Min/Max Credit Hours Required of Full Program: 34 / 42
Proposed Beginning Term²: Summer 2018
Institutional Board of Trustees' Approval Date:

Program Type:

<input type="checkbox"/>	Certificate of Proficiency	<input type="checkbox"/>	Entry-level CTE CP	<input type="checkbox"/>	Mid-level CP
<input checked="" type="checkbox"/>	Certificate of Completion				
<input type="checkbox"/>	Minor				
<input type="checkbox"/>	Graduate Certificate				
<input type="checkbox"/>	K-12 Endorsement Program				
<input type="checkbox"/>	NEW Emphasis for Regent-Approved Program <i>Credit Hours for NEW Emphasis Only: Min Cr Hr / Max Cr Hr</i> <i>Current Major CIP:</i> <i>Current Program Title:</i> <i>Current Program BOR Approval Date:</i>				
<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.

Please type your first and last name _____ Date: _____

☐ I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

**Utah System of Higher Education
Program Description - Abbreviated Template**

Section I: The Request

Weber State University requests approval to offer the following Certificate of Completion: Certificate of Completion in General Education effective Summer 2018. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

The General Education Certificate of Completion (GE CC) is official proof that a student has completed the general education requirements of an Associate or Bachelor degree. Once awarded, it appears on students' transcripts and is considered part of their permanent record. The GE CC can serve as a valuable credential for many different students.

- a. Students may want the GE CC to lock-in General Education when it is completed because they are considering stepping-out prior to completing an Associates or Bachelor degree. Advisors can help these students appreciate the ease of reentry by completing the certificate prior to stepping-out.
- b. Students who may seek to transfer to another institution may also want the GE CC to lock-in General Education. Again, advisors can help students understand the efficiency for them in locking-in their Gen Ed prior to transfer.
- c. The GE CC may be valuable to high school students who complete the program through concurrent enrollment. These students may also want to lock-in their completion of GE requirements, whether or not they go on to complete their degrees at WSU or other institutions.
- d. Finally, The GE CC may be treated as a meaningful milestone certificate that may motivate students to complete each step towards achieving their academic goal of completing an Associate or Bachelor degree.

WSU can take credit for the GE CC earned by students as part of the total number of degrees and certificates it awards. Furthermore, the certificates would count towards the Governor's goal of having 66% of all working-age Utahans holding a post-secondary credential by 2020.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

Although a GE CC does not lead to a specific occupation, it does offer the benefits of a stackable credential/completion marker. Students who work to complete General Education requirements and eventually awarded the GE CC are enrolled and may later matriculate in an Associate or Bachelor degree program so they are eligible for financial aid. Other USHE institutions with General Education Certificate of Completion include USU, SLCC, Snow, SUU, and USU (see <https://higheredutah.org/students-can-finish-general-ed-requirements-and-easily-transfer-institutions-using-certificates-of-completion/>).

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/.

WSU's Mission is to "provide associate, baccalaureate and master degree programs in liberal arts, sciences, technical, and professional fields." Completing the General Education program is a prerequisite of all these degrees and has a mission to provide students with foundational knowledge and intellectual tools that enhance and transcend their academic program of study. The program's SLO outcomes highlight the content knowledge, intellectual skills, sense of personal and social responsibility, and integrative / applied learning competencies necessary to be ready for to be successful in their chosen program of study and in their personal and professional lives (see <https://www.aacu.org/leap/essential-learning-outcomes>).

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

There are no expenses associated with offering the GE CC.

Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)			
General Education Credit Hour Sub-Total			
Required Courses			
		General Education QL (3-5 credits)	3
		General Education COMP (3-6 credits)	6
		General Education AI (3-6 credits)	3
		General Education IL (1 credit)	1
		General Education LS (3 credits)	3
		General Education PS (3 credits)	3
		General Education LS/PS (3 credits)	3
		General Education HU (3 credits)	3
		General Education CA (3 credits)	3
		General Education CA/HU (3 credits)	3
		General Education SS (6 credits)	6
Add Another Required Course			
Required Course Credit Hour Sub-Total			37
Elective Courses			
Add Another Elective Course			
Elective Credit Hour Sub-Total			
Core Curriculum Credit Hour Sub-Total			37

Propose a NEW Emphasis to an existing Regent approved program

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Students can complete the Gen Ed American Institutions requirement by completing one of three 3-credit courses (POLS 1100, HIST 1700, ECON 1740) or a 6-credit two-course sequence (HIST 2700-2710).

Students can complete the Gen Ed Quantitative Literacy Requirement by completing Math 1030, 1040, 2020, (3 credits), MATH 1050 (4 credits), or MATH 1080 (5 credits).

To complete the Gen Ed Composition requirement (ENGL 2010, 3 credits), students may also have to complete the prerequisite ENGL 1010 (3 credits)

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
Gen Ed SS	3	Gen Ed SS	3
Gen Ed HU	3	GEN Ed COMP (ENG 2010)	3
Gen Ed CA	3	Gen Ed CA/HU	3
Gen Ed AI	3	Gen Ed IL	1
GEN ED COMP (ENG 1010)	3	Gen Ed QL (3 - 5 Credits)	3
Total	15	Total	13
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
GEN Ed PS	3		
Gen Ed LS	3		
Gen Ed LS/PS	3		
Total	9	Total	

**Utah System of Higher Education
Notification of Administrative Unit Change**

Institution Submitting Request: Weber State University

Proposed Effective Date¹: 05/01/2019

Institutional Board of Trustees' Approval Date:

Existing Unit Title: Department of Geosciences

Sponsoring School, College, or Division: College of Science

Sponsoring Academic Department(s) or Unit(s): Department of Geosciences

Proposal Type:

<input checked="" type="checkbox"/>	Name Change of Existing Unit to Department of Earth and Environmental Sciences
<input type="checkbox"/>	Administrative Unit Transfer
<input type="checkbox"/>	Administrative Unit Restructure (with or without Consolidation)
<input type="checkbox"/>	Administrative Unit Suspension
<input type="checkbox"/>	Administrative Unit Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit
<input type="checkbox"/>	Reinstatement of Previously Discontinued Administrative Unit

Administrative Unit Description/Rationale

Briefly describe the changes to the administrative unit.

The Department has offered the Applied Environmental Geosciences (AEG) degree since 1996 and many recent graduates (both Geology and AEG) have sought and found employment in the environmental science sector of STEM careers. Thus, the proposed name change would better represent the career goals of current and future majors.

The Bureau of Labor Statistics predicts that the demand for environmental scientists, hydrologists, and geoscientists will grow at a robust 10-14% (2016-2026), faster than the average rate of job growth, and the American Geosciences Institute projects a workforce shortage of 90,000 geoscientists nationwide by 2022. The proposed name change will help students identify educational opportunities in the College of Science related to environmental issues and the Earth sciences.

Most high schools do not offer a course in geology or geoscience, though some students take a 9th-grade Earth Science course. Many incoming students, however, have at least heard of Earth Science, and some may have taken an AP Environmental Science course grounded in Earth System science. The name change will help students find courses, and possible majors, related to their high school experiences and interests in the environmental field.

Dr. Andrea Easter-Pilcher, Dean
College of Science

19 September 2018

Dear Dean Easter-Pilcher:

On behalf of the entire faculty of the Department of Geosciences, I am writing this letter to seek your approval to change our departmental name to “**Department of Earth and Environmental Sciences**.”

As you know, for the past two years the faculty of the Department of Geosciences have been working to revise the curricula of our degree programs (Geology, Applied Environmental Geosciences, Earth Science Teaching), with the goal of better preparing future geoscientists for the challenges of the 21st century. As part of this effort, we have participated in NSF-sponsored summits on *The Future of Undergraduate Geoscience Education*, and Fall semester 2017 we held a departmental retreat, facilitated by the National Association of Geoscience Teachers (NAGT), on how to incorporate sustainability into the curricula. As part of this process we have asked ourselves "what changes do we need to make to best serve students in the future?" This semester we will submit substantial curricular changes to our Geology and Applied Environmental Geoscience degrees, to take effect Fall 2019. As part of these changes, and looking to our future, we think a change in department name to "Earth and Environmental Sciences" is in the best interest of our department, the College, and the University.

Our rationale for the name change is based on the following:

- (1) We have offered the Applied Environmental Geosciences (AEG) degree since 1996 and many of our recent graduates (both Geology and AEG) have sought and found employment in the environmental science sector of STEM careers. Thus, we feel the proposed name change would better represent the career goals of current and future majors.
- (2) The proposed curricular revisions will provide future majors with stronger preparation in environmental geoscience and sustainability, in line with expected changes in the STEM workforce. The Bureau of Labor Statistics predicts that the demand for environmental scientists, hydrologists, and geoscientists will grow at a robust 10-14% (2016-2026), faster than the average rate of job growth, and the American Geosciences Institute projects a workforce shortage of 90,000 geoscientists nationwide by 2022. We want to recruit and train future environmental geoscientists to help meet this demand.
- (3) The proposed name change will help students identify educational opportunities in the College of Science related to environmental issues and the Earth sciences. At present, most geoscience students are "found majors", recruited from general education courses. Most high schools do not offer a course in geology or geoscience, though some students take a 9th-grade Earth Science course. We therefore suffer from poor name recognition. Many incoming students, however, have at

least heard of Earth Science, and some may have taken an AP Environmental Science course grounded in Earth System science. The name change will help students find courses, and possible majors, related to their high school experiences and interests in the environmental field.

(4) A quick Google search reveals that many former departments of Geology have changed their name to Earth and Environmental Sciences, which better represents the future of our evolving discipline (a partial listing is attached). Many EES departments also participate in a cross-disciplinary Environmental Science BS program. Considering the energy and expertise that recent hires in the College of Science have brought to WSU, we think the CoS is now in a very strong position to build a new, cross-disciplinary Environmental Science degree. As a central and critical component of any such program, the Department of Earth and Environmental Sciences wishes to take the lead in facilitating collaborations with other CoS departments to create such a degree at Weber State.

No changes in faculty or staff are required to support this proposed change, which was discussed with representatives from the other UHSE geology/geoscience/Earth science departments at the recent "Geology Majors Meeting" (26 March 2018). I also discussed this proposed name change with our Geosciences Advisory Council during its Spring Meeting (2 April 2018). Both groups are supportive of the proposed change. If this name change is approved, we will be the first and only Department of Earth and Environmental Sciences within the USHE system, which positions us more strongly to attract and serve students pursuing careers in this growing job sector.

Thank you for your consideration of this request and please let me know if you have any questions.

Sincerely,

Richard L. Ford, Chair
Department of Geosciences

A Selective List of Former Departments of Geology/Geoscience that are Now Named *Earth and Environmental Sciences* -- and the Undergraduate Degrees They Offer:

Michigan State University / Dept of Earth and Environmental Sciences

B.S. Geological Sciences

B.S. Environmental Geosciences

University of Michigan / Dept of Earth and Environmental Sciences

B.S. Earth and Environmental Sciences

Boston College / Dept of Earth & Environmental Sciences

B.S. Geological Sciences

B.S. Environmental Geoscience

Northern Arizona University / School of Earth Sciences and Environmental Sustainability

B.S. Geology

B.S. Environmental Science

B.S./B.A. Environmental and Sustainability Studies

Rensselaer Polytechnic Institute (RPI) / Dept of Earth & Environmental Sciences

B.S. Geology

B.S. Environmental Science

B.S. Hydrogeology

California State University campuses:

~Fresno State University / Dept of Earth and Environmental Sciences

B.S. Geology

B.S. Environmental Science

~CSU East Bay / Dept of Earth and Environmental Sciences

B.S./B.A. Geology

B.S. Environmental Science

~CSU Chico / Dept of Geological and Environmental Sciences

B.S. Geology

B.S. Environmental Science

University of Rochester / Dept of Earth and Environmental Sciences

B.S./B.A. Geological Sciences

B.S. Environmental Science

B.A. Environmental Studies

B.S. Geomechanics (i.e. geophysics)

Tulane University / Dept of Earth and Environmental Sciences

B.S. Geology

B.S. Environmental Earth Science

Brooklyn College (CUNY) / Dept of Earth and Environmental Sciences

B.S./B.A. Earth and Environmental Sciences

University of Iowa / Dept of Earth & Environmental Sciences
B.S./B.A. Geoscience
B.S. Environmental Science

University of Northern Iowa / Dept of Earth & Environmental Sciences
B.A. Earth Science
B.A. Environmental Science

University of Minnesota Duluth / Dept of Earth & Environmental Sciences
B.S. Geological Sciences
B.S. Environmental Science

Wright State University / Dept of Earth & Environmental Sciences
B.S./B.A. Earth & Environmental Sciences

New Mexico Tech / Dept of Earth & Environmental Science (singular)
B.S. Earth Science
B.S. Environmental Science

University of New Orleans / Dept of Earth & Environmental Sciences
B.S. Earth and Environmental Sciences

Indiana State University / Dept of Earth & Environmental Systems
B.S. Earth and Environmental Sciences
B.S. Human & Environmental Systems

Furman University / Dept of Earth & Environmental Sciences
B.S./B.A. Earth and Environmental Sciences
B.S. Sustainability Science

Vanderbilt University / Dept of Earth & Environmental Sciences
B.A. Earth & Environmental Sciences

Columbia University / Dept of Earth & Environmental Sciences
B.A. Earth Science
B.A. Environmental Science

University of Pennsylvania / Dept of Earth & Environmental Science (singular)
B.A. Earth Science
B.A. Environmental Studies

Susquehanna University / Dept of Earth & Environmental Sciences
B.S. earth and Environmental Science
B.S. Ecology
B.A. Environmental Studies

Temple University / Dept of Earth & Environmental Science (singular)
B.S./B.A. Geology
B.S. Environmental Science

Long Island University (Post Campus) / Dept of Earth & Environmental Science (singular)

B.A. Geology

B.S. Environmental Science

B.A. Earth System Science

B.A. Environmental Sustainability

University of Illinois at Chicago / Dept of Earth & Environmental Sciences

B.S. Earth & Environmental Sciences

Boston University / Dept of Earth & Environment

B.S. Geophysics and Planetary Science

B.S. Marine Science

B.A. Earth and Environmental Science

B.A. Environmental Analysis and Policy

Temple University / Dept of Earth & Environmental Science (singular)

B.S./B.A. Geology

B.S. Environmental Science

University of Texas at Arlington / Dept of Earth & Environmental Sciences

B.S./B.A. Geology

B.S. Environmental Science

B.S. Geoinformatics

University of Kentucky / Dept of Earth and Environmental Sciences

B.S./B.A. Geology

University of Mary Washington / Dept of Earth and Environmental Sciences

B.S. Geology

B.S. Environmental Geology

B.S. Environmental Science

Lehigh University / Dept of Earth and Environmental Sciences

B.S./B.A. Earth and Environmental Sciences

University of Maine Farmington / Dept of Earth and Environmental Sciences

B.S. Earth and Environmental Sciences

New Jersey City University / Dept of Earth and Environmental Sciences

B.S./B.A. Geology

B.S./B.A. Environmental Science

Florida International University / Dept of Earth and Environment

B.S. Geosciences

B.A. Earth Science

B.S. Environmental Science

B.A. Sustainability and the Environment

RLF 09/19/2018

MONTHLY INVESTMENT REPORT

September 2018

Regent guidelines regarding institutional investing require each USHE institution to submit summarized Investment Reports to Trustees on a monthly basis. This is in addition to the Quarterly Investment Reports that are currently being brought to Trustees. Attached is the WSU Monthly Investment Report covering activity for the month of September 2018. Approval of this report is sought from the Business Committee.

FINANCIAL REPORT
September 2018

This report includes three months of activity since the close of the 2017-2018 fiscal year. It is developed using cash-basis conventions and will be updated regularly as additional months are completed and accounted for during the 2018-2019 fiscal year.

It is recommended that the financial report be approved.

UNAUDITED FOR
DISCUSSION ONLY

WEBER STATE UNIVERSITY

FINANCIAL REPORT

SEPTEMBER 30, 2018

Weber State University
Cash Basis Summary of Operations
For the Month Ended September 30, 2018
25 Percent of the Year Completed

UNAUDITED FOR
DISCUSSION ONLY

	Trustees Approved Budget 100%	Percent Of Budget Expended	Current Month Expenditures	Year To Date Expenditures	Prior Year To Date Expenditures	Percent Increase (Decrease)	Total Expenditures Prior Year
State Appropriated Funds							
Education and General (Excluding Athletics)	\$ 166,699,083	21.30 %	\$11,038,697	\$35,510,733	\$34,275,554	3.60 %	\$155,235,233
Athletics	4,461,629	23.76 %	373,470	1,060,255	918,596	15.42 %	4,558,978
Educationally Disadvantaged	572,368	13.99 %	27,391	80,095	82,243	(2.61) %	361,466
Total State Appropriated Funds	171,733,080	21.34 %	11,439,558	36,651,083	35,276,393	3.90 %	160,155,677
Net Funds Available for Expenditure	\$171,733,080	21.34 %					
Other Unrestricted Funds							
Institutional Discretionary			88,715	602,977	504,919	19.42 %	1,330,632
Continuing Education Programs			469,754	1,639,026	2,077,379	(21.10) %	9,172,546
Shop Funds			779,697	1,927,095	1,727,084	11.58 %	8,835,387
Service Enterprises			310,181	994,850	1,113,857	(10.68) %	4,884,943
Auxiliary Enterprises			1,547,782	4,672,965	5,553,620	(15.86) %	17,081,461
Athletics			698,896	2,525,068	2,722,199	(7.24) %	6,667,494
Self Supporting/Miscellaneous			317,995	1,611,172	1,290,980	24.80 %	4,650,265
Total Other Unrestricted Funds			4,213,020	13,973,153	14,990,038	(6.78) %	52,622,728
Restricted Funds							
Grants and Contracts			1,781,449	13,868,967	13,669,812	1.46 %	38,243,377
Gifts			1,163,970	3,869,185	2,688,504	43.92 %	12,772,218
Total Restricted Funds			2,945,419	17,738,152	16,358,316	8.44 %	51,015,595
Other Funds							
Agency Funds			2,471,680	13,501,386	15,228,697	(11.34) %	42,411,173
Associated Students			477,203	1,538,110	1,586,263	(3.04) %	6,673,108
Plant Funds			1,089,815	9,365,717	11,340,600	(17.41) %	30,982,047
Total Other Funds			4,038,698	24,405,213	28,155,560	(13.32) %	80,066,328
Total All Funds			\$22,636,695	\$92,767,601	\$94,780,307	(2.12) %	\$343,860,328

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BUSINESS COMMITTEE
OF THE
WEBER STATE UNIVERSITY BOARD OF TRUSTEES

A meeting of the Business Committee of the Weber State University Board of Trustees was held at 8:30 a.m., October 11, 2018, in Room 302A, President's Office.

Members present:

Mr. Scott Parson	Danielle Croyle	Marty Carpenter
Nolan Karras		

Weber State University officials present:

Dr. Norm Tarbox	Interim President, VP for Administrative Services
Dr. Brad Mortensen	Vice President for University Advancement
Mr. Steve Nabor	Sr. Associate VP for Financial Services & CFO
Mr. Rich Hill	University Legal Counsel
Mr. Bryce Barker	Director of Internal Audit
Mr. Abel MKina	Director of Risk Management & Special Projects
Mrs. Anita Preece	Secretary

Visitors: None

Excused: Ms. Kearston Cutrubus

Press: None

BUSINESS COMMITTEE MEETING

Minutes

1. The minutes of the meeting held on September 13, 2018, were approved on a motion by Ms. Croyle, and a second by Mr. Carpenter.

Audit Committee
Report

2. Mr. Bryce Barker, Director of Internal Audit, presented the Audit Committee Report. He mentioned that Ms. Andrea Grover, Information Security Manager, provided a report on IT risk assessments, efforts to enhance security, use of DUO, the USHE assessment, data storage, cloud storage and other areas relating to information security. He also mentioned that Mr. Rich Hill, University Legal Counsel, provided updates on university legal matters.

Mr. Barker reported that 3 scheduled audits were conducted in the following areas:

- Office of the Registrar
- Shepherd Union - Administration/Operations/Finance
- Intercollegiate Athletics

Mr. Barker recommended that these audits be left open for a follow-up audit in six months. Mr. Barker also recommended the NCAA Compliance audit be closed.

Mr. Barker provided a summary of the P-Card Annual Report and noted that the main concern found in p-card audits this past year is for statements not being reconciled within 30 days of the

	statement date.
	Mr. Barker stated that the EthicsPoint complaints received since the last audit committee meeting were reviewed and addressed by the appropriate university personnel. Mr. Barker mentioned that internal controls will be a discussion agenda item for the January meeting.
Motion	3. On a motion by Mr. Carpenter, and a second by Ms. Croyle, the Audit Committee Report was approved.
WSU Institutional Discretionary Funds Report for year ended 6/30/18	4. Interim President Tarbox explained that the Board of Regents Policy R548, Institutional Discretionary Funds Administration and Accountability, defines and governs the use of discretionary funds at each USHE institution. The use of discretionary funds are regulated by the Regent's policy and are subject to an annual audit. The audit has been completed and expenditures for the past year are in compliance.
Motion	5. On a motion by Mr. Karras, and a second by Ms. Croyle, the Discretionary Funds report was approved.
Enterprise Risk Management Update	6. Mr. Abel Mkina, Director of Risk Management and Special Projects, presented an update to the trustees on Enterprise Risk Management. He mentioned that the Risk Control Committee plays an important role at the university. Mr. Mkina reported that the number one top risk is Safety. Mr. Mkina mentioned that there have been many milestones and successes the past year. He reported that in August 2018, the University conducted a full -scale multi-agency active shooter scenario exercise. Since safety (active shooter) is the top risk facing the University, this gave WSU an opportunity to exercise our plan, assess our performance, and identify areas for improvement. Participants in the exercise included Ogden Police and Fire, Metro SWAT and Civil Disorder Unit, Weber County Sheriff, and Roy City Police. Mr. Mkina mentioned that increasing costs of compliance, mitigation and risk transfer efforts continue to be a significant challenge. As we look to FY2020, property, liability, auto, cyber, and other insurance policies premiums are expected to increase. Mr. Karras praised and thanked Mr. Mkina on the good work that the Risk Control Committee is doing.
Special Topics for Committee for FY19	7. Interim President Tarbox mentioned that the trustees were asked what special topics they would like discussed at the Trustees

	<p>meetings during FY19. The following topics slated for discussion in the Business Committee include: Space Utilization, Operating Budget Deeper Dive, and Enterprise Risk Management update. Interim President Tarbox asked the trustees if they had any other topics that they would like to discuss. The following are a list of topics that the trustees would like to discuss further:</p> <ul style="list-style-type: none">- Gang Solutions (January)- Placement Data (starting salaries and career services available to Alumni)- Certificates (what is offered at WSU)- Micro Credentials - Minors that are industry related- Strategic Workforce Initiatives- K-16 Alliance
WSU Introduction to Budgeting	<p>8. Interim President Tarbox mentioned that he would explain WSU Budgeting in small doses a few times a year at the trustees meetings. He distributed a handout, "Popping the Lid off the Budget." He explained that this chart outlines sources of funding, uses, and decision making. He also discussed the Budget Guiding Principles with the Business Committee.</p> <p>Trustee Karras suggested that the new trustees should get a copy of this handout as part of new trustee training.</p>
Consent Items	<p>9. On a motion by Mr. Karras, and a second by Ms. Croyle, the following consent items were approved:</p> <ul style="list-style-type: none">- Financial Report (August)- Monthly Investment Report (August)- WSU Institutional Residence Annual Report
Adjournment	<p>10. The meeting adjourned at 9:35 a.m.</p>

Board of Trustees
Personnel and Academic Policy Committee
October 11, 2018

Members present: Karen Fairbanks, Jeff Stephens, Madonne Miner, Jordan Slater, Brett Perozzi
Guests: Bruce Bowen, Eric Amsel

1. Personnel Changes were presented to the committee.
2. The following Early Retirement Request was approved by the committee:

Kathy Lee Rhodes, Shipping and Receiving Purchasing Support Services, Total Early Retirement 11/30/2018
3. Presentation to the committee by Dr. Bruce Bowen on the Strategic Enrollment Plan.

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