

Minutes
Weber State University
Board of Trustees Meeting
Nov. 7, 2017

Trustee Members:

Ms. Karla Bergeson
Mr. Marty Carpenter
Ms. Danielle Croyle
Ms. Kearston Cutrubus (Vice Chair)
Ms. Karen Fairbanks
Mr. Nolan Karras (Chair)
Ms. Lola Moli
Mr. Scott Parson
Mr. Don Salazar
Dr. Jeff Stephens

Excused:

Weber State University Representatives:

Dr. Charles A. Wight, President
Dr. Madonne Miner, Provost
Dr. Norm Tarbox, Vice President for Administrative Services
Dr. Bret Ellis, Vice President for Information Technology
Shane Farver, Secretary, Board of Trustees
Dr. Brenda Marsteller Kowalewski, Associate Provost
Dr. Sarah Steimel, Department of Communication
Dr. Nicola Corbin, Department of Communication
Stephanie Hollist, Deputy General Counsel, University Legal Counsel
John Kowalewski, Executive Director, Marketing & Communications

Guests:

Bill Cook, Executive Director Ogden Civic Action Network

Press Present:

None

Welcome

I. The meeting convened at 9:30 a.m.

II. Chair Nolan Karras welcomed those present.

Swearing in of Marty Carpenter

III. Shane Farver, secretary for the Board of Trustees, administered the oath of office to incoming trustee Marty Carpenter. Carpenter is expected to serve on the board through June of 2021.

Approval of Meeting Minutes: Oct. 3, 2017

IV. Farver reported that minutes from Oct. 3, 2017, had been corrected to display the correct names under item III. Upon a motion from Jeff Stephens seconded by Karla Bergeson, the Board of Trustees unanimously approved and ratified minutes from Oct. 3, 2017, as amended.

Consent Calendar

V. Karras presented consent calendar items, which included the following.

1. Ratification of actions taken during the Oct. 5 Executive Committee meeting: Selection of Gregory S. Bell as commencement speaker for fall of 2017.
2. Ratification of the Sale of Property: An RV Pad in Thayne, WY.

ACTION

Upon a motion from Karen Fairbanks seconded by Marty Carpenter, the Board of Trustees unanimously approved the two consent calendar items.

President's Report

VI. WSU President Charles A. Wight gave the attached report. Highlights included the success of WSU's football team and WSU being ranked in the top 10 for lowest student loan debt for parents, according to the Student Loan Report.

WSUSA President's Report

VII. Student Body President Lola Moli reported on the following items. Among the highlights was an effort called Ravioli with Moli, in which students had the chance to visit with Moli over a meal.

Alumni Association Report

VIII. Danielle Croyle, Alumni Association president,

Faculty Report	<p>gave the attached report and highlighted WSUAA's involvement with the Red Cross, a night out at Black Island Farms, and other items.</p> <p>IX. Sarah Steimel, director for the Master of Professional Communication program, and assistant professor Nicola Corbin gave the attached report on the Department of Communication's efforts to provide real-world experience to students through Ogden Peak Communications (WSU's student-run public relations firm) and other opportunities.</p> <p>Steimel mentioned that graduating career-ready students is among the Telitha E. Lindquist College of Arts and Humanities' highest priorities. Corbin pointed out that WSU student have won Utah PR Student of the Year for six years in a row.</p>
Student Success Report	<p>X. Provost Madonna Miner gave a report on WSU's recent student success efforts, known under the umbrella effort of Weber Thrives. Efforts include a strategic enrollment plan and student success-tracking software called Starfish, among other efforts.</p>
Digital Literacy Report	<p>XI. Brenda Marsteller Kowalewski, associate provost for high-impact programs and faculty development, gave the attached report on digital literacy initiatives for the university. The effort is designed to help students demonstrate proficiency in creating, consuming and communicating through digital content.</p>
Ogden CAN	<p>XII. Kowalewski and Bill Cook, executive director of the Ogden Civic Action Network (OgdenCAN) gave the attached presentation on the network. The network — made up of the university, city government and other anchor institutions — is dedicated to improving health, housing and education in Ogden's east central neighborhood.</p>
Committee Reports Business Committee	<p>XIII. Scott Parson, chair of the Business Committee, gave the following report:</p> <ol style="list-style-type: none"> 1. The Business Committee recommended the

Auxiliary Items Annual Report	following items for approval:
Housing Services Meal Plan	<ol style="list-style-type: none"> i. Auxiliary Items Annual Report for fiscal year ended June 30, 2017 ii. Housing Services/Meal Plan Proposed Rates for June 2018-May 2019
ACTION	<p>Upon a motion from Scott Parson seconded by Kearston Cutrbus, the Board of Trustees unanimously approved the Auxiliary Items Annual Report and housing services and meal plan rates.</p> <ol style="list-style-type: none"> 2. Parson also mentioned an enterprise risk report that was provided to the Business Committee.
Personnel & Academic Policy Committee	<p>XIV. Karen Fairbanks, chair of the Personnel & Academic Policy Committee gave the following report:</p> <ol style="list-style-type: none"> 1. The committee recommended that the board approve changing the name of the Information Systems & Technology program to Management Information Systems.
ACTION	<p>Upon a motion from Fairbanks seconded by Karla Bergeson, the Board of Trustees unanimously approved the name change.</p>
PPM 3-34	<ol style="list-style-type: none"> 2. The committee recommended that the board approve proposed changes to PPM 3-34: Americans with Disabilities Act and Section 504 Request for Accommodation.
ACTION	<p>Upon a motion from Fairbanks seconded by Jeff Stephens, the Board of Trustees unanimously approved changes to PPM 3-34.</p>
Conflict of Interest Training	<p>XV. This item was tabled until the December meeting.</p>
Convocations Information	<p>XVI. Becky Thompson, special events coordinator for the university, discussed upcoming fall convocations with trustees and asked them to provide her with information on which convocations they would like</p>

Other

to attend.

XVII. Karras invited trustees to contact deans of various WSU colleges about advisory committees. He and other trustees discussed their experiences at advisory committee meetings and the needs of industry.

Meeting Adjourned

VIII. With no further action required, the meeting adjourned.



President's Report

WSU Board of Trustees

Nov. 7, 2017

1. After a 28-20 victory over Eastern Washington at an away game, the WSU football team is the highest ranked team in the Big Sky Conference. The Wildcats are ranked 12th in the nation in the FCS Coaches poll and 14th in the FCS STATS poll. The team has a 7-2 overall record for the season and a 5-1 record in Big Sky play. The win against the Eagles was the Wildcats' first win in Cheney, Washington, since 2009. WSU now has two more games left in the season, first playing an away game against Portland State Nov. 11, then a home game against Idaho State Nov. 18.
2. After close competition with Utah State University, WSU has won the Division of Water Resources' University Water Wise-Wise Pledge war. WSU and other state colleges and universities gathered pledges from students, faculty, staff and alumni to take steps to reduce water consumption. For winning the contest, WSU has won \$5,000 to put toward water conservation projects and efforts on campus.
3. Weber State ranks in the top 10 in the nation for lowest student loan debt for parents, according to the Student Loan Report. Parents can take out a direct loan, known as a Parent PLUS loan, to help their child go to college.
4. Drew Tyler, digital media advisor for WSU's Department of Communication, joined his wife and communication instructor Stacey Tyler in producing a documentary on WSU's global service efforts in Mozambique. The pair accompanied a broad cohort of WSU-affiliated groups to create two new classrooms, a library, new books and a latrine for the Eduardo Mondlane Secondary School. The 58-minute documentary, "Windows of Change," will debut Nov. 1 at 7 p.m. in the Val A. Browning Center's Austad Auditorium.
5. Sixteen WSU students went on an alternative fall break to Moab Oct. 19-22 in order to build sustainable, low-cost straw-bale houses. The homes, built in partnership with the group Community Rebuilds, were made of straw bales coated with heavy plaster. Steel rods reinforce the bales. Another group of students also traveled to Moab during that time to clean up summer camp sites with the Canyonlands Field Institute. Students from both groups then were able to enjoy the great outdoors afterwards.
6. WSU celebrated its 19th Annual Diversity Conference on Oct. 5 and 6 with the theme "*Activism is in the Action: Civility, Community and Starting from Where You Are.*" The theme created a focus for examining activism — what it is as well as when, where and how

to engage in it. The conference began at WSU Davis with keynote speaker Nubia Peña, an expert in activism, leadership and civil rights. The following day, participants took part in nine workshops and heard from keynote speaker Richard Ray Perez. The event concluded with a luncheon and roundtable discussions. Participants included students, faculty, staff and community partners.

7. Weber State University hosted two Town Hall Conversations on Race on Oct. 24. In order to meet the needs of the audience, WSU showed the film “The Uncomfortable Truth,” in the morning and evening. Director Loki Mulholland and his mother, civil right hero Joan Trumpauer Mulholland, participated in a Q&A session following the viewing. This documentary is an unapologetic film that lays bare what we all need to understand about each other in order to have an open and honest dialogue on race and society. In the documentary and in-person discussion, Loki Mulholland grappled with his family’s deep roots in racism as he unearthed the family’s history and the truth behind their slave-owning past.
8. Andrea Hernandez, WSU Diversity and Inclusive Programs coordinator, accepted a joint proclamation on behalf of WSU declaring November 2017 as Native American Heritage Month on behalf of the Ogden City Council and Mayor.
9. Dianna Abel, Counseling, Health & Wellness executive director, was awarded the Utah NASPA Outstanding Senior Professional Award on Oct. 6. This award is given to a student affairs professional with more than 15 years of student affairs experience, a proven record of service to higher education, student services and NASPA. This professional also has active leadership skills and experience in creating collaborations across academic and non-academic lines.

WSUSA Student Body President's Report

A. Updates on Past Events

- a. Jam nights**
- b. Weber Wear Fridays**
- c. Mozambique Video**

B. Upcoming events

- a. Hunger Games**
- b. Country Swing Dance**
- c. Nearly Naked Mile**
- d. Wildcat Wednesday**
- e. Ravioli with Moli**
- f. Elections**
- g. Marketing**

C. Utah Student Association

- a. Mental Health**
 - i. Video and Retreat**
 - ii. Higher Ed Day**

b. Student Success

- i. Resource weeks**
- ii. Elections**



Weber State University Alumni Association President's Report
WSU Board of Trustees November 2017

- Emeriti Alumni Council
The Emeriti Alumni Council was engaged in several events this month. The council attended the WSU Day at the Stewart Library and members volunteered at the Red Cross Smoke Detector event at Davis Hospital. They awarded Dr. Richard White a Purple Paw award at the Oct. 4 Emeriti Council meeting.
- YAC/GOLD Council
The Young Alumni Council (YAC) had a team meeting on Oct. 10 at WSU Davis. The YAC co-hosted WSU Night at Black Island Farms Oct. 27 with the Student Alumni Association and members of the WSU Davis leadership team. We had 441 RSVPs and 719 attendees, which included students, alumni, faculty, staff and WSU affiliates' guests. We handed out free donuts for the first 700 event attendees and hosted a prize drawing.
- Student Alumni Association
On Oct. 14, the Student Alumni Association (SAA) hosted at the Coke trailer during the WSU Football Fan Fest, at which Coke products and Swig cookies were given to about 200 students, alumni, fans and future students. This particular activity was held in partnership with WSU Admissions' Siblings Weekend event. The SAA ran lawn games near the Coke trailer and hosted a prize drawing for students. As previously mentioned, the SAA cohosted WSU Night at Black Island Farms with the Young Alumni Council and members of the WSU Davis leadership team., WSUAA once gain hosted at the Coke trailer Oct. 28 during WSU Football Fan Fest." This time, the association partnered with the Latter-day Saints Student Association. The association gave away pizza and Coke products to the first 200 event attendees. We hosted a prize drawing and also promoted an upcoming WSU basketball pre-game party at Wildcat Lanes and Waldo's Corner Pocket.
- Regional Alumni Networks
The Regional Alumni Networks (RAN) continue to make progress with planned events for the 2018 year. The RAN leadership handbook is currently being reviewed and will soon be printed. A RAN survey will go out to all WSU alumni to gather information and feedback on what events they would like to have in their surrounding areas.
- Scholarship Luncheon
The annual Alumni Scholarship Luncheon took place Oct. 17, 2017, at the Lindquist Alumni Center. Thirty-seven students who received scholarships through the Alumni Association attended. They met with donors and shared their thanks for the financial support they have received. In addition, many students told of the impact the scholarship has made on their lives and expressed their desire to give back financially in the future. Private donations, license plate income, and the annual Alumni Golf Classic fund these scholarships.
- Alumni Evening at the Stewart Library
Alumni Relations hosted the Alumni Evening at the Stewart Library on Oct. 11. The purpose of the event was to introduce alumni to the new and beautiful space, while highlighting all of the services and features available for dues-paying alumni members. There were over 60 RSVPs, combined with approximately 20 library faculty, staff and students who participated in the event. The evening began with refreshments followed by a welcome introduction from the new dean of the Stewart Library, Wendy Holliday. Following her remarks, guests were guided on behind-the-scenes tours, which library staff conducted. The evening was a success.



WEBER STATE UNIVERSITY

**Lindquist College
of Arts & Humanities**

Board of Trustees Presentation
November 7, 2017



WEBER STATE UNIVERSITY
Lindquist College of Arts & Humanities

Trends
Goals
Strategies

Lindquist College of Arts & Humanities **#1 STRATEGIC PRIORITY:**

- **Produce Workforce-Ready Graduates**



Arts & Humanities Today:
Citizens and Professionals...

A SIMPLE EQUATION

(based on CERI's latest labor market research):

A major

+ intellectual cross training

+ internship

= the most career options



WEBER STATE UNIVERSITY
Lindquist College of Arts & Humanities

Strategic Directions: Film and Digital Media





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Lindquist College of Arts & Humanities

Strategic Directions: Sound Recording & Production





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Lindquist College of Arts & Humanities

Media, Arts & Design (MAD) Lab

Strategic Directions:
Design (tech + arts)





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Lindquist College of Arts & Humanities

Strategic Directions:
Student-run Organizations.
Real-World. Experience.





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Lindquist College of Arts & Humanities

Strategic Directions:
Student-run Organizations.
Real-World. Experience.



+



SUCCESSFUL EVENT + REAL-WORLD LESSONS

126.25 hours 200 volunteers 174 alarms



WEBER STATE UNIVERSITY
Lindquist College of Arts & Humanities



WHAT THE STUDENTS SAY

Strategic Directions:
Student-run Organizations.
Real-World. Experience.

I have worked with **real clients** and gathered **first-hand experience** of how to lead a team. OPC presents a real-world experience while still in school.

- Maria Jacquez

We get to work with **real clients**, make real mistakes, and have real successes. ... Because of my participation, I feel prepared and qualified to enter the career field.

- Alex Flitton

This semester, my full team was given internship opportunities. ... Many **doors** have been **opened** through the experiences we have had.

- Paula Ninataype

Utah PR Student of the Year

6 years in a row



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Lindquist College
of Arts & Humanities

THANK YOU



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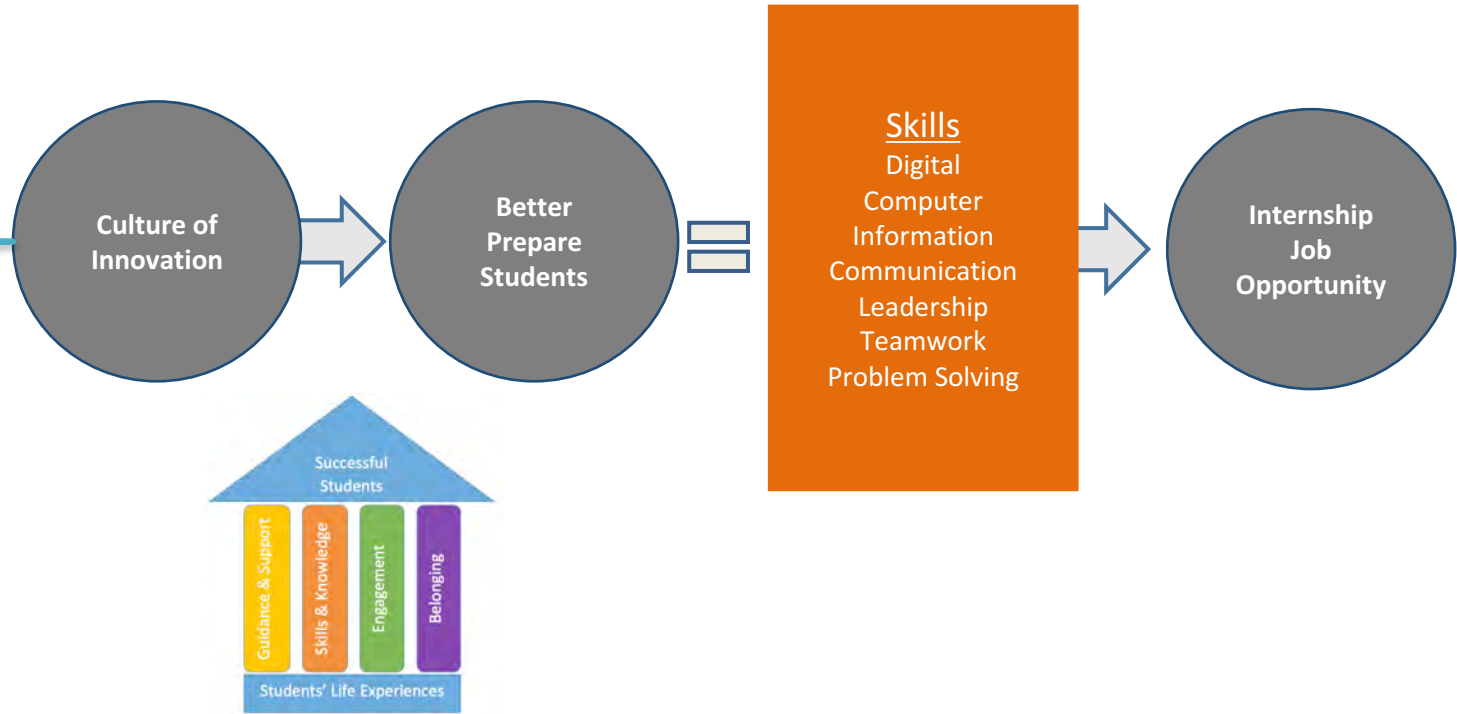
Digital Literacy Update

Board of Trustees Meeting
November 7, 2017



Culture of Innovation for Student Success

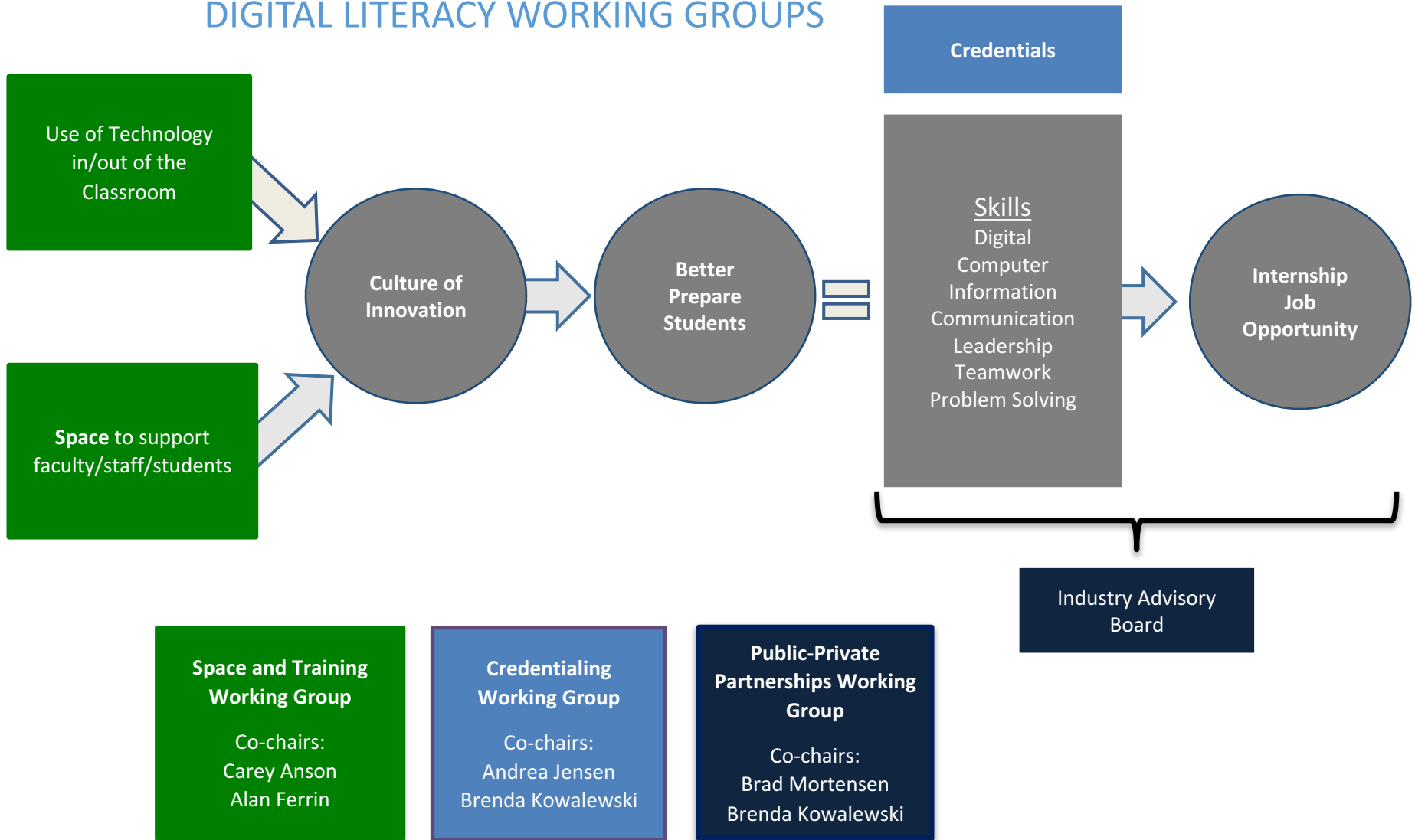
- Project-Based Learning
- Innovative Teaching
- Community Engagement
- Research
- Interdisciplinary Courses & Programs
- Entrepreneurship
- Maker Spaces



Discipline Specific Knowledge



DIGITAL LITERACY WORKING GROUPS

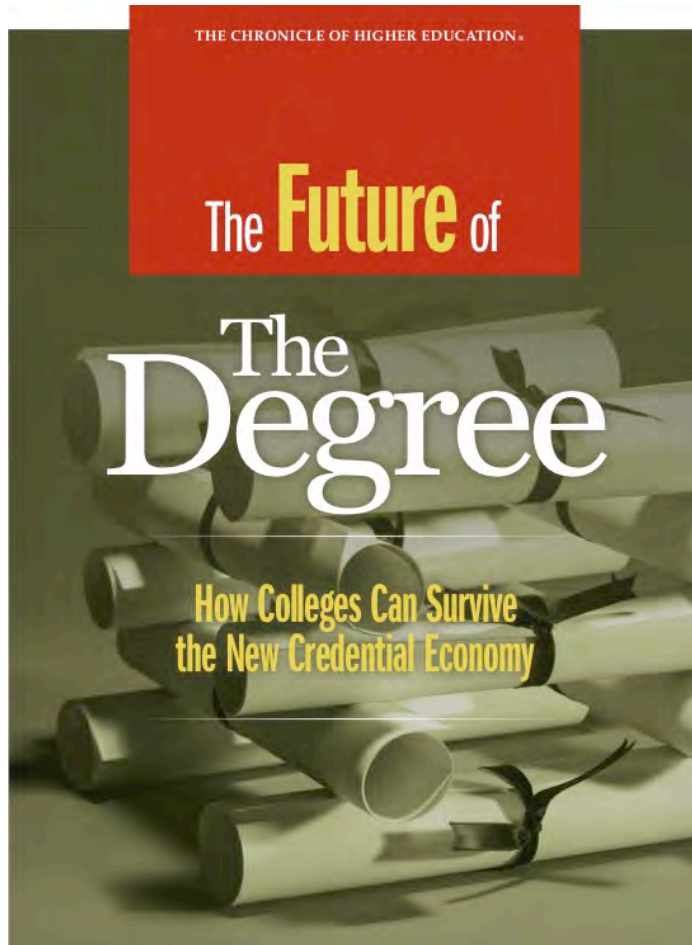


Training and Space

















- Developing and delivering training for faculty and staff on new technologies and software
 - Use in the curriculum and co-curriculum
 - Gives students experience with software and technology they will need in the work world
- Creating and/or consolidating space
 - Provide necessary support to students, faculty and staff employing new technologies and software



Credentials/Badges



Demonstrate proficiency in **creating, consuming** and **communicating** through digital content.

Create	Consume	Communicate
		
		
		
		
		
The Create Digital Content badge is awarded for earning all of the above badges. 	The Consume Digital Content badge is awarded for earning all of the above badges. 	The Communicate Digital Content badge is awarded for earning all of the above badges. 
<p>You will receive the Digital Literacy badge after you have earned the Create, Consume and Communicate badges.</p> 		

Public Private Partnerships



- Potentially co-branding credentials with Pluralsight

Knowledge of Create Cloud tools sets students apart.



PLURALSIGHT

“Human knowledge is doubling every 13 months, on average, and IBM predicts that in the next couple of years, with the expansion of the internet of things, information will double every 11 hours.”

-- from The Future of the Degree

- Industry Advisory Board



QUESTIONS?





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Ogden Civic Action Network



OGDEN
CAN

improve housing
educate communities
promote health

Campus Compact Action Statement

1. We empower our students, faculty, staff, and community partners to **co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus** – nearby and around the world.

2. We prepare our students for **lives of engaged citizenship**, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.



Campus Compact Action Statement

3. We embrace our responsibilities as **place-based institutions, contributing to the health and strength of our communities – economically, socially, environmentally, educationally, and politically.**

4. We **harness the capacity of our institutions –** through research, teaching, partnerships, and institutional practice – **to challenge the prevailing social and economic inequalities** that threaten our democratic future.



Campus Compact Action Statement

5. We foster an environment that consistently affirms the centrality of the **public purposes of higher education** by setting high expectations for members of the campus community to contribute to their achievement.





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Opportunity



Campus Compact

Opportunity to exercise
the convening role of the
university in the region

OgdenCAN Anchor Institutions



WEBER STATE
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New Office of Community Development in Provost's Office

1. Provides continuity over time to address some of the most challenging issues the community has to deal with (health, education, housing)
2. Acts as a mechanism to sustain the effort for many years and to achieve the desired results.
3. Serves as a fiscal agent that has the capacity to perform all financial functions.
4. Sends a message to the community that the university is serious and institutionalizes the effort on campus.



Mission Statements

Office of Community Development

The mission of the Office of Community Development is to support the vision, core values and mission of Weber State University by *acting as a catalyst for convening anchor institutions to create civic action plans.*



The mission of the Ogden Civic Action Network is to create *comprehensive neighborhood revitalization* in the East Central neighborhood of Ogden.

Areas of Focus



- There are three areas of focus – **health, education and housing**
- We are creating a vision, goals, strategies and measures of success for each area
- Specific projects or interventions include the related costs



Lives Lost

217

2017 Utah Traffic Fatalities to Date

[The Zero Report Card](#)

Education



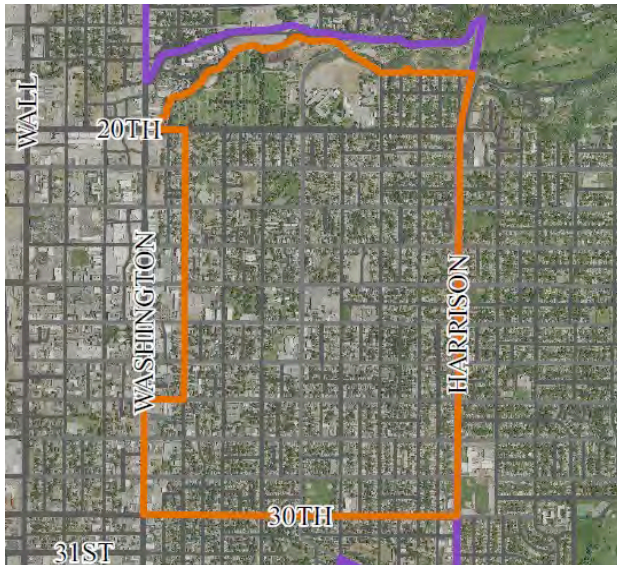
Education Vision: Educational opportunities are realized by all community members to succeed in school, career, and life.

(Goal example)

Youth Completion: All youth receive a high school diploma or equivalent certificate of completion.

Civic Action Plans

The five imperatives –
an anchor-ally-resident,
place-based approach
seeking transdisciplinary
community solutions
through authentic
partnerships that
leverage existing
resources.



Operations

- The Office of Community Development officially opens on January 1, 2018
- Location – Miller Administration Building
- Future location – New Community Education Center
- Staffing – Executive Director, Project Manager, Housing Advocate, Support Staff
- Monthly – Community meetings or dinners, Neighborhood service projects
- In 2018 a second CAN will be pursued



Finances

FY2017-2018 = \$149,160, \$21,308

FY2018-2019 = \$340,780, \$48,683

FY2019-2020 = \$341,440, \$48,777

===== =====
\$831,380 \$118,768

- Anchor institutions fund ongoing costs – 3 year agreements, every 3 years
- Grants and other donations fund specific projects (*100% toward projects*)
- \$190,000 in Starter Project Funds

Thank you!



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., November 7, 2017, in Room 302A, President’s Office.

Members present:

Mr. Nolan Karras	Ms. Danielle Croyle	Kearston Cutrubus
Mr. Scott Parson	Marty Carpenter	

Weber State University officials present:

Dr. Charles A. Wight	President
Dr. Norm Tarbox	Vice President for Administrative Services
Mr. Steve Nabor	Senior Associate Vice President for Financial Services & CFO
Dr. Jeff Hurst	Dean of Students
Mr. Ron Smith	Director, Accounting Services, Controller
Mr. Abel Mkina	Director of Risk Management and Special Projects
Mr. Daniel Kilcrease	Director of Housing and Residence Life
Mrs. Anita Preece	Secretary

Visitors: None

Excused: Dr. Brad Mortensen Press: None

BUSINESS COMMITTEE MEETING

- | | |
|---|---|
| Minutes | 1. The minutes of the meeting held on October 3, 2017, were approved on a motion by Ms. Croyle, and a second by Mr. Carpenter. |
| Financial Report for the month ending September 2017 | 2. Mr. Steve Nabor, Senior Associate Vice President for Financial Services, presented the Financial Report for the month ended September 2017. With 25% of the year completed, 21.54% of the budget was expended. Mr. Nabor mentioned that collections are on target and enrollment is up by 1.5%. |
| Motion | 3. On a motion by Mr. Karras, and a second by Ms. Croyle, the Financial Report for September was approved. |
| WSU Auxiliary Enterprises Report for the year ended 6/30/17 | 4. Mr. Steve Nabor, Senior Associate Vice President for Financial Services, presented the Auxiliary Enterprises Report for the year ended 6/30/17. He mentioned that this is required by the Board of Regents. It is intended to share the annual financial performance of the University’s auxiliaries (Bookstore, Student Housing, Dining Services, Student Health, Student Union). Mr. Nabor shared that the financial performance of the University auxiliaries, with the recent exception of the Bookstore is very stable. |

- In regards to the Bookstore, Mr. Nabor shared that the economic environment of the Bookstore industry is changing dramatically. This more competitive industry coupled with the impact of the recent software conversions contributed to the poor financial performance.
- Mr. Nabor shared some of the tactical and strategic plans being implemented, with the primary focus on student affordability and student success. The three major areas of concern focus on the Davis Campus, WSU Downtown and administrative overhead expenses. Additional information will continue to be shared with the Business Affairs Subcommittee.
- Motion
5. On a motion by Ms. Cutrubus, and a second by Mr. Carpenter, the Auxiliary Enterprises Annual Report for the year ended 6/30/17 was approved.
- WSU Housing Services Proposed Rates for June 2018-May 2019
6. Dr. Jeff Hurst, Dean of Students, and Mr. Daniel Kilcrease, Director of Housing and Residential Life, presented the Housing Services Proposed Rates for June 2018 - May 2019. Mr. Kilcrease mentioned that meal plans are required in Wildcat Village, but not in University Village. He also mentioned that the increase would be 1-3%, but that the meal plans were decreased to keep things affordable to students.
- Motion
7. On a motion by Mr. Karras, and a second by Ms. Cutrubus, the Housing Services Proposed Rates for June 2018 - May 2019 were approved.
- FY19 Budget Guiding Principles
8. President Wight reviewed the FY19 Budget Guiding Principles. He reviewed the seven principles with the committee:
- Affordability Compact
 - Internal Efficiencies/Reallocations
 - Quality Faculty and Programs
 - Student Success
 - Access and Support for Under-Represented Groups
 - Budget Maintenance
 - Recruiting
- This is an information item only.
- Monthly Investment Report
9. Vice President Tarbox presented the Monthly Investment Report for the month of September. He mentioned that WSU is in compliance with Board of Regents Policy and the State Money Management Act.
- Motion
10. On a motion by Mr. Karras, and a second by Mr. Carpenter, the Monthly Investment Report was approved.

Enterprise Risk
Management Update

11. 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, and with our continued success, other colleges and universities have reached out to us for consultation.

Mr. Mkina mentioned that in August, the EOC Committee invited FBI agents from Oregon to visit our campus. The university had the opportunity to see and hear how they responded as they put their experiences from table top exercises into practice with the Uintah Fire.

Mr. Mkina also reported that cyber security is a risk that we face on a daily basis. WSU has implemented the DUO two-factor authentication, with 95% of regular employees on board.

Mr. Mkina mentioned that Weber State is lucky to have the backing of the Administration, as well as State Risk Management to share best practices.

Trustee Karras mentioned that he is pleased that Weber State has a very healthy Risk Management Program.

This is an information item only.

Action Item:

12. Mrs. Preece will email the ERM Status Update to all the Trustees, as well as the AGB Risk Management document.

Adjournment

13. The meeting adjourned at 9:26 a.m.

Board of Trustees
Personnel and Academic Policy Committee
November 7, 2017

Members present: Karen White Fairbanks, Karla Bergeson, Jeff Stephens, Lola Moli, Madonne Miner, Eric Amsel

Guests: Barry Gomberg

1. October committee minutes were approved by Jeff Stephens seconded by Karla Bergeson.
2. Personnel Changes were presented to the committee.
3. The following Early Retirement Requests were approved on a motion by Karla Bergeson seconded by Jeff Stephens:

Alicia Sandoval, Facilities, Start Date: 4/15/2002 Effective Date: Dec. 31, 2017
Jolene Frazier, Payroll, Start Date: 3/30/1992 Effective Date: Nov. 30, 2017
4. Program Name Change: “Information Systems and Technology” requested to change its name to “Management Information Systems.” This change was recommended to the full board on a motion by Jeff Stephens seconded by Karla Bergeson
5. Revisions to PPM 3-34: “Americans with Disabilities Act & Section 504: Requests for Accommodation” were recommended to the full board on a motion by Jeff Stephens seconded by Karla Bergeson. Positive votes were based on previous approvals by Office of Civil Rights and President’s Council.