

Minutes
Weber State University
Board of Trustees
Feb. 7, 2017

Trustee Members:

Ms. Kearston Cutrubus
Ms. Louenda Downs (Vice Chair)
Ms. Karen Fairbanks
Ms. Heather Hales
Mr. Nolan Karras (Chair)
Mr. Steve Starks (via phone)
Dr. Jeff Stephens
Mr. Kevin Sullivan

Excused:

Mr. Scott Parson

Weber State University Officials:

Dr. Charles A. Wight, President
Dr. Madonne Miner, Provost
Dr. Norm Tarbox, VP, Administrative Services
Dr. Brad Mortensen, VP, University Advancement
Dr. Jan Winniford, VP, Student Affairs
Dr. Bret Ellis, VP, Information Technology
Mr. Shane Farver, Secretary, Board of Trustees
Mr. John Kowalewski, Executive Director, Marketing & Communications
Mr. Lonnie Lujan, Vice Chair, Staff Advisory Committee
Dr. James Zagrodnik, Chair, Health & Human Performance
Dr. Natalie Williams, Associate Professor, Teacher Education

Press Present:

Ms. Anna Burlison, Standard-Examiner

Welcome

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

Dec. 6, 2016, Meeting Minutes

II. Chair Nolan Karras took roll and welcomed those present.

III. On a motion from Karen Fairbanks seconded by Kevin Sullivan, the Board of Trustees approved the minutes for the Dec. 6, 2016, meeting and ratified associated committee minutes.

President's Report

IV. President Charles A. Wight gave the attached report and emphasized the passing of former Weber President Rodney H. Brady, who was a champion of excellent teaching at the institution.

WSUSA President's Report

V. WSUSA Student Body President Gregory Woodfield gave an attached report and discussed the following items.

1) A mental health initiative by Utah student body presidents.

2) A "Stop the Weight" campaign

3) Notes to Self, a campaign for students to write positive notes to themselves.

4) Legislative elections

5) Crystal Crest Awards on April 15

Alumni Association President's Report

VI. Heather Hales, president of the WSU Alumni Association, gave the attached report and mentioned that a new assistant director for the Alumni Association, Adam Love, had been hired. Executive Director Nancy Collinwood was also expected to be out of the office for a month.

Faculty Report

VII. James Zagrodnik, chair of the Department of Health Promotion and Human Performance, and Natalie Williams, associate professor of teacher education, gave the following report on the Children's Adaptive Physical Education Society (CAPES!) Trustees commended their work with the program and were

Committee Reports
Business Committee

(Audit Committee Report)

ACTION

PPM 3-29: University
Holidays

ACTION

Personnel and Academic
Policy Committee

(Sabbatical Leave
Requests)

ACTION

(PPM 11-1: Graduate
Programs)

(PPM 1-19: Appointment

advised to attend a CAPES! celebration on April 11 in the Swenson Gymnasium.

VIII. Heather Hales, filling in for committee chair Scott Parson, gave the following report:

- 1) The committee recommended that the full board accept the audit committee report. Karras stated that state auditors gave WSU a clean report.

Upon a motion from Hales seconded by Louenda Downs, the Board of Trustees unanimously approved the audit report.

- 2) The committee recommended changes to PPM 3-29, which would change university observation of New Year's Day to Monday when the holiday itself falls on a Sunday.

Upon a motion from Hales seconded by Karen Fairbanks, the Board of Trustees unanimously approved the changes to PPM 3-29.

IX. Personnel and Academic Policy Committee Chair Kevin Sullivan gave the following report:

- 1) The committee recommended approval of 27 sabbatical leave requests. Ten requests were for the spring semester, 10 for fall semester and 7 for the entire academic year.

Upon a motion from Sullivan seconded by Downs, the Board of Trustees unanimously approved the sabbatical leave requests.

- 2) The committee recommended that the board approve changes to PPM 11-1: Graduate Programs, which would dictate that those teaching in graduate programs would have to have a degree that is one degree higher than those they are teaching. It also includes criteria for English proficiency for students entering graduate courses.

- 3) The committee recommended that the board

of Department Chairs)

approve changes to PPM 1-19, which would clarify that deans are required to send a year-long faculty survey, regardless of whether only one person is nominated for department chair.

(PPM 8-11 Evaluation of Faculty Members)

- 4) The committee recommended changes to PPM 8-11, which would formally enable department chairs and deans to share faculty evaluations with those who have input in course assignments, hiring, evaluation and retaining faculty. In addition, the changes would enable professionally related activities outside of the classroom to count toward tenure. The activities would have to be approved by the department chair or dean.

(PPM 4-1-III Graduation Standards)

- 5) The committee recommends changes to PPM 4-1-III that would specify the types of certificates that are awarded and indicate which certificates do and do not result in the awarding of a diploma.

(PPM 4-9a: Course Syllabi)

- 6) The committee recommended the board approve changes to PPM 4-9, which would require faculty to include a plan in response to campus closure in their course syllabi.

(PPM 4-21a: Awarding of Transfer Credit)

- 7) The committee recommended the board approve changes to PPM 4-21a, which would award up to 18 elective credit hours of criminal justice credit for completion of certain modules of the Peace Officer Standards and Training guide. The changes were in accordance with previously passed Utah legislation.

ACTION

Upon a motion by Sullivan seconded by Stephens, the Board of Trustees unanimously approved changes to PPM 11-1, PPM 1-19, PPM 8-11, PPM 4-1-III, PPM 4-9a, and PPM 4-21a.

(Program Reviews)

- 8) The committee recommended approval of the following program reviews:

- a) Health Science
- b) Master of Health Administration
- c) English

(Goddard School Post-

Tenure Review)

d) Master of Criminal Justice.

The trustees discussed declines in English enrollment and the future of the Master of Criminal Justice program.

ACTION

Upon a motion from Sullivan seconded by Fairbanks, the Board of Trustees unanimously approved the program reviews, which will go to the State Board of Regents for final approval.

(Program Name Changes/Discontinuation)

9) The committee recommended that the Board of Trustees change two graduate certificate names: from Nursing Administration to Nurse Leader: Executive Track and from Nursing Education to Nurse Leader: Educator Track. The committee also recommended the discontinuation of a certificate in entrepreneurship.

ACTION

Upon a motion from Kevin Sullivan seconded by Kearston Cutrbus, the Board of Trustees unanimously approved the program name changes and program discontinuation. The name changes and discontinuation will go to the State Board of Regents for final approval.

Calendar of Events

X. The Board of Trustees discussed upcoming events.

Meeting Adjourned

XI. Upon a motion from Downs seconded by Stephens, the meeting adjourned.



**President's Report
WSU Board of Trustees
Feb. 7, 2017**

1. WSU has been mourning the loss of former president Rodney H. Brady, who died Jan. 9 at the age of 83. President Brady was a champion of excellent teaching and committed namesake of Brady Presidential Distinguished Professor Program, which honors faculty for their commitment to teaching, scholarship and research. WSU can continue to honor President Brady's legacy through a commitment to excellence.
2. The university participated in nearly a week of service activities Jan. 16-21 in honor of Martin Luther King Jr. Day. Over that week, WSU volunteers participated in a breakfast and freedom march, helped stock and organize food at Catholic Community Services' Joyce Hansen Hall Food Bank, made fleece blankets for Your Community Connection, and participated in other activities. Over the week, more than 400 students, faculty staff and community members contributed 754 hours of community engagement. The university also held its fourth Town Hall Conversation on Race in January.
3. Chief Diversity Officer Adrienne Andrews was selected as this year's recipient of the ATHENA Leadership Award. The recognition, given through the Ogden/Weber Chamber of Commerce and created by ATHENA International, honors those who exhibit professional excellence, contribute community service and actively assist women in obtaining leadership skills and professional excellence.
4. WSU English professor Sally Shigley and neuroscience professor Lauren Fowler have found that a good book might help create a good person. Shigley and Fowler conducted a study that indicated that reading literature can elicit empathy. They used a combination of reporting from participants, monitoring facial activity, and skin response machines, to test empathic responses. A Hemingway grant provided support for the research, which Shigley has presented at several conferences.

5. The WSU men's basketball team has stood out in the Big Sky Conference this season with a 9-1 conference record so far. This team has pulled off a 7-game winning streak, the first win against the Utah State Aggies in Logan in more than 20 years, and a buzzer-beating road win in Montana (the first away win against that team since 2009). The Wildcats will next play an away game Thursday, Feb. 9, against Sacramento State.
6. Weber State football had its signing day Feb. 1, which brought 26 new players to the program. The 25 high school players and one junior college transfer included student-athletes from Utah, Idaho, Arizona, Colorado and Washington. In addition, football coach Jay Hill has signed a five-year extension to his contract with WSU after back-to-back winning seasons. The Ogden City Council will honor Hill, other coaches and football team members during its Feb. 21 meeting.
7. More than 800 people attended the 17th Annual Gospel Festival Jan. 13. Seven choirs, including WSU Chamber Choir and Salt Lake's Tongan Youth Mass Choir, were in attendance. The festival asked for participants and attendees to donate a new or gently used book to local K-12 schools instead of paying an admission fee. Organizers collected 375 books and donated to New Bridge School, which planned to distribute to their students and local schools after that.
8. Azenett Garza and Yesenia Quintana of WSU's Community Research Extension at the Center for Community Engaged Learning are collaborating with the Ogden School District, United Way of Northern Utah and 15 other local organizations on making use of a \$1.5 million grant from the Utah State Board of Education. The Partnership for Student Success Grant will be distributed over three years and build upon the work of Ogden United Promise Neighborhood, which provides support to children and families in the Ogden High School feeder pattern. The CCEL team has long supported the neighborhood improvement initiative through data management, analysis and reporting.
9. WSU has begun using ALEKS, a math placement and remediation software that enables a student to get tutoring and practice to retake the placement test in order to move up in math classes. The anticipated result is students moving out of remedial math and joining for-credit math courses more quickly. In addition, a new transfer articulation application has made the transfer process at Weber State faster and more efficient for students. Once a transfer course has an evaluation and is approved, the student's record is automatically updated.

WSUSA Presidents Report



President – Gregory J. Woodfield

- FYE Class Mentor Trainings
- Student section renamed, (“The Wildcat Front”)
- NUHOPE suicide prevention walk.
- WSUSA Recruitment Video
- Home Coming Pep Rally –Student Union

VP Reports:

Senate:

- Training new senators on by-laws, helping constituencies out
- Swearing in the Associate Chief Justices
- Identifying the Graduate Senator

Service:

- Make a Difference Day (In need of money donations \$8,000.00 is there goal.) They’ve increased the amount of meals from 10,000 to 25,000. Partnering with “Stop Hunger Now.”
- See Attached Service sheet

Leadership:

- Rock the Vote: Downtown Ogden concert, to encourage young millennials to register and vote.
- Project Lead (Estimated 200+ in attendance)
- Oct 20-21, Student Union Ballrooms.

Davis:

- Late Night Skate Night 80’s
- Student Attendance 250+
- Movie Night: Finding Dory Friday 30, 2016
- Student Attendance 400+

Diversity:

- 18th Annual Diversity Conference
- Symposium: Sexual Assault 400+ Student Attendance

Activities:

- Homecoming Week Events (See Attached Two Week Peek sheet)

Clubs & Organization:

- Annual Presidents Training
- Club President Attendance 70+
- Casino Night
- Food donations for poker chips.
- All food proceeds will be donated to weber cares food pantry.



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

➤ **Weber Historical Society**

The Weber Historical Society met on Jan 9 in the Dumke Legacy Hall. The guest speaker was Dr. Leah Murray, who presented "The Election of 2016: What Happened and What Does It Mean?" The lecture, regarding election results from 2016 and resulting global trends and implications, was well attended.

➤ **WSUAA Membership**

As of July 2016, total alumni membership is 1,483.

General Membership = 989

Lifetime Memberships = 494

Phone-a-thon Memberships = 169

➤ **License Plates**

The WSU license plate program has a current total generated revenue of \$9,650 in 2016. December's revenue is \$1,075.

➤ **Love Give Utah**

On March 30, 2017, Weber State University will participate in the Love Utah Give Utah day of giving for the 4th year in a row. WSUAA Annual Giving will coordinate efforts across campus to encourage departments and clubs to participate as individual fundraisers that benefit WSU. Please mark your calendars and show your love for Weber State University and Utah.

➤ **GradFest - Dec. 2016:**

The Alumni Association participated in the Wildcat Store Fall Grad Fest on Dec. 6 and distributed over 400 free WSU alumni license plate frames to new graduates. The license plate included an informational flyer (Utah WSU plate, exclusive graduate membership package, class note request, etc.). In addition, the Alumni Association will continue to reach out to recent graduates to highlight alumni membership benefits through email communications, targeted direct mail information and through social media.

The Alumni Association also continued its popular new graduate "Thank You" Video that allowed graduates to share their appreciation for those who have helped them. This video played at the WSU Commencement Activities on Dec. 16.

The Alumni Association also offered an exclusive Star Wars movie premiere event for new graduates only. Graduates were able to enter the drawing to win two free Star Wars movie tickets by liking the WSU Alumni Association Facebook page. Over 150 graduates entered the drawing, and 100 winners were selected. This increased the WSU Alumni Association Facebook page by 219 likes.

➤ **Emeriti Alumni Council**

The Emeriti Alumni Council held its monthly meeting on Feb. 1. Jackie Edwards received the Purple Paw Award. Emeriti Alumni Council members learned how to log into Webersync to record volunteer hours.

➤ **YAC/GOLD**

The Young Alumni Council served as the committee that evaluated application materials for Cat2Cat, the student philanthropy program, and recommend two awards of a \$1,000 scholarship go to two recipients.

➤ **Student Alumni Association**

The Student Alumni Association participated in identifying the Cat2Cat scholarship winners. We had over 120 submissions and identified two exceptional candidates as winners. Both will be shown on our social media channels as well as our websites.

➤ **Alumni Golf Classic Scholarship Fundraiser**

The WSUAA Alumni Golf tournament is well underway and already have nearly a dozen “early bird” foursomes signed up. Additionally, we have taken over all social media and email marketing on behalf of WSUAA for all Regional Alumni Networks/Chapters. Currently identifying potential assets to become RAN Officers. Many great prospects exist!

CAPES!

CHILDREN'S ADAPTIVE PHYSICAL EDUCATION SOCIETY!





What is CAPES!...





What is CAPES!....





What is CAPES!...

More to CAPES!...

- ▶ Socialization and Inclusion Opportunities
 - ▶ WSU Football Tailgate
 - ▶ WSU Basketball Games
 - ▶ Sensory Dance Concert





What is CAPES!...

More to CAPES!...

- ▶ CAPES! Jr. = Opportunities for siblings
- ▶ Parental Education
- ▶ Stress Relief Center





What is CAPES!...





What is CAPES!...

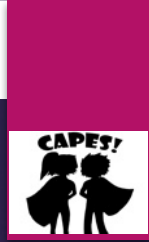
CAPES! Semester	# CAPES Kids	# WSU Students	Cumulative #WSU Students	Community Hours of WSU Students	Cumulative Community Hours of WSU Students
Fall 2013	21	25	25	550	550
Spring 2014	28	32	57	704	1254
Fall 2014*	29	49	106	1078	2332
Spring 2015	34	39	145	858	3190
Fall 2015**	34	29	174	748	3938
Spring 2016	35	46	220	1012	4950
Fall 2016	36	55	275	1210	6160

* Fall 2014 we had CAPES! Junior...a program for siblings and WSU students worked on skill development of the siblings of CAPES! participants (number of siblings impacted was not collected)

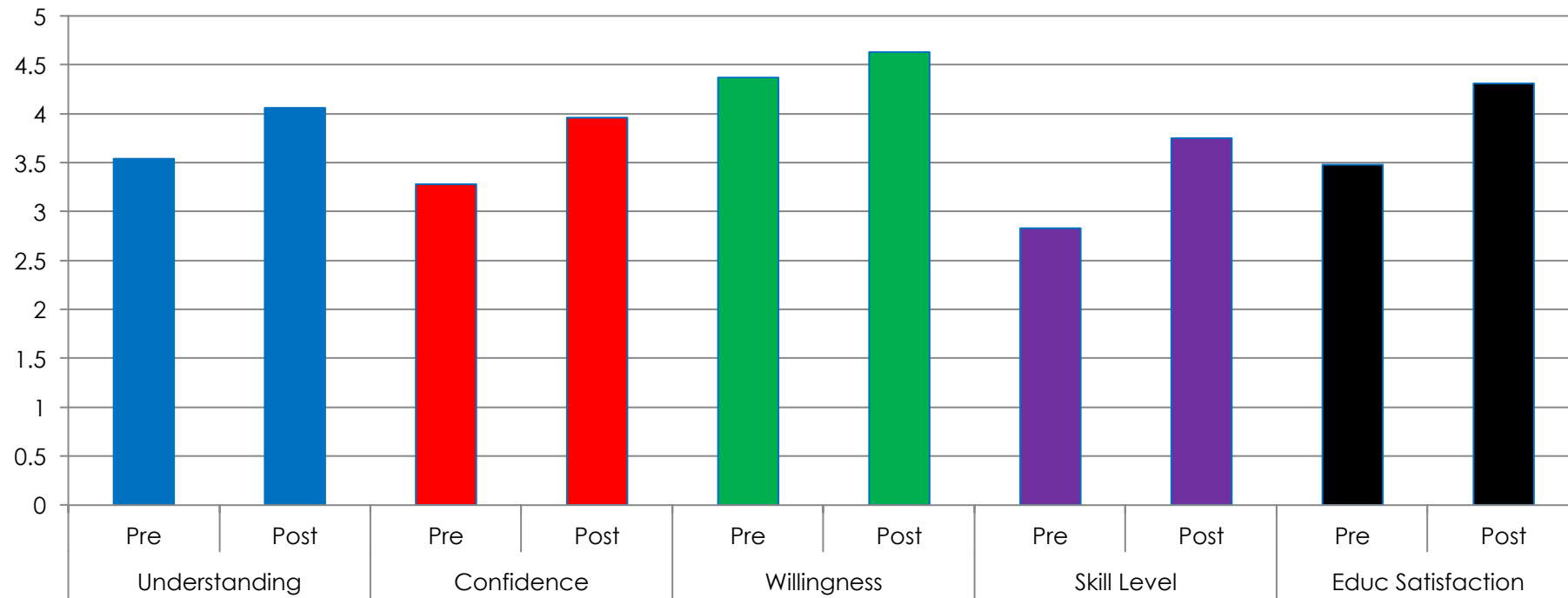
**7 WSU students were paired up 2 CAPES! Kids to 1 WSU student so their extra hours are reflected in calculation (2 hours per child)

NOTE: Numbers above do not reflect CAPES! Interns who assist in putting the CAPES! program on from week to week.

CAPES! Semester	# Interns	Cumulative # Interns	Community Hours of Intern(s)	Cumulative Hours of CAPES! Interns (WSU Students)
Fall 2013	1	1	340	340
Spring 2014	1	2	340	680
Fall 2014	1	3	340	1020
Spring 2015	2	5	680	1700
Fall 2015	3	8	1020	2720
Spring 2016	3	11	1020	3740
Fall 2016	2	13	680	4420



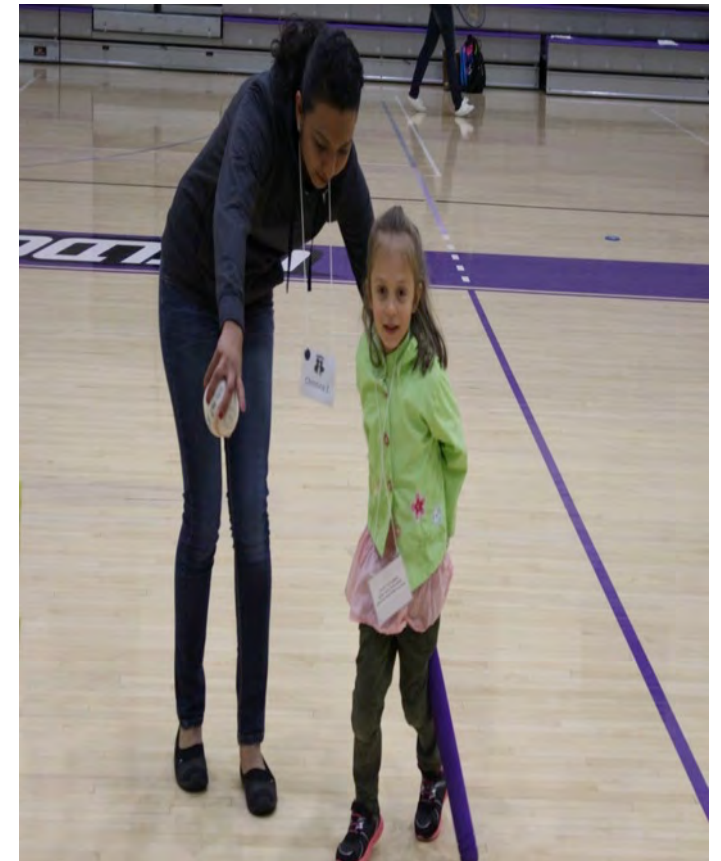
What is CAPES!...





What is CAPES!...

- * What are they saying?
- * Blog
 - ▶ The first 5 weeks of CAPES has been nothing what I expected, but everything I needed
 - ▶ I am building my confidence as a teacher
 - ▶ I was very hesitant, and not entirely interested...I always saw it as a nuisance. All of that has changed now, CAPES gives me a sense of purpose
 - ▶ CAPES has been an amazing experience





What is CAPES!...

How have we grown...

- ▶ Physical Education
- ▶ Special Education
- ▶ Dance
- ▶ Outdoor and Community Recreation Education
- ▶ Communication





The Future of CAPES!...

The next chapter(s)....

- ▶ Mentor Mowing...



CAPES!...



Financial Report for the
month ending
December 2016

4. Mr. Steve Nabor, Senior Associate Vice President for Financial Services, presented the Financial Report for the month ended December 2016. With 50% of the year completed, 43.06% of the budget was expended. Mr. Nabor reported that enrollment is down 1% spring to spring, but collections are up. He also mentioned that the bookstore is in the middle of a software conversion which will help in predicting inventory. Despite an integration problem, all of the academic departments received the books they needed for the semester.

Mr. Nabor also reported that the bookstore will take over concessions for campus, as well as the security bag checks at the football and basketball games.

Motion

5. On a motion by Mr. Karras, and a second by Ms. Cutrbus, the Financial Report for December was approved.

Audit Committee Report

6. Mr. Bryce Barker, Director of Internal Audit, presented the Audit Committee Report. He reported on the following:
- Mr. Barker mentioned that the State Auditor's Office audited the university's financial reports for compliance to requirements. Weber State was compliant in all areas and deemed to have proper controls in place. The auditors issued a clean opinion with no inconsistencies. An NCAA audit is still underway.
 - Mr. Wendell Rich reviewed the 2016 Annual Financial Report, and mentioned that WSU is in solid financial condition.
 - Mr. Barker reported that the following audits were closed:
 - Stewart Library
 - Nontraditional Student Center
 - Office of the VP for University Advancement
 - Affirmative Action/EEO Office
 - Office of University Legal Counsel
 - Mr. Barker recommended that the following scheduled audits receive follow-up audits:
 - Marketing and Communications
 - Study Abroad Office
 - DEC/Ticket Office
 - Mr. Barker reported that a few anonymous Ethicspoint complaints were received by the university since the last audit committee meeting. It was noted that all complaints received were reviewed and addressed by the appropriate university personnel.

Minutes, February 7, 2017
Business Committee
WSU Board of Trustees

Motion

7. On a motion by Ms. Cutrbus, and a second by Mr. Karras, the Audit Committee Report was approved.

WSU Policy,
PPM # 3-39, University
Holidays

8. Vice President Tarbox reported that the new proposed policy states that if a holiday falls on Saturday, the holiday will be observed on Friday. If the holiday falls on a Sunday, the holiday will be observed on Monday. This new proposed policy will put WSU in line with the other universities.

Motion

9. On a motion by Mr. Karras, and a second by Ms. Cutrbus, PPM#3-39, University Holidays was approved.

Monthly Investment
Report

10. Vice President Tarbox presented the Monthly Investment Report. He mentioned that WSU is in compliance with the Board of Regents Policy, and the State Money Management Act.

Motion

11. On a motion by Ms. Cutrbus, and a second by Mr. Karras, the Monthly Investment Report was approved.

Adjournment

12. The meeting was adjourned at 9:30 a.m.

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

Members present: Kevin Sullivan, Louenda Downs, Jeff Stephens, Karen Fairbanks, Madonne Miner

Guests:

1. Personnel Changes were presented to the committee.
2. The following Early Retirement Request was approved on a motion by Karen seconded by Jeff Stephens:

Jennifer Grandi, Student Affairs May 15, 2017
Jeffrey Grunow, Emergency Care and Rescue June 30, 2017
Jill Daly, School of Nursing June 30, 2017
Kathleen Culliton, School of Nursing June 30, 2017
Thomas Shurtliff, Athletics April 1, 2017
Luis Ceron, Facilities Management Date of Retirement: Jan. 31, 2017
3. Sabbatical Leave requests were recommended to the full board on a motion by Karen seconded by Louenda Downs.
4. PPM 11-1: Graduate Programs was recommended to the full board by Louenda Downs, seconded by Karen Fairbanks.
5. PPM 1-19: Appointment of Department Chairs was recommended to the full board by Louenda Downs, seconded by Karen Fairbanks.
6. PPM 8-11: Evaluation of Faculty Members was recommended to the full board by Louenda Downs, seconded by Karen Fairbanks.
7. PPM 4-1-III: Graduation Standards was recommended to the full board by Louenda Downs, seconded by Karen Fairbanks.
8. PPM 4-9a: Course Syllabus was recommended to the full board by Louenda Downs, seconded by Karen Fairbanks.
9. PPM 4-21a: Awarding of Transfer Credit and Credit by Examination or Petition was recommended to the full board by Louenda Downs, seconded by Karen Fairbanks.
10. The following Program Reviews were recommended to the full board by Jeff Stephens seconded by Louenda Downs:

English
Health Science
Master of Criminal Justice
Master of Health Administration
11. The following Program Name Changes were recommended to the full board by Karen Fairbanks seconded by Louenda Downs:

Nursing Administration Graduate Certificate to Nurse Leader: Executive Track Graduate Certificate
Nursing Education Graduate Certificate to Nurse Leader: Educator Track Graduate Certificate