

AGENDA
REGULAR MEETING OF THE
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
Utah State University – University Inn, Alma Sonne Board Room
January 12, 2018

7:15 a.m. – 9:00 a.m.	Breakfast Buffet	UI room 507
7:30 a.m.	Audit Committee Meeting	UI room 510
9:00 a.m.	Regular Meeting	UI room 508
9:05 a.m.	Closed Session	UI room 508
10:00 a.m.	Regular Meeting	UI room 508
	<ul style="list-style-type: none">• Introductory Items• Chair’s Report• President’s Report• Consent Agenda• Action Agenda• Committee Meeting Items• Strategic Agenda	
12:30 p.m.	Lunch	UI room 507
1:00 p.m.	Athletic Committee Meeting	UI room 510
1:00 p.m.	Marketing/Public Relations Committee Meeting	UI room 511

CHAIR'S REPORT

A. Information Items

1. Proposed meeting schedule through May 2019
2. Alumni Association Report – David Butterfield
3. Audit Committee Report – Scott Nixon
4. USUSA Report – Michael Scott Peters
5. Date of the next Board of Trustees Meeting, March 2, 2018, to be held on the USU Campus in Logan, Utah (afternoon meeting, Founders Day event that evening)
6. Northwest Commission on Colleges and Universities (NWCCU) site visit, March 26-28, 2018

B. Items for Discussion

1. Legislative Update

Board of Trustees Meeting Schedule for 2018-2019

PROPOSED SCHEDULE

Date of Trustees Meeting	Meeting Type	Date of Regents Meeting
January 12, 2018	Regular Meeting	January 19, 2018 Utah Valley University
March 2, 2018 ¹	Regular Meeting	March 30, 2018 Dixie State University
April 6, 2018 ²	Telephone Conference Meeting (30 minutes)	
May 4, 2018 ³	Regular Meeting	May 18, 2018 Salt Lake Community College
June 22, 2018	Telephone Conference Meeting	July 19-20, 2018 Southern Utah University
August 17, 2018	Workshop/Regular Meeting	September 20-21, 2018 University of Utah
October 26, 2018	Regular Meeting	November 16, 2018 Dixie State University
January 11, 2019	Regular Meeting	January 25, 2019 Utah Valley University
March 8, 2019 ⁴	Regular Meeting	March 29, 2019 Salt Lake Community College
April 5, 2019 ⁵	Telephone Conference Meeting (30 minutes)	
May 3, 2019 ⁶	Regular Meeting	May 17, 2019 Snow College

¹ Founders Day event that evening

² Brief Telephone Conference to approve Promotion and Tenure decisions only

³ Commencement, May 4-5, 2018

⁴ Founders Day event that evening

⁵ Brief Telephone Conference to approve Promotion and Tenure decisions only

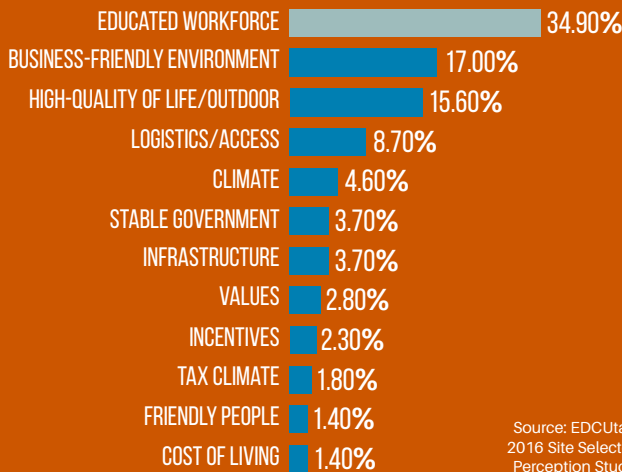
⁶ Commencement, May 3-4, 2019

MYTHS VS FACTS AT A GLANCE

MYTH HIGHER EDUCATION IS JUST ONE SMALL FACTOR IN UTAH'S ECONOMY.

FACT HIGHER EDUCATION IS UTAH'S PRIMARY ECONOMIC ENGINE.

2016 SITE SELECTOR SURVEY



Source: EDCUtah
2016 Site Selector
Perception Study

MYTH USHE INSTITUTIONS PROVIDE VERY FEW TECHNICAL PROGRAMS.

FACT

11,240,576

MEMBERSHIP HOURS TAKEN IN TECHNICAL EDUCATION COURSES IN 2016-17 BY STUDENTS AT USHE INSTITUTIONS.

5,503 CTE CREDENTIALS AWARDED BY USHE INSTITUTIONS IN 2016-17.

MYTH A COLLEGE EDUCATION ISN'T IMPORTANT TO GET A GOOD JOB.

FACT

99%

OF JOBS FILLED WERE FILLED BY WORKERS WITH AT LEAST SOME COLLEGE.
(GEORGETOWN CENTER GRAPH)

MYTH TUITION AT UTAH'S PUBLIC INSTITUTIONS IS TOO EXPENSIVE.

FACT

A PUBLIC HIGHER EDUCATION IN UTAH IS ONE OF THE BEST DEALS IN THE COUNTRY.

	UTAH (PUBLIC ONLY)	UTAH (PUBLIC AND PRIVATE)	US (PUBLIC AND PRIVATE)
3RD LOWEST TUITION	\$6,580/YR	\$11,700/YR	\$21,565/YR
LOWEST STUDENT DEBT	\$12,710/YR	\$18,873/YR	\$30,100/YR
LOWEST % OF GRADUATES W/DEBT	29%	41%	68%

MYTH

THERE IS TOO MUCH BLOAT IN UTAH HIGHER EDUCATION.

FACT

UTAH IS ONE OF THE MOST EFFICIENT STATES.

- 45th lowest revenues/FTE student (tax funds + tuition)
- Among top 10 states in degrees/FTE student



UTAH
(PUBLIC ONLY)



US
(PUBLIC AND PRIVATE)

EMPLOYEES PER 100
FTE STUDENTS

1988	11	23
TODAY	13	31

USHE EXECUTIVE POSITIONS

Presidents, VPs, Provosts,
Vice Provosts, Associate
VPs, Assistant VPs, CIOs,
Deans

1988	274
TODAY	211

Source: SHEEO SHEF, 2015

MYTH

A COLLEGE DEGREE ISN'T WORTH IT.

FACT

1-YEAR ESTIMATED EARNINGS BY
EDUCATIONAL ATTAINMENT.

LESS THAN HIGH SCHOOL	\$23,626
HIGH SCHOOL DIPLOMA	\$30,517
SOME COLLEGE, ASSOCIATE	\$32,661
BACHELOR'S	\$46,255
GRADUATE OR PROFESSIONAL	\$70,017



MYTH

USHE INSTITUTIONS DON'T OFFER ENOUGH ONLINE OPPORTUNITIES

FACT



100+

DEGREES, CERTIFICATES, AND
ENDORSEMENTS AVAILABLE
COMPLETELY ONLINE.

MYTH

UTAH PUBLIC COLLEGES ARE SMALL PLAYERS AND DON'T SERVE MANY UTAH HIGH SCHOOL GRADUATES.

FACT



8 OUT OF 10 UTAH HIGH SCHOOL GRADUATES WHO
ENROLL IN COLLEGE, ENROLL IN A USHE INSTITUTION.

60,000+

ADDITIONAL STUDENTS EXPECTED IN THE NEXT 10 YEARS AT USHE INSTITUTIONS.

PRESIDENT'S REPORT

I. PRESIDENT'S REPORT

A. Information Items

1. Student Resolution of Commendation to David Higashi
2. Introduction of Matthew T. White, Vice President for Advancement and President of the Foundation

B. Recent Events

1. LDS Stake Presidents Luncheon – President's Home, October 16, 2017
2. Inaugural Professor Lecture, Juan Villalba – President's Home, October 17, 2017
3. Remarks at Caine College of the Arts Special Donor Recognition Dinner, Tour, and Mini Concert – October 18, 2017
4. Caine College of the Arts Grand Opening Gala Concert and Reception – October 18, 2017
5. Inaugural Professor Lecture, Irina Polejaeva – President's Home, October 19, 2017
6. Football – USU at UNLV – October 21, 2017
7. Regence Western Leadership Conference – Scottsdale, Arizona, October 22-25, 2017
8. Salt Lake Chamber Board of Governors – Salt Lake City, October 24, 2017
9. Inaugural Professor Lecture, Michael Twohig – President's Home, October 24, 2017
10. Inaugural Professor Lecture, Robert Mills – President's Home, October 25, 2017
11. Sunshine Terrace Founders Day Celebration – October 25, 2017
12. Keynote speaker at Cache Business Women's Conference – October 26, 2017
13. Inaugural Professor Lecture, Alexa Sand – President's Home, October 26, 2017
14. Remarks at Business Leaders Breakfast – October 27, 2017
15. TEDx USU 2017 – October 27, 2017
16. USU Foundation Board – October 28, 2017
17. Football – Boise State at USU – October 28, 2017
18. Inaugural Professor Lecture, Rose Hu – President's Home, October 30, 2017
19. Council of Presidents – Salt Lake City, October 31, 2017
20. USTAR Governing Authority Board Meeting – Salt Lake City, November 2, 2017
21. Inaugural Professor Lecture, Maria Spicer-Escalante – President's Home, November 2, 2017
22. Old Main Society – November 3, 2017
23. Basketball – Great Falls at USU – November 3, 2017
24. Football – USU at New Mexico – November 4, 2017
25. Inaugural Professor Lecture, Pamela Martin – President's Home, November 6, 2017
26. Sunrise Session, Jed Hancock – Salt Lake City, November 7, 2017
27. Inaugural Professor Lecture, Benjamin Blau – President's Home, November 7, 2017
28. 150th Anniversary Celebration Transcontinental Railroad Commission Planning Meeting – Salt Lake City, November 8, 2017

29. Inaugural Professor Lecture, David Feldon, President's Home – November 8, 2017
30. Inaugural Professor Lecture, Courtney Flint, President's Home – November 9, 2017
31. Basketball – USU at Weber State – November 10, 2017
32. Diwali Festival of Lights – November 11, 2017
33. APLU Annual Meetings – Washington, D.C., November 12-14, 2017
34. K-16 Alliance – November 14, 2017
35. Basketball – Montana State at USU – November 13, 2017
36. Animal Genomics Blueprint Steering Committee – Washington, D.C., November 13-17, 2017
37. Basketball – Mississippi Valley State at USU – November 15, 2017
38. Board of Regents at USU – November 17, 2017
39. Football – Hawaii at USU – November 18, 2017
40. Basketball – USU at Gonzaga – November 18, 2017
41. Reception for Graduate Fellows of Center for Growth and Opportunity – November 20, 2017
42. Basketball – USU at Portland State – November 20, 2017
43. Basketball – USU at Northeastern, Nashville, Tennessee – November 24, 2017
44. Basketball – USU at New Hampshire, Nashville, Tennessee – November 25, 2017
45. Football – USU at Air Force – November 25, 2017
46. Salt Lake Chamber Board of Governors – Salt Lake City, November 28, 2017
47. Board of Regents Fall Resource and Review – Salt Lake City, November 28, 2017
48. Basketball – USU at Valparaiso, Indiana – November 28, 2017
49. Basketball – BYU at USU – December 2, 2017
50. 50th Heritage Gala Dinner and Celebration of USU Uintah Basin Founders – Vernal, Utah, December 5, 2017
51. Basketball – UC Irvine at USU – December 6, 2017
52. Speak at Faculty Forum Club Dinner – December 7, 2017
53. Basketball – USU at University of Utah – December 9, 2017
54. Mountain West Board of Directors – Phoenix, December 10-12, 2017
55. Salt Lake Chamber Board of Governors – Salt Lake City, December 12, 2017
56. Regents Legislative Preview Breakfast – Brigham City, December 14, 2017
57. Tabernacle Choir Dinner and Christmas Concert – Salt Lake City, December 15, 2017
58. Basketball – Life Pacific at USU – December 16, 2017
59. Basketball – Youngstown State at USU – December 20, 2017
60. Basketball – San Jose State at USU – December 27, 2017
61. NOVA Home Loans Arizona Bowl – USU vs. New Mexico – Tucson, Arizona, December 28, 2017
62. Basketball – USU at San Diego State – December 30, 2017
63. Council of Presidents – Salt Lake City, January 2, 2018
64. Basketball – Fresno State at USU – January 3, 2018
65. USTAR Governing Authority Board Meeting – Salt Lake City, January 4, 2018
66. Basketball – USU at UNLV – January 6, 2018
67. EDCUtah Board of Trustees – Salt Lake City, January 9, 2018
68. Basketball – Colorado State at USU – January 10, 2018
69. USU Board of Trustees – January 12, 2018

C. Upcoming Events

1. Basketball – USU at Nevada – January 13, 2018
2. 2018 Economic Outlook and Public Policy Summit – Salt Lake City, January 16, 2018
3. Basketball – USU at Boise State – January 17, 2018
4. Host Professional Women’s Roundtable – President’s Home, January 18, 2018
5. Board of Regents at Utah Valley University – Orem, Utah, January 19, 2018
6. Basketball – Wyoming at USU – January 20, 2018
7. Legislative Session – Salt Lake City, January 22-March 8, 2018
8. Salt Lake Chamber Board of Governors – Salt Lake City, January 23, 2018
9. Basketball – Air Force at USU – January 24, 2018
10. Higher Ed Luncheon – Salt Lake City, January 26, 2018
11. Basketball – USU at Fresno State – January 27, 2018
12. Basketball – New Mexico at USU – January 31, 2018
13. USTAR Governing Authority Board Meeting – Salt Lake City, February 1, 2018
14. Basketball – USU at Wyoming – February 7, 2018
15. Sunrise Session – Salt Lake City, February 9, 2018
16. Basketball – Boise State at USU – February 10, 2018
17. Legislative Spouses Luncheon – Salt Lake City, February 13, 2018
18. Basketball – USU at New Mexico – February 14, 2018
19. Basketball – Nevada at USU – February 17, 2018
20. Basketball – USU at Air Force – February 24, 2018
21. Salt Lake Chamber Board of Governors – Salt Lake City, February 27, 2018
22. USU Extension Annual Conference – Thanksgiving Point, February 27, 2018
23. Basketball – USU at San Jose State – February 28, 2018
24. USU Board of Trustees – March 2, 2018



RESOLUTION OF COMMENDATION

To

David Higashi

David Higashi joins us from Honolulu, Hawaii, and is known at Utah State University for his enthusiasm for service. Most days, he arrives on campus early in the morning and works late into the night. David just finished his first semester as an Aggie with a major in Business Administration.

David graduated from high school with a 3.9 GPA, which allowed him to apply to a number of universities. Ultimately, he chose Utah State University for its business school, involvement opportunities, and overall reputation. After graduating, David plans to pursue a Master of Finance degree.

David serves as an involvement ambassador for Blue Crew where he played an integral role in the execution of the HOWL, Homecoming Week, Thank You Week, and Weeks of Welcome. Spencer Bitner, David's Connections professor, recognized David's potential when he arrived in Logan last August noting, "His character is inspiring, and I appreciate his ability to motivate other students through his positive attitude."

The Business Senator, Cody Davis, also praises David for his impressive character. Senator Davis said, "He's very smart and he's always looking to serve others. In a recent interaction with him, David told me that he decided to get involved to surround himself with people that care about making a difference at our university. David is a true friend to all who know him."

Congratulations, David! Thank you for your service to our student body and dedication to the Aggie Family.

A handwritten signature in black ink that reads "Noelle E. Cockett". The signature is written in a cursive style and is positioned above a horizontal line.

Noelle E. Cockett

President

January 12, 2018

CONSENT AGENDA

1. Minutes from the Closed Session held on November 14, 2017
2. Minutes from the Special Meeting held on November 14, 2017
3. Awards and Proposals – September 2017
4. Awards and Proposals – October 2017
5. Awards and Proposals – November 2017
6. Bad Debt Write-off Recommendations for Fiscal Year Ending 30 June 2017
7. Certificate of Treasurer – August 2017
8. Certificate of Treasurer – September 2017
9. Delegation/Administrative Reports – 08/25/17 to 10/27/17
10. Delegation/Administrative Reports – 10/27/17 to 11/24/17
11. Faculty and Staff Adjustments
12. Honorary Degrees for 2018
13. Report of Institutional Discretionary Funds for 2016-2017 (actual), 2017-2018 (estimate), and 2018-2019 (estimate) and Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2017
14. Report of Investments – August 2017
15. Report of Investments – September 2017
16. USU Policy 103 The University's Mission, Purpose and Function – Revision
17. USU Policy 345 Annual Leave – Revision
18. USU Policy 349 Early Retirement Incentive Program – Revision
19. USU Policy 365 Sabbatical Leave – Revision
20. USU Policy 368 Phased Retirement Program – Revision
21. USU Policy 532 Scholarship Awarding – Adopt
22. USU Policy 533 Public Safety, Response, and Reporting -- Adopt
23. Utah State University Research Foundation (USURF) – appointment to Board – Dr. Cleave
24. Written Reports

CLOSED SESSION
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
November 14, 2017

Minutes of the Closed Session of the Utah State University Board of Trustees held via telephone conference at Utah State University, Champ Hall Conference room, Old Main 136, commencing 5:33 p.m.

MEMBERS PRESENT

Jody K. Burnett, Chair	via telephone
Kent K. Alder	via telephone
David G. Butterfield	via telephone
Crystal C. Maggelet	via telephone
J. Scott Nixon	via telephone
Frank Peczuh, Jr.	via telephone
Michael Scott Peters	via telephone
Clark L. Whitworth	via telephone

MEMBERS EXCUSED

Mark K. Holland, Vice Chair
John Y. Ferry
Karen H. Huntsman

UNIVERSITY REPRESENTATIVES PRESENT

Carolyn A. Brittain	Staff Assistant Sr.
Sydney M. Peterson	Chief of Staff and Secretary to the Board of Trustees

Chair Burnett conducted the meeting. Personnel issues were discussed.

The Executive Session adjourned 5:59 p.m.

Jody K. Burnett, Chair

Sydney M. Peterson, Secretary

Date Approved

UTAH STATE UNIVERSITY BOARD OF TRUSTEES
Utah State University, Champ Hall Conference room, Old Main 136
November 14, 2017

Minutes of the Special Meeting of the Utah State University Board of Trustees held via telephone conference at Utah State University, Champ Hall Conference room, Old Main 136, commencing at 5:32 p.m.

MEMBERS PRESENT

Jody K. Burnett, Chair	via telephone
Kent K. Alder	via telephone
David G. Butterfield	via telephone
Crystal C. Maggelet	via telephone
J. Scott Nixon	via telephone
Frank Peczuh, Jr.	via telephone
Michael Scott Peters	via telephone
Clark L. Whitworth	via telephone

MEMBERS EXCUSED

Mark K. Holland, Vice Chair
John Y. Ferry
Karen H. Huntsman

UNIVERSITY REPRESENTATIVES PRESENT

Carolyn A. Brittain	Staff Assistant Sr.
Sydney M. Peterson	Chief of Staff and Secretary to the Board of Trustees

Chair Burnett called the meeting to order. Trustee Nixon moved that in accordance with 52-4-205 of the Utah Code the Trustees go into a closed Executive Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals, pending or reasonably imminent litigation, and the possible sale of real property. Trustee Peczuh seconded the motion. The voting was unanimous in the affirmative.

Chair Burnett reopened the Regular Meeting at 5:59 p.m. by thanking those present for their attendance.

I. CONSENT AGENDA

Chair Burnett noted that the Trustees were given the following agenda items for review.

1. Minutes from the Closed Session held on October 13, 2017
2. Minutes from the Regular Meeting held on October 13, 2017
3. Commencement Speaker 2018 [Resolution 17-11-01] (Appendix A)

Action: Trustee Alder moved to approve the Consent Agenda. Trustee Maggelet seconded the motion. The voting was unanimous in the affirmative.

II. ACTION AGENDA

1. Refunding of Student Building Fee Revenue Bonds, Series 2013B
[Resolution 17-11-02] (Appendix B)

The Board discussed the financial benefit of refunding these bonds.

Action: Trustee Whitworth moved to approve Resolution 17-11-02 Refunding of Student Building Fee Revenue Bonds, Series 2013B. Trustee Peczuh seconded the motion. The voting was unanimous in the affirmative.

Chair Burnett asked if there were any other items the Trustees would like to discuss before the meeting closed; none were mentioned.

Action: Trustee Maggelet made a motion to adjourn the meeting. Trustee Nixon seconded the motion; the voting was unanimous in the affirmative.

The meeting adjourned at 6:04 p.m.

Jody K. Burnett, Chair

Sydney M. Peterson, Secretary
(Minutes taken by Carolyn Brittain)

Date Approved

12 January 2018

ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (September 2017)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for September 2017 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of September 2017 amounted to \$43,537,528 versus \$33,801,496 for September 2016.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through September 2017 cumulative award dollars were higher (26.9%) from last year for the same time period, with awards totaling \$80,886,226 for FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted increased (34.6%) from \$41,868,106 in September 2016 to \$56,370,580 during September 2017. The total number of current year proposals (415) is less than FY2017 (420).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for September 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached list of contract/grant proposals and awards (September 2017) are recommended by the President and the Vice President for Research to the Board of Trustees:

NOW THEREFORE, BE IT NOW RESOLVED, That the USU Board of Trustees hereby approves the recommendation of the President and the Vice President for Research.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

Date

Selected List of Awards Greater than \$1,000,000.00 from 09-01-2017 to 09-30-2017

Filters Applied*: No Filter

Award # 1

Control Number	S00002455	Agency	1,028,226.00
Funding Agency	Raytheon Corp General	USU	0.00
Flow Through Agency	Air Force	Total	1,028,226.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	08-21-2017 -- 05-30-2019		
Original Award Date	08-21-2017		
Change/Mod Effective Date	09-19-2017		
Program Name	Ground Segment Modernization Program		
Statement	This effort supports the Ground Segment Modernization Program (GSMP) engineering design, development, integration and field installation effort to replace the current RQ-4B (Global Hawk) ground segment. The GSMP effort will provide a building-based ground segment solution capable of supporting the mission and command and control (C2) requirements for all RQ-4B air-vehicle variants.		

Award # 2

Control Number	S00243003	Agency	3,055,147.69
Funding Agency	Misc Federal Sponsors	USU	0.00
Flow Through Agency	Misc Federal Sponsors	Total	3,055,147.69
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Oppenheimer		
Co-PI(s)			
Period of Performance	01-09-2017 -- 12-06-2017		
Original Award Date	01-10-2017		
Change/Mod Effective Date	09-06-2017		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0003 - Agile Operations Environment (AOE)		
Statement	As part of the Agile Operations Environment (AOE) program, Space Dynamics Laboratory will complete a feasibility study that will develop a detailed design of a small satellite ground operations center and software package. This program will prototype software packages to demonstrate feasibility of the proposed approaches.		

For Official Use Only

Prepared: 10-10-2017 15:45

Award # 3

Control Number	S06004002	Agency	6,627,658.00
Funding Agency	Air Force Research Laboratory	USU	0.00
Flow Through Agency	Air Force Research Laboratory	Total	6,627,658.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Principal Investigator(s)	Brent Carlsen		
Co-PI(s)			
Period of Performance	04-29-2016 -- 03-15-2021		
Original Award Date	04-29-2016		
Change/Mod Effective Date	09-21-2017		
Program Name	DSS TO 0004 - O-RAFS		
Statement	The Space Dynamics Laboratory (SDL) will support AFRL in executing both a basic research program for better understanding the physical principles of operation of Atomic Timing and Navigation (ATNAV) devices, and applying a development program which will ultimately yield flight-ready hardware for future ATNAV flight demonstrations. In addition, SDL will provide advanced engineering of laser systems, optimized electronics, and space environmental designs to successfully leverage atomic physics-based systems for Air Force needs.		

Award # 4

Control Number	S08023000	Agency	3,488,547.00
Funding Agency	Missile Defense Agency	USU	0.00
Flow Through Agency	Department of Homeland Security (C)	Total	3,488,547.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	David Marchant, John Kratz		
Co-PI(s)			
Period of Performance	09-29-2017 -- 09-28-2019		
Original Award Date	09-28-2017		
Change/Mod Effective Date	09-28-2017		
Program Name	Geospatial Intelligence (GEOINT) Needs Assessment		
Statement	The Space Dynamics Laboratory (SDL) will address the requirements for SDL to conduct an Integrated Intelligence Enterprise (IIE) Assessment in support of growing GEOINT (Geospatial Intelligence) needs withing Customs and Border Protection (CBP). This will include a detailed assessment of the CBP IIE hardware, software, tools, and capabilities for data processing and sensor analysis. SDL will also help define an overall architecture, to include the continued design and refinement of technical prototype systems and associated Intelligence Surveillance and Reconnaissance (ISR) collection tools.		

Award # 5

Control Number	S12004005	Agency	4,900,000.00
Funding Agency	Naval Research Lab	USU	0.00
Flow Through Agency	Naval Research Lab	Total	4,900,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Darin Partridge		
Co-PI(s)			
Period of Performance	09-21-2017 -- 05-24-2018		
Original Award Date	09-21-2017		
Change/Mod Effective Date	09-21-2017		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task Order 0004 - Distributed Aperture Infrared Countermeasures (DAIRCM)		
Statement	Space Dynamics Laboratory (SDL) will support the Naval Research Laboratory (NRL) in developing a Distributed Aperture Infrared System. It will include Countermeasure capabilities.		

Agency Total	19,099,578.69
USU Total	0.00
Grand Total	19,099,578.69

* Only awards from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Keith.Paskett@usurf.usu.edu.

Selected List of Proposals Greater than \$1,000,000.00 from 09-01-2017 to 09-30-2017

Filters Applied*: No Filter

Proposal # 1: New

Control Number	S00003325	Agency	\$6,847,519.00
Proposal ID	T00004541 Revision: 0	USU	\$0.00
Funding Agency	Ball Aerospace and Tech	Other	\$0.00
Department	USURF	Total	\$6,847,519.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Jed Hancock		
Co-PI(s)			
Period of Performance	02-01-2018 -- 01-31-2021		
Proposal Date	09-14-2017		
Program Name	Wide Field Infrared Survey Telescope (WFIRST)		
Statement	The Space Dynamics Laboratory will provide the Relative Calibration System (RCS), thermal straps, and independent thermal modeling for the Wide Field Infrared Survey Telescope (WFIRST) program.		

Proposal # 2: New

Control Number	S00003381	Agency	\$7,462,155.00
Proposal ID	T00004629 Revision: 0	USU	\$0.00
Funding Agency	NASA Goddard Space Flight Center	Other	\$0.00
Department	USURF	Total	\$7,462,155.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Trent Newswander		
Co-PI(s)			
Period of Performance	11-15-2017 -- 10-31-2019		
Proposal Date	09-22-2017		
Program Name	Ocean Color Instrument (OCI) Short Wave Infra-Red (SWIR) Aft Optics Box (AOB)		
Statement	The Space Dynamics Laboratory (SDL) will assembly, integrate, and test the Aft Optics Box (AOB) for the Ocean Color Instrument (OCI). SDL will deliver one complete AOB engineering test unit (ETU), one complete AOB flight unit, and one spare Short Wave Infra-Red (SWIR) detector subassemblies (SDS) of each of the five variants.		

Proposal # 3: Change Order

Control Number	S00243002	Agency	\$3,797,454.00
Proposal ID	T00004933 Revision: 0	USU	\$0.00
Funding Agency	Misc Federal Sponsors	Other	\$0.00
Department	USURF	Total	\$3,797,454.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	11-01-2017 -- 08-31-2018		
Proposal Date	09-22-2017		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0002 - Virtual Imagery Processing Capability (VIP-C) Enhancements and Sky Lynx Modernization		
Statement	Space Dynamics Laboratory (SDL) will provide new capabilities for the Virtual Imagery Processing Capability (VIP-C) product, including enhancements to the VANTAGE software and Sky Lynx hardware.		

Proposal # 4: New

Control Number	S06007000	Agency	\$1,505,090.00
Proposal ID	T00004923 Revision: 0	USU	\$0.00
Funding Agency	Air Force Research Laboratory	Other	\$0.00
Department	USURF	Total	\$1,505,090.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Stradling		
Co-PI(s)			
Period of Performance	11-01-2017 -- 03-16-2022		
Proposal Date	09-19-2017		
Program Name	Dynamic Sensor Support (DSS) Task Order 0007 Mycroft		
Statement	The Space Dynamics Laboratory (SDL) will provide the Air Force Research Laboratory (AFRL) with spacecraft and payload technical expertise and support during mission phases, including design and development, assembly/integration and test, operations training, and on-orbit execution.		

Proposal # 5: New

Control Number	S08022000	Agency	\$4,180,433.00
Proposal ID	T00004945 Revision: 0	USU	\$0.00
Funding Agency	Missile Defense Agency	Other	\$0.00
Department	USURF	Total	\$4,180,433.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Mike Wojcik		
Co-PI(s)			
Period of Performance	11-01-2017 -- 04-01-2019		
Proposal Date	09-22-2017		
Program Name	Task Order 22 - Advanced Precision Navigation & Timing (PNT) Subject Matter Expert (SME) Support		
Statement	The Space Dynamics Laboratory will provide subject matter experts (SME) support to the Air Force Research Laboratory (AFRL) in the development of an advanced optical atomic clock, inertial navigation system, and alternate Precision Navigation and Timing (PNT) methods.		

Proposal # 6: New

Control Number	S08023000	Agency	\$3,488,547.00
Proposal ID	T00004915 Revision: 0	USU	\$0.00
Funding Agency	Missile Defense Agency	Other	\$0.00
Department	USURF	Total	\$3,488,547.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	David Marchant, John Kratz		
Co-PI(s)			
Period of Performance	10-01-2017 -- 09-30-2019		
Proposal Date	09-19-2017		
Program Name	Geospatial Intelligence (GEOINT) Needs Assessment		
Statement	The Space Dynamics Laboratory (SDL) will address the requirements for SDL to conduct an Integrated Intelligence Enterprise (IIE) Assessment in support of growing GEOINT (Geospatial Intelligence) needs within Customs and Border Protection (CBP). This will include a detailed assessment of the CBP IIE hardware, software, tools, and capabilities for data processing and sensor analysis. SDL will also help define an overall architecture, to include the continued design and refinement of technical prototype systems and associated Intelligence Surveillance and Reconnaissance (ISR) collection tools.		

Proposal # 7: New

Control Number	S12002028	Agency	\$2,368,890.00
Proposal ID	T00004843 Revision: 0	USU	\$0.00
Funding Agency	Naval Research Lab	Other	\$0.00
Department	USURF	Total	\$2,368,890.00
College	USURF		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	11-01-2017 -- 08-31-2020		
Proposal Date	09-01-2017		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task Order 0002 - BEES		
Statement	Space Dynamics Laboratory will assist the Naval Research Laboratory (NRL) in building a autonomous, multi-platform with Unmanned Autonomous System (UAS) capability to perform Intelligence, Surveillance, and Reconnaissance (ISR) while delivering Electronic Warfare effects to find, fix, track and target mobile targets.		

Agency Total	\$29,650,088.00
USU Total	\$0.00
Other Total	\$0.00
Grand Total	\$29,650,088.00

* Only proposals from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Utah State University/Division of Sponsored Programs - List of Awards Over \$1,000,000: 09/01/2017 - 09/30/2017

Award Number	Funding Sponsor/PTE	Prime Sponsor	lead_unit	College	Principal Investigator	Award Action Type	Function Type	Original Award Date	Award Date (This Action)	Title	Awarded Funding (This Action)
120058-00001	U.S. Department of Education (DoED)		School of Teacher Education & Leadership	Emma Eccles Jones College of Education & Human Services	Eric D Packenham	Allotment (Increment)	Other Sponsored Activities	2012-07-23	2017-09-15	STARS! (SCIENCE, TECHNOLOGY, ARITHMETIC, READING STUDENTS) GEAR UP	\$ 2,234,400.00
150006-00001	U.S. Department of Education (DoED)		School of Teacher Education & Leadership	Emma Eccles Jones College of Education & Human Services	James T Dorward	Allotment (Increment)	Other Sponsored Activities	2015-08-10	2017-09-15	Utah State University STARS! □ GEAR UP Partnership	\$ 2,366,400.00
151138-00001	UT Department of Workforce Services	U.S. Dept. of Hlth and Hum. Svcs. - Child Care Development Fund	Family Consumer & Human Development	Emma Eccles Jones College of Education & Human Services	Ann Marie Berghout-Austin	Allotment (Increment)	Other Sponsored Activities	2015-07-01	2017-09-18	CCPDI	\$ 1,726,740.00
200741-00001	UT Gov. Off. - Utah Governor's Office of Economic Development		Vice President - Extension	Extension	Michael Carl Finnerty	Allotment (Increment)	Other Sponsored Activities	2016-07-01	2017-09-14	2016-2021 GOED SBDC	\$ 1,747,600.00
201242-00001	U.S. National Science Foundation (NSF)	U.S. National Science Foundation (NSF)	Civil & Environmental Engineering	College of Engineering	David G Tarboton	New	Research Basic	2017-10-01	2017-09-15	S12-SSI: Collaborative Research: Cyber-infrastructure for Advancing Hydro-logic Knowledge through Collaborative Integrations of Data, Science, Modeling, and Analysis	\$ 2,760,000.00
201263-00001	U.S. Dept. of Jus. - Office of Juvenile Justice and Delinquency Prevention	U.S. Department of Justice (DOJ)	Northern Region	Extension	Jolene B Bunnell	New	Other Sponsored Activities	2017-10-01	2017-09-22	Utah 4-H Mentoring initiative - adjusted budget	\$ 1,000,000.00
Totals											\$11,835,140.00

Utah State University/Division of Sponsored Programs - List of Proposals Over \$1,000,000: 09/01/2017 - 09/30/2017

Proposal Number	Funding Sponsor/FTE	Department/Unit	College	Principal Investigator	Proposal Type	Function Type	Proposal Status	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Proposal Date (This Action)	Title	Proposed Funding (This Action)
00169229	UT Department of Workforce Services	Nutrition Dietetics & Food Sciences	College of Agriculture & Applied Sciences	Heidi Reese LeBlanc	Resubmission	Other Sponsored Activities	Funded	2017-10-01	2018-09-30	2017-09-07	Food Sense (SNAP-Ed) Supplemental Nutrition Assistance Program - Education	\$ 1,560,394.01
00169483	U.S. National Science Foundation (NSF)	Instructional Technology & Learning Sciences	Emma Eccles Jones College of Education & Human Services	David Frank Feldon	New	Research Applied	Pending	2018-09-01	2022-08-31	2017-09-14	CORE: Trajectories into Early Career Research	\$ 2,488,596.59
00170055	National Institutes of Health (NIH)	Animal Dairy & Veterinary Sciences	College of Agriculture & Applied Sciences	Kenneth L White	New	Research Basic	Pending	2018-07-01	2023-06-30	2017-09-26	Improving Bovine Cloning Efficiency by Enhancing Reprogramming during Embryonic Genome Activation (EGA)	\$ 2,439,823.82
00170106	U.S. Department of Agriculture (USDA)	School of Applied Science Technology & Education	College of Agriculture & Applied Sciences	Rhonda L Miller	New	Other Sponsored Activities	Pending	2018-09-01	2019-08-31	2017-09-26	Western SARE Regional Host Institution - Utah State University	\$ 1,103,086.91
00170163	National Institutes of Health (NIH)	Animal Dairy & Veterinary Sciences	College of Agriculture & Applied Sciences	Young-Min Lee	New	Research Basic	Pending	2018-05-01	2023-04-30	2017-09-27	The Pig as a Model for the Study of Neurotropic Flaviviruses	\$ 1,782,499.98
Totals												\$ 9,374,401.31

12 January 2018

ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (October 2017)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for October 2017 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of October 2017 amounted to \$28,120,689 versus \$17,357,862 for October 2016.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through October 2017 cumulative award dollars were higher (34.45%) from last year for the same time period, with awards totaling \$109,006,915 for FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted decreased (-73.9%) from \$179,331,486 in October 2016 to \$46,787,490 during October 2017, primarily due to a large USURF proposal in October 2016. The total number of current year proposals (544) is more than FY2017 (540).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for October 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached list of contract/grant proposals and awards (October 2017) are recommended by the President and the Vice President for Research to the Board of Trustees:

NOW THEREFORE, BE IT NOW RESOLVED, That the USU Board of Trustees hereby approves the recommendation of the President and the Vice President for Research.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

Date

**Selected List of Awards Greater than
\$1,000,000.00 from 10-01-2017 to 10-31-2017**

Filters Applied*: No Filter

Award # 1

Control Number	S00002605	Agency	1,510,000.00
Funding Agency	Air Force	USU	0.00
Flow Through Agency	Air Force	Total	1,510,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Don Thompson		
Co-PI(s)			
Period of Performance	01-04-2016 -- 10-04-2018		
Original Award Date	12-17-2015		
Change/Mod Effective Date	10-16-2017		
Program Name	Steelhead		
Statement	Small Satellite Study		

Award # 2

Control Number	S00002607	Agency	2,014,642.55
Funding Agency	Air Force	USU	0.00
Flow Through Agency	Air Force	Total	2,014,642.55
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Jim Perry		
Co-PI(s)			
Period of Performance	01-29-2016 -- 12-31-2018		
Original Award Date	02-01-2016		
Change/Mod Effective Date	10-23-2017		
Program Name	Kokanee		
Statement	Cubesat Mission		

Award # 3

Control Number	S00243002	Agency	3,609,935.00
Funding Agency	Misc Federal Sponsors	USU	0.00
Flow Through Agency	Air Force	Total	3,609,935.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	03-08-2017 -- 09-07-2018		
Original Award Date	03-16-2017		
Change/Mod Effective Date	10-23-2017		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0002 - Virtual Imagery Processing Capability (VIP-C) Enhancements and Sky Lynx Modernization		
Statement	Space Dynamics Laboratory (SDL) will provide new capabilities for the Virtual Imagery Processing Capability (VIP-C) product, including enhancements to the VANTAGE software and Sky Lynx hardware.		

Award # 4

Control Number	S27010000	Agency	3,272,120.00
Funding Agency	Air Force Materiel Command	USU	0.00
Flow Through Agency	Air Force	Total	3,272,120.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Glen Wada		
Co-PI(s)			
Period of Performance	03-01-2017 -- 02-28-2018		
Original Award Date	03-01-2017		
Change/Mod Effective Date	10-18-2017		
Program Name	Extended Tether Program (ETP) Virtual Imagery Processing Capability (VIP-C) Basic & Options		
Statement	The Space Dynamics Laboratory will furnish the necessary personnel, facilities, and material to fabricate, assemble, test, deliver, and install the equipment and software required to maintain and enhance the Virtual Imagery Processing Capability (VIP-C) for the Air Force.		

Agency Total	10,406,697.55
USU Total	0.00
Grand Total	10,406,697.55

Selected List of Proposals Greater than \$1,000,000.00 from 10-01-2017 to 10-31-2017

Filters Applied*: No Filter

Proposal # 1: New

Control Number	S00001639	Agency	\$4,149,040.00
Proposal ID	T00004865 Revision: 0	USU	\$0.00
Funding Agency	Misc Federal Sponsors	Other	\$0.00
Customer	Misc Federal Sponsors	Total	\$4,149,040.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Adam Shelley		
Co-PI(s)			
Period of Performance	06-01-2019 -- 12-31-2023		
Proposal Date	10-06-2017		
Program Name	Pelican		
Statement	This is a Space Dynamics Laboratory Proprietary Program.		

Proposal # 2: Revision

Control Number	S00003257	Agency	\$25,506.00
Proposal ID	T00004445 Revision: 1	USU	\$0.00
Funding Agency	Millennium Engineering and Integration Company	Other	\$0.00
Customer	Air Force Research Laboratory	Total	\$25,506.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	David Anderson		
Co-PI(s)			
Period of Performance	12-01-2017 -- 06-09-2019		
Proposal Date	10-31-2017		
Program Name	Millennium Engineering Integration (MEI) Resilient Bus Experimental Laboratory (REBEL) Phase 2		
Statement	The Space Dynamics Laboratory (SDL) will provide support of Air Force Research Laboratory's (AFRL) Resilient Bus Experimental Laboratory (REBEL) Spacecraft Resiliency Testbed (SRT) to advance space vehicle resiliency technologies. SDL will provide software support development (Flight Software), validation testing, develop associated description, control and usage documentation when requested.		

Proposal # 3: New

Control Number	S00003549	Agency	\$10,540,357.00
Proposal ID	T00004855 Revision: 0	USU	\$0.00
Funding Agency	Air Force	Other	\$0.00
Customer	Air Force	Total	\$10,540,357.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Oppenheimer		
Co-PI(s)			
Period of Performance	12-01-2017 -- 10-31-2019		
Proposal Date	10-27-2017		
Program Name	Extensible Web enabled Operations Center (EWOC) Mission Operations		
Statement	Space Dynamics Laboratory will build an operations center.		

Proposal # 4: Revision

Control Number	S08025000	Agency	\$-5,002,537.00
Proposal ID	T00004639 Revision: 2	USU	\$0.00
Funding Agency	Missile Defense Agency	Other	\$0.00
Customer	Office of Naval Research HQ	Total	\$-5,002,537.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Oppenheimer		
Co-PI(s)			
Period of Performance	11-01-2017 -- 04-01-2020		
Proposal Date	10-27-2017		
Program Name	National Oceanographic Partnership Program (NOPP)		
Statement	The Space Dynamics Laboratory will provide program coordination and systems engineering support to the National Oceanographic Partnership Program (NOPP) Small Satellite for Ocean and Atmosphere Research (SOAR) Program.		

Agency Total	\$9,712,366.00
USU Total	\$0.00
Other Total	\$0.00
Grand Total	\$9,712,366.00

* Only proposals from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Keith.Paskett@usurf.usu.edu.

Utah State University/Division of Sponsored Programs - List of Awards Over \$1,000,000: 10/01/2017 - 10/31/2017

Award Number	Funding Sponsor/PTE	lead_unit	College	Principal Investigator	Award Action Type	Function Type	Original Award Date	Award Date (This Action)	Title	Awarded Funding
151183-00001	U.S. Dept. of Hlth. and Hum. Svcs. - Office of Family Assistance	Family Consumer & Human Development	Emma Eccles Jones College of Education & Human Services	Brian J Higginbotham	Allotment (Increment)	Other Sponsored Activities	2015-09-30	2017-10-04	Steps to Healthy Fatherhood	\$ 1,574,870.00
201073-00001	UT Department of Health	Center for Persons with Disabilities	Emma Eccles Jones College of Education & Human Services	Susan E Thain Olsen	New	Other Sponsored Activities	2017-07-01	2017-10-19	Up to 3 Baby Watch Early Intervention Program	\$ 1,264,521.00
201306-00001	U.S. Department of Education (DoED)	School of Teacher Education & Leadership	Emma Eccles Jones College of Education & Human Services	James T Dorward	New	Other Sponsored Activities	2017-09-26	2017-10-04	GEAR UP 3: Utah State University STARS! - GEAR UP Partnership	\$ 2,187,197.00
Totals										\$ 5,026,588.00

Utah State University/Division of Sponsored Programs - List of Proposals Over \$1,000,000: 10/01/2017 - 10/31/2017

Proposal Number	Funding Sponsor/FTE	Prime Sponsor	Department/Unit	College	Principal Investigator	Proposal Type	Function Type	Proposal Status	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Proposal Date (This Action)	Title	Proposed Funding (This Action)
00170738	National Institutes of Health (NIH)		Animal Dairy & Veterinary Sciences	College of Agriculture & Applied Sciences	Jeffrey B Mason	Resubmission	Research Basic	Pending	2018-07-01	2023-06-30	2017-10-05	Mechanism of ovarian-dependent enhancement of health and longevity in postreproductive female mice	\$ 1,842,458.64
00170935	UT Gov. Off. - Utah Governor's Office of Economic Development		Applied Economics	College of Agriculture & Applied Sciences	Michael Carl Finnerty	Augmentation	Other Sponsored Activities	Funded	2017-07-01	2021-06-30	2017-10-11	GOED SBDC	\$ 1,200,000.00
00170952	U.S. National Science Foundation (NSF)		Mathematics & Statistics	College of Science	David E Brown	New	Research Basic	Pending	2018-09-01	2023-08-31	2017-10-11	Predicting emergent phenotypes at the intersection of mathematics, biology, and computer science	\$ 9,513,157.71
00171027	HOWARD HUGHES MEDICAL INSTITUTE		Biology	College of Science	Alan H. Savitzky	New	Other Sponsored Activities	Pending	2018-09-01	2023-08-31	2017-10-12	Howard Hughes Medical Institute Inclusive Excellence Grants 2018	\$ 1,000,000.00
00171104	U.S. National Science Foundation (NSF)		Watershed Sciences	Quinney College of Natural Resources	Charles P Hawkins	New	Research Basic	Pending	2019-01-01	2022-12-31	2017-10-16	Collaborative Research: MSB-FRA: Modeling the determinants of lotic ecosystem biodiversity from local to continental scales and predicting vulnerability to environmental alteration	\$ 1,379,025.00
00171124	U.S. National Science Foundation (NSF)		Physics	College of Science	Tao Yuan	New	Research Basic	Pending	2018-08-01	2023-07-31	2017-10-16	Enhanced Na Wind-Temperature Lidar Measurements to Investigate Fundamental Coupling Processes in the Mid-Latitude Mesosphere and Lower Thermosphere	\$ 1,930,071.86
00171457	UT Sys. of High. Ed. - Utah Valley University	U.S. Department of Education (DoED)	School of Teacher Education & Leadership	Emma Eccles Jones College of Education & Human Services	James T Dorward	New	Other Sponsored Activities	Pending	2017-09-26	2024-09-25	2017-10-23	Gear Up Utah (GUU)	\$ 1,470,000.00
Totals													\$18,334,713.21

12 January 2018

ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (November 2017)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for November 2017 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of November 2017 amounted to \$15,047,931 versus \$9,895,723 for November 2016.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through November 2017 cumulative award dollars were higher (36.4%) from last year for the same time period, with awards totaling \$124,054,847 for FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted increased (20.4%) from \$58,740,872 in November 2016 to \$70,694,855 during November 2017. The total number of current year proposals (643) is less than FY2017 (664).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for November 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached list of contract/grant proposals and awards (November 2017) are recommended by the President and the Vice President for Research to the Board of Trustees:

NOW THEREFORE, BE IT NOW RESOLVED, That the USU Board of Trustees hereby approves the recommendation of the President and the Vice President for Research.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

Date

Selected List of Awards Greater than \$1,000,000.00 from 11-01-2017 to 11-30-2017

Filters Applied*: No Filter

Award # 1

Control Number	S08005003	Agency	1,273,292.00
Funding Agency	Missile Defense Agency	USU	0.00
Flow Through Agency	Air Force Research Laboratory	Total	1,273,292.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	05-01-2017 -- 08-16-2021		
Original Award Date	05-01-2017		
Change/Mod Effective Date	11-07-2017		
Program Name	UARC TO 0005 Tuttle - Flash		
Statement	The Space Dynamics Laboratory (SDL) will assist the Air Force Research Laboratory (AFRL) in developing and providing innovative technology development approaches to advance the state-of-the-art electronic, electro-optical, and software systems and components-of-interests and provide improved, reliable, and affordable space systems, spacecraft, payloads, components, and assembly, integration and test (AI&T) equipment and techniques.		

Award # 2

Control Number	S12003014	Agency	1,140,000.00
Funding Agency	Naval Research Lab	USU	0.00
Flow Through Agency	Hill Air Force Base	Total	1,140,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Brent Carlsen		
Co-PI(s)			
Period of Performance	10-25-2017 -- 03-14-2018		
Original Award Date	10-25-2017		
Change/Mod Effective Date	11-14-2017		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task Order 0003 - F-16 Digital Communication Matrix		
Statement	Space Dynamics Laboratory will re-engineer the existing F-16 analog Communications Matrix, with the goal of creating a form, fit, function replacement using digital signal processing techniques for improved audio quality and upgrade capability.		

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Prepared: 12-11-2017 15:14

Agency Total	2,413,292.00
USU Total	0.00
Grand Total	2,413,292.00

* Only awards from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Keith.Paskett@usurf.usu.edu.

Selected List of Proposals Greater than \$1,000,000.00 from 11-01-2017 to 11-30-2017

Filters Applied*: No Filter

Proposal # 1: New

Control Number	S00003713	Agency	\$3,146,719.00
Proposal ID	T00005093 Revision: 0	USU	\$0.00
Funding Agency	Southwest Research Institute (SwRI) (P)	Other	\$0.00
Customer	Defense Intelligence Agency	Total	\$3,146,719.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Lance Fife		
Co-PI(s)			
Period of Performance	06-01-2018 -- 05-31-2019		
Proposal Date	11-09-2017		
Program Name	Helios - Task Order Golf		
Statement	SDL will design, build, and test a ground based telescope in support of the Helios contract. SDL will identify and use standard "off the shelf" items that are readily available which allows the ground based telescope to be easily maintained.		

Proposal # 2: New

Control Number	S00003715	Agency	\$3,593,922.00
Proposal ID	T00005095 Revision: 0	USU	\$0.00
Funding Agency	Southwest Research Institute (SwRI) (P)	Other	\$0.00
Customer	Defense Intelligence Agency	Total	\$3,593,922.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	06-01-2018 -- 05-31-2021		
Proposal Date	11-13-2017		
Program Name	Helios - Task Order Foxtrot		
Statement			

Proposal # 3: New

Control Number	S00003719	Agency	\$4,930,089.00
Proposal ID	T00005109 Revision: 0	USU	\$0.00
Funding Agency	Lockheed Martin Space Systems	Other	\$0.00
Customer	Lockheed Martin Space Systems	Total	\$4,930,089.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Jed Hancock		
Co-PI(s)			
Period of Performance	05-01-2018 -- 05-31-2020		
Proposal Date	11-30-2017		
Program Name	Frontier Space Camera for Lockheed Martin		
Statement	Proposal for camera and readout electronics for the 3 EDU's and 5 Flight Units		

Proposal # 4: New

Control Number	S06001000	Agency	\$30,000,000.00
Proposal ID	T00005097 Revision: 0	USU	\$0.00
Funding Agency	Air Force Research Laboratory	Other	\$0.00
Customer	Air Force Research Laboratory	Total	\$30,000,000.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Stradling		
Co-PI(s)			
Period of Performance	01-03-2018 -- 03-15-2023		
Proposal Date	11-29-2017		
Program Name	Space Situational Awareness (SSA) Sensor Development		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

Proposal # 5: New

Control Number	S06004000	Agency	\$12,000,000.00
Proposal ID	T00005103 Revision: 0	USU	\$0.00
Funding Agency	Air Force Research Laboratory	Other	\$0.00
Customer	Air Force Research Laboratory	Total	\$12,000,000.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Mike Wojcik		
Co-PI(s)			
Period of Performance	01-03-2018 -- 07-31-2019		
Proposal Date	11-29-2017		
Program Name	Air Force Research Laboratory (AFRL) Task Order 0004 - Atomic Navigation and Timing		
Statement	The Space Dynamics Laboratory (SDL) will support AFRL in executing both a basic research program for better understanding the physical principles of operation of Atomic Timing and Navigation (ATNAV) devices, and applying a development program which will ultimately yield flight-ready hardware for future ATNAV flight demonstrations. In addition, SDL will provide advanced engineering of laser systems, optimized electronics, and space environmental designs to successfully leverage atomic physics-based systems for Air Force needs.		

Proposal # 6: Revision

Control Number	S08002000	Agency	\$-466,011.00
Proposal ID	T00004369 Revision: 1	USU	\$0.00
Funding Agency	Missile Defense Agency	Other	\$0.00
Customer	Missile Defense Agency	Total	\$-466,011.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Bruce Guilmain		
Co-PI(s)			
Period of Performance	11-26-2016 -- 11-25-2019		
Proposal Date	11-17-2017		
Program Name	Missile Defense Agency (MDA) Director of Engineering (DE) Staff Support - Task Order 2		
Statement	The Space Dynamics Laboratory (SDL) will provide technical support to Missile Defense Agency (MDA)/Director for Engineering (DE). SDL will provide non-personal services independent subject matter expertise (SME) to the MDA Command, Control, Communication, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) DE programs.		

Proposal # 7: New

Control Number	S08027000	Agency	\$1,915,383.00
Proposal ID	T00005025 Revision: 0	USU	\$0.00
Funding Agency	Missile Defense Agency	Other	\$0.00
Customer	Missile Defense Agency	Total	\$1,915,383.00
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Bruce Guilmain		
Co-PI(s)			
Period of Performance	12-01-2017 -- 08-16-2021		
Proposal Date	11-09-2017		
Program Name	Missile Defense Agency Space Systems Subject Matter Expertise Support		
Statement	The Space Dynamics Laboratory (SDL) will provide subject matter expertise to the Missile Defense Agency's Space Systems (MDA/SS) programs.		

Agency Total	\$55,120,102.00
USU Total	\$0.00
Other Total	\$0.00
Grand Total	\$55,120,102.00

* Only proposals from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Utah State University/Division of Sponsored Programs - List of Awards Over \$1,000,000: 11/01/2017 - 11/30/2017

Award Number	Funding Sponsor/PTE	lead_unit	College	Principal Investigator	Award Action Type	Function Type	Original Award Date	Award Date (This Action)	Title	Awarded Funding (This Action)
200741-00001	UT Gov. Off. - Utah Governor's Office of Economic Development	Vice President - Extension	Extension	Michael Carl Finnerty	Continuation (Amendment)	Other Sponsored Activities	2016-07-01	2017-11-06	2016-2021 GOED SBDC	\$ 2,400,000.00
201238-00001	UT Department of Workforce Services	Nutrition Dietetics & Food Sciences	College of Agriculture & Applied Sciences	Heidi Reese LeBlanc	New	Other Sponsored Activities	2017-10-01	2017-11-20	Food \$ense (SNAP-Ed) Supplemental Nutrition Assistance Program - Education	\$ 1,560,394.00
Totals										\$ 3,960,394.00

Utah State University/Division of Sponsored Programs - List of Proposals Over \$1,000,000: 11/01/2017 - 11/30/2017

Proposal Number	Funding Sponsor/FTE	Prime Sponsor	Department/Unit	College	Principal Investigator	Proposal Type	Function Type	Proposal Status	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Proposal Date (This Action)	Title	Proposed Funding (This Action)
00172093	SRI International	U.S. National Science Foundation (NSF)	Instructional Technology & Learning Sciences	Emma Eccles Jones College of Education & Human Services	Breanne Krystine Litts	New	Research Applied	Pending	2018-06-01	2022-05-31	2017-11-07	Collaboration in the Classroom: Developing Data-Driven Teaching Tools for Measuring Collaborative Design Activities	\$ 1,086,741.29
00172262	U.S. National Science Foundation (NSF)		School of Teacher Education & Leadership	Emma Eccles Jones College of Education & Human Services	Kimberly Hardiman Lott	New	Research Applied	Pending	2018-07-01	2022-06-30	2017-11-14	Collaborative Research: Integrating Science and Technology Into Literacy Learning (INSTILL)	\$ 1,379,927.41
00172292	U.S. National Science Foundation (NSF)		Instructional Technology & Learning Sciences	Emma Eccles Jones College of Education & Human Services	Breanne Krystine Litts	New	Research Applied	Pending	2018-07-01	2022-06-30	2017-11-14	COLLABORATIVE RESEARCH: StoryCoding in the ARIS Game Design Platform: Implementing Computational Thinking Across the Curriculum	\$ 1,136,119.15
Totals													\$ 3,602,787.85

ITEM FOR ACTION

RE: Bad Debt Write-off Recommendation for Fiscal Year Ending 30 June 2017

The attached information is submitted for the Trustees' consideration. The material has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The bad debt write-off recommendations for fiscal year ending 30 June 2017 represented on Schedule 1 and Schedule 2 attached.

Short-term Loans, Returned Checks, E & G Tuition/Fees, USUE Tuition/Fees, and State Line Tuition/Fees

This document provides an analysis of the recommended write-off for FY 2017 in each of the five categories of receivables and a comparative analysis for FY 2015 and 2016.

The comparative analysis for short-term loans shows that the recommended FY 2017 dollar amount of write-off is \$3,089 less than FY 2016. The percent of approximate annual dollar volume for FY 2017 is 16.92 percent and FY 2016 was 23.88 percent.

The comparative analysis for returned checks shows that the recommended FY 2017 dollar amount of write-off is \$2,060 less than FY 2016. The percent of approximate annual dollar volume for FY 2017 is 0.93 percent and FY 2016 was 8.17 percent.

The comparative analysis for E & G tuition/fees shows that the recommended FY 2017 dollar amount of write-off is \$157,054 more than FY 2016. The percent of approximate annual dollar volume for FY 2017 is 0.24 percent and FY 2016 was 0.09 percent.

The comparative analysis for USUE tuition/fees shows that the recommended FY 2017 dollar amount of write-off is \$19,637 more than FY 2016. The percent of approximate annual dollar volume for FY 2017 is 1.75 percent and FY 2016 was 1.42 percent.

The comparative analysis for State Line tuition/fees shows that the recommended FY 2017 dollar amount of write-off is \$25,279 more than FY 2016. The percent of approximate annual dollar volume for FY 2017 is 0.14 percent and FY 2016 was 0.12 percent.

Auxiliaries, Services, and Other

This document provides a comparative analysis for FY 2015, 2016, and 2017 of the dollar amounts recommended for bad debt write-off by entity. The recommended bad debt write-off for FY 2017 is \$139,699 compared with \$167,093 for FY 2016 and \$109,953 for FY 2015.

Auxiliaries, Service Enterprises, and other entities were asked to submit accounts for write-off approval. The total amount submitted for write-off represents approximately 0.9 percent of total credit sales. Normal collection efforts, including statements, telephone calls, collection letters,

and collection agencies have been used as warranted before the accounts were submitted for write-off approval.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The Bad Debt Write-off Recommendations for fiscal year ending 30 June 2017 have been compiled, reviewed and submitted for approval by the Utah State University Controller's Office; and

WHEREAS, The President and Vice President for Business and Finance have reviewed the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2017 and recommend approval to the Board of Trustees; and

WHEREAS, The Utah State University Board of Trustees has reviewed the Bad Debt Write-off Recommendations for the fiscal year ending 30 June 2017:

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2017 as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

BAD DEBT WRITE-OFF RECOMMENDATIONS
TUITION INSTALLMENT PLAN, SHORT-TERM LOANS, RETURNED CHECKS
E & G TUITION/FEES, AND STATE LINE TUITION/FEES
Fiscal Year Ending 30 June 2017

Program	Approximate Annual Dollar Volume	Bad Debt Expense		Percent of Approximate Annual Dollar Volume	Funding Source
		Number Of Accounts	Amount		
Short-term Loans	\$25,550.00	10	\$4,324.00	16.92%	B
Returned Checks	\$126,713.28	5	\$1,174.96	0.93%	A
E & G Tuition/Fees	\$137,615,641.84	595	\$324,343.02	0.24%	C
USUE Tuition/Fees	\$5,148,622.02	206	\$90,012.47	1.75%	C
State Line Tuition/Fees	\$48,572,677.76	106	\$66,558.16	0.14%	C

Note A: The bad debt expense for returned checks is funded from service charges.

Note B: The bad debt expense for short-term loans is written off against the interest earned on loans and when necessary the principal balance of the individual loan funds.

Note C: The bad debt expense for tuition and fees is written off against the tuition and fee revenue.

THREE-YEAR COMPARATIVE FIGURES									
Program	Bad Debt Expense						Percent of Approximate Annual Dollar Volume		
	2015		2016		2017		2015	2016	2017
	No. of Accounts	Amount	No. of Accounts	Amount	No. of Accounts	Amount			
Short-term Loans	14	\$4,352	8	\$7,413	10	\$4,324	5.40	23.88	16.92
Returned Checks	10	\$2,700	13	\$3,235	6	\$1,175	13.56	8.17	0.93
E & G Tuition/Fees	167	\$198,818	380	\$167,289	595	\$324,343	0.15	0.09	0.24
USUE Tuition/Fees	84	\$114,027	187	\$70,375	206	\$90,012	2.30	1.42	1.75
State Line Tuition/Fees	256	\$198,897	36	\$41,279	106	\$66,558	0.55	0.12	0.14

COMPARATIVE SCHEDULE OF BAD DEBT WRITE-OFF RECOMMENDATIONS
AUXILIARIES, SERVICES, AND OTHER
Fiscal Year Ending June 30, 2017

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Three -Year Total</u>	<u>Three -Year Average</u>
<u>Auxiliaries</u>					
Bookstore	18,008	20,693	23,122	61,823	20,607.67
Dining Services	14,020	40,822	30,086	84,928	28,309.33
Health Center	-	-	7,485	7,485	2,495.00
Housing	75,554	104,135	73,136	252,825	84,275.00
Triple Beam Bakery	-	-	-	-	-
Total Auxiliaries	<u>107,582</u>	<u>165,650</u>	<u>133,829</u>	<u>407,061</u>	<u>135,687</u>
<u>Services</u>					
Soils Testing Lab	204	265	-	469	156.33
Total Services	<u>204</u>	<u>265</u>	<u>-</u>	<u>469</u>	<u>156.33</u>
<u>Other</u>					
Statesman Newspaper	2,011	1,178	5,816	9,005	3,002
Veterinary Diagnostic Lab	96	-	-	96	32
Innovation Campus - Caisson	-	-	-	-	-
Caine College of the Arts - Equipment	60	-	54	114	38
Total Other	<u>2,167</u>	<u>1,178</u>	<u>5,870</u>	<u>9,215</u>	<u>3,072</u>
Grand Total	<u>109,953</u>	<u>167,093</u>	<u>139,699</u>	<u>416,745</u>	<u>138,915</u>

ITEM FOR ACTION

RE: Certificate of Treasurer for August 2017

The Certificate of Treasurer for August 2017 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds budget at 31 August 2017 totaled \$393,450,084, up \$15,489,697 (4.10%) over the same 2016-2017 period. The year-to-date state appropriated funds expenditures totaled \$58,892,209, up \$1,648,455 (2.88%) over the same 2016-2017 period and represented 15% of the total budget. The percent of budget expended, 15%, was 2% less than would be expected to be spent on a strict time of budget year expired basis. Total expenditures for all funds totaled \$137,284,819, up \$4,102,911 (3.08%) over the same 2016-2017 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for August 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, Authorized invoices and supporting papers have been filed pertaining to those expenditures listed on the attached Certificate of Treasurer; and

WHEREAS, Expenditures listed on the attached Certificate of Treasurer have been reviewed and approved for payment by the USU Controller's Office, Purchasing Department, and other departments; and

WHEREAS, The expenditures listed on the attached Certificate of Treasurer are in accordance with the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief that all expenditures listed on the attached Certificate of Treasurer were legitimate claims against Utah State University and funds were available for payment of said claims; and

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 July 2017 to 31 August 2017 on the attached Certificate of Treasurer; and

WHEREAS, The President of Utah State University has reviewed the attached Certificate of Treasurer and recommends its approval of those expenditures listed thereon by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the expenditures listed on the attached Certificate of Treasurer;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Certificate of Treasurer as presented and ratifies the expenditures listed on said Certificate of Treasurer for August 2017.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

CERTIFICATE OF TREASURER

I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2017 to 31 August 2017.

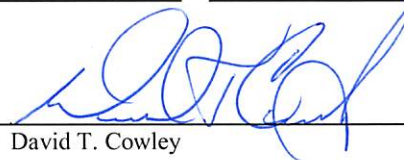
Authorization, invoices, and supporting papers have been filed pertaining to the following enumerated expenditures, which have been reviewed and processed for payment by the Controller's Office, Purchasing Department, and other departments; according to the laws, rules, and regulations of Utah State University and the State of Utah. To the best of my knowledge and belief, all are legitimate claims against Utah State University and funds were available for payment of said claims.

State Appropriated Funds	Budget	Percent of Budget Expended (17% Fiscal Year Expired)	1-Aug-17 31-Aug-17	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	\$262,639,429	14%	\$19,870,079	\$37,286,742	\$35,794,792	\$1,491,950	4.17 %
Athletics	6,727,112	14%	448,811	927,716	887,792	39,924	4.50 %
E&G - O&M	3,595,967	4%	76,262	128,440	197,603	(69,163)	(35.00) %
Agricultural Experiment Station	17,538,609	14%	1,108,696	2,424,576	2,257,315	167,261	7.41 %
UWRL Appropriation	4,090,109	9%	216,799	373,219	370,892	2,327	0.63 %
UWRL Apportionment	2,771,636	10%	136,885	266,757	452,187	(185,430)	(41.01) %
Tooele - Cont. Ed. Center	13,161,575	33%	681,293	4,277,924	4,498,115	(220,191)	(4.90) %
Educationally Disadvantaged	100,000	42%	224	42,306	31,276	11,030	35.27 %
Southeastern Utah - Cont. Ed. Center	2,668,462	37%	157,087	980,465	965,289	15,176	1.57 %
Uintah Basin - Cont. Ed. Center	6,987,115	23%	469,884	1,630,298	1,720,091	(89,793)	(5.22) %
Cooperative Extension	21,636,691	10%	1,043,889	2,247,274	2,300,675	(53,401)	(2.32) %
Brigham City - Cont. Ed. Center	19,476,168	21%	1,162,574	4,014,773	3,512,832	501,941	14.29 %
USTAR	238	0%	-	-	994	(994)	(100.00) %
E&G - Vet Med	9,705,474	12%	935,968	1,194,255	1,288,649	(94,394)	(7.33) %
Price (USU Eastern)	15,832,013	13%	1,195,099	2,124,152	2,023,717	100,435	4.96 %
Blanding Campus (USU Eastern)	4,416,298	15%	365,623	655,865	674,458	(18,593)	(2.76) %
Educationally Disadvantaged (USU Eastern)	112,449	7%	3,618	7,746	-	7,746	-
Prehistoric Museum (USU Eastern)	485,592	16%	39,891	75,636	68,136	7,500	11.01 %
Workforce Education (USU Eastern)	1,505,147	16%	122,276	234,065	198,941	35,124	17.66 %
Total State Appropriated Funds	<u>\$393,450,084</u>	15%	<u>\$28,034,958</u>	<u>\$58,892,209</u>	<u>\$57,243,754</u>	<u>\$1,648,455</u>	2.88 %
 Total State Appropriated Funds 2016-2017	 <u>\$377,960,387</u>						
Increase from 2016-2017	<u>\$15,489,697</u>						
Percent Increase from 2016-2017	<u>4.10%</u>						

	1-Aug-17 31-Aug-17	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<u>Other Unrestricted Funds</u>					
Overhead Reimbursement for R & D	\$1,166,061	\$1,934,741	\$1,785,127	\$149,614	8.38 %
Designated	4,843,404	5,873,057	5,632,240	240,817	4.28 %
Service Departments	5,443,841	10,088,765	8,355,254	1,733,511	20.75 %
Auxiliary Enterprises (Except Athletics)	2,651,162	5,054,419	6,601,745	(1,547,326)	(23.44) %
Athletics - USU	1,621,657	3,611,160	4,212,451	(601,291)	(14.27) %
	<u>15,726,125</u>	<u>26,562,142</u>	<u>26,586,817</u>	<u>(24,675)</u>	<u>(0.09) %</u>
<u>Other Restricted Funds</u>					
Instruction	1,805,642	2,860,460	2,549,004	311,456	12.22 %
Research	6,020,491	9,582,106	9,140,253	441,853	4.83 %
Public Service	4,010,873	6,535,808	6,703,928	(168,120)	(2.51) %
Academic Support	639,124	1,164,898	1,144,819	20,079	1.75 %
Student Services	757,518	1,263,709	1,193,244	70,465	5.91 %
Institutional Support	34,430	67,291	87,999	(20,708)	(23.53) %
Operation and Maintenance of Plant	19,118	25,480	207,741	(182,261)	(87.73) %
Scholarships and Fellowships	20,794,617	26,305,098	25,350,360	954,738	3.77 %
Service Departments	-	-	-	-	0.00 %
Auxiliary Enterprises	(180,385)	325,067	(888,315)	1,213,382	(136.59) %
	<u>33,901,428</u>	<u>48,129,917</u>	<u>45,489,033</u>	<u>2,640,884</u>	<u>5.81 %</u>
<u>Other Funds</u>					
Plant Funds	3,006,376	3,679,905	3,845,353	(165,448)	(4.30) %
Associated Students	-	-	-	-	- %
Other Agency Funds	10,461	20,646	16,951	3,695	21.80 %
	<u>3,016,837</u>	<u>3,700,551</u>	<u>3,862,304</u>	<u>(161,753)</u>	<u>(4.19) %</u>
 Total All Funds	 <u>\$80,679,348</u>	 <u>\$137,284,819</u>	 <u>\$133,181,908</u>	 <u>\$4,102,911</u>	 <u>3.08 %</u>

12/15/17

Date


David T. Cowley

ITEM FOR ACTION

RE: Certificate of Treasurer for September 2017

The Certificate of Treasurer for September 2017 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds budget at 30 September 2017 totaled \$393,467,457, up \$15,507,070 (4.10%) over the same 2016-2017 period. The year-to-date state appropriated funds expenditures totaled \$84,995,312, up \$2,744,582 (3.34%) over the same 2016-2017 period and represented 22% of the total budget. The percent of budget expended, 22%, was 3% less than would be expected to be spent on a strict time of budget year expired basis.

Total expenditures for all funds totaled \$201,939,192, up \$6,567,622 (3.36%) over the same 2016-2017 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for September 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, Authorized invoices and supporting papers have been filed pertaining to those expenditures listed on the attached Certificate of Treasurer; and

WHEREAS, Expenditures listed on the attached Certificate of Treasurer have been reviewed and approved for payment by the USU Controller's Office, Purchasing Department, and other departments; and

WHEREAS, The expenditures listed on the attached Certificate of Treasurer are in accordance with the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief that all expenditures listed on the attached Certificate of Treasurer were legitimate claims against Utah State University and funds were available for payment of said claims; and

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 July 2017 to 30 September 2017 on the attached Certificate of Treasurer; and

WHEREAS, The President of Utah State University has reviewed the attached Certificate of Treasurer and recommends its approval of those expenditures listed thereon by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the expenditures listed on the attached Certificate of Treasurer;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Certificate of Treasurer as presented and ratifies the expenditures listed on said Certificate of Treasurer for September 2017.

=====

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

CERTIFICATE OF TREASURER

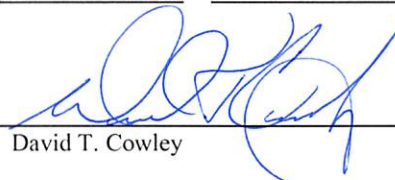
I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2017 to 30 September 2017.

Authorization, invoices, and supporting papers have been filed pertaining to the following enumerated expenditures, which have been reviewed and processed for payment by the Controller's Office, Purchasing Department, and other departments; according to the laws, rules, and regulations of Utah State University and the State of Utah. To the best of my knowledge and belief, all are legitimate claims against Utah State University and funds were available for payment of said claims.

State Appropriated Funds	Budget	Percent of Budget Expended (25% Fiscal Year Expired)	1-Sep-17 30-Sep-17	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	\$262,639,479	22%	\$19,749,760	\$57,036,502	\$53,693,015	\$3,343,487	6.23 %
Athletics	6,727,112	22%	567,860	1,495,576	1,388,692	106,884	7.70 %
E&G - O&M	3,595,967	6%	74,925	203,365	219,454	(16,089)	(7.33) %
Agricultural Experiment Station	17,538,609	18%	806,781	3,231,358	3,352,112	(120,754)	(3.60) %
UWRL Appropriation	4,090,109	15%	248,693	621,911	511,717	110,194	21.53 %
UWRL Apportionment	2,771,636	13%	99,729	366,487	663,239	(296,752)	(44.74) %
Tooele - Cont. Ed. Center	13,161,575	36%	473,064	4,750,988	5,044,794	(293,806)	(5.82) %
Educationally Disadvantaged	100,000	43%	581	42,887	32,052	10,835	33.80 %
Southeastern Utah - Cont. Ed. Center	2,668,462	42%	151,439	1,131,905	1,087,962	43,943	4.04 %
Uintah Basin - Cont. Ed. Center	6,987,115	31%	510,967	2,141,265	2,205,103	(63,838)	(2.90) %
Cooperative Extension	21,636,691	15%	943,218	3,190,492	3,353,183	(162,691)	(4.85) %
Brigham City - Cont. Ed. Center	19,476,168	24%	649,063	4,663,836	4,423,887	239,949	5.42 %
USTAR	238	0%	-	-	1,520	(1,520)	(100.00) %
E&G - Vet Med	9,705,474	15%	250,147	1,444,403	1,565,513	(121,110)	(7.74) %
Price (USU Eastern)	15,849,336	20%	1,105,100	3,229,252	3,270,632	(41,380)	(1.27) %
Blanding Campus (USU Eastern)	4,416,298	22%	316,867	972,731	991,057	(18,326)	(1.85) %
Educationally Disadvantaged (USU Eastern)	112,449	12%	5,867	13,613	236	13,377	5,668.22 %
Prehistoric Museum (USU Eastern)	485,592	24%	40,267	115,903	100,757	15,146	15.03 %
Workforce Education (USU Eastern)	1,505,147	23%	108,773	342,838	345,805	(2,967)	(0.86) %
Total State Appropriated Funds	<u>\$393,467,457</u>	22%	<u>\$26,103,101</u>	<u>\$84,995,312</u>	<u>\$82,250,730</u>	<u>\$2,744,582</u>	3.34 %
 Total State Appropriated Funds 2016-2017	 <u>\$377,960,387</u>						
 Increase from 2016-2017	 <u>\$15,507,070</u>						
 Percent Increase from 2016-2017	 <u>4.10%</u>						

	1-Sep-17 30-Sep-17	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<u>Other Unrestricted Funds</u>					
Overhead Reimbursement for R & D	\$935,783	\$2,870,524	\$2,746,409	\$124,115	4.52 %
Designated	8,217,888	14,090,945	13,356,126	734,819	5.50 %
Service Departments	4,771,892	14,860,657	12,547,044	2,313,613	18.44 %
Auxiliary Enterprises (Except Athletics)	5,277,532	10,331,951	10,071,308	260,643	2.59 %
Athletics - USU	2,712,376	6,323,536	5,754,653	568,883	9.89 %
	<u>21,915,471</u>	<u>48,477,613</u>	<u>44,475,540</u>	<u>4,002,073</u>	9.00 %
<u>Other Restricted Funds</u>					
Instruction	1,977,993	4,838,453	3,993,531	844,922	21.16 %
Research	4,745,073	14,327,179	14,671,212	(344,033)	(2.34) %
Public Service	3,967,757	10,503,565	10,718,496	(214,931)	(2.01) %
Academic Support	766,554	1,931,452	1,597,309	334,143	20.92 %
Student Services	975,027	2,238,736	2,122,814	115,922	5.46 %
Institutional Support	69,382	136,673	179,188	(42,515)	(23.73) %
Operation and Maintenance of Plant	20,594	46,075	241,985	(195,910)	(80.96) %
Scholarships and Fellowships	2,199,129	28,504,226	27,453,053	1,051,173	3.83 %
Service Departments	1,598	1,598	-	1,598	0.00 %
Auxiliary Enterprises	(1,530,180)	(1,205,113)	(776,835)	(428,278)	55.13 %
	<u>13,192,927</u>	<u>61,322,844</u>	<u>60,200,753</u>	<u>1,122,091</u>	1.86 %
<u>Other Funds</u>					
Plant Funds	3,425,061	7,104,966	8,400,754	(1,295,788)	(15.42) %
Associated Students	-	-	-	-	- %
Other Agency Funds	17,811	38,457	43,793	(5,336)	(12.18) %
	<u>3,442,872</u>	<u>7,143,423</u>	<u>8,444,547</u>	<u>(1,301,124)</u>	(15.41) %
 Total All Funds	 <u>\$64,654,371</u>	 <u>\$201,939,192</u>	 <u>\$195,371,570</u>	 <u>\$6,567,622</u>	 3.36 %

12/15/17
Date


David T. Cowley

ITEM FOR ACTION

RE: Delegation/Administrative Reports – 08/25/17 to 10/27/17

Utah State University has been given authority by the Division of Facilities Construction and Management (DFCM) to exercise direct supervision of the design and construction of all alterations, repairs, and improvements to existing facilities on individual projects with budgets of less than \$4 million. The supervision of new construction can also be delegated to USU on a project-by-project basis and can exceed the \$4 million amount. As part of the delegation authority, administrative reports are prepared by USU and presented to the Utah State Building Board at each of its meetings. The monthly format of USU's reports is similar to that of the DFCM's reports presenting professional and construction contracts issued during the reporting period, contingency and project reserves status, and a delegated projects list showing budget and status. On a quarterly basis, additional reports are prepared showing contingency fund cumulative transfers, a summary of the statewide (paving) account, and a construction contract status. The Board of Regents has transferred its authority to review the delegation/ administrative reports to the Board of Trustees.

The reports have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The following is a summary of the administrative reports for USU for the period to 08/25/17 to 10/27/17.

Professional Contracts, 18 contracts issued (Page 1)

Comments are provided on the report.

Construction Contracts, 20 contracts issued (Pages 2-3)

Comments are provided on the report.

Report of Contingency Reserve Fund (Page 4)

Thirteen projects needed funds from the contingency reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Report of Project Reserve Fund Activity (Page 5)

Two projects contributed to the project reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Current Delegated Projects List (Pages 6-8)

Of USU's 91 projects, 9 are pending, 13 are in the design/study phase, 41 are in construction, 25 are substantially complete and 3 are complete. The three projects completed during this period were Huntsman Library Huntsman Hall, Old Main Reroof Center Section and USUE Mechanical/Lighting Upgrade.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the delegation/ administrative reports for the current reporting period be approved as presented.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The Utah Legislature appropriates state funds through the Division of Facilities Construction and Management to Utah State University for the purpose of capital improvements; and

WHEREAS, The Division of Facilities Construction and Management has delegated its authority to exercise direct supervision of the design and construction of such capital improvements to Utah State University; and

WHEREAS, Non-state funded projects with budgets of less than \$4 million are also delegated to Utah State University; and

WHEREAS, Projects in excess of \$4 million can also be delegated to Utah State University with specific approval of the Utah State Building board; and

WHEREAS, Utah State University presents reports on the status of all its delegated projects to the Utah State Building Board on a regular basis; and

WHEREAS, The State Board of Regents has transferred its authority to review the delegation/administrative reports to the Board of Trustees; and

WHEREAS, The President and Vice President for Business and Finance have reviewed the delegation/administrative reports for the current reporting period and recommend approval of the reports to the Board of Trustees; and

WHEREAS, The Board of Trustees has reviewed and given due consideration to the delegation/administrative reports:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the delegation/administrative reports as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

Date

Professional Contracts Awarded From 08/25/17 to 10/27/17

Project Name	Firm Name	A/E Budget	Fee Amount	Comments
1 Champ OM Hill Sewer Line Repl	Forsgren Associates	\$87,600.00	\$55,500.00	Civil engineering services
2 Planning & Design FY18	Sporano and Mooney	\$175,000.00	\$49,996.00	Design services East Gateway District Plan
3 Bio Tech Lab Controls	Colvin Engineering	\$42,778.00	\$25,000.00	Engineering services for control upgrade
4 Tooele Landscape Improvements	Loft 64	\$22,784.00	\$22,784.00	Site and landscape design Tooele Campus
MISCELLANEOUS CONTRACTS				
5 Campus Mapping	JUB Engineers	\$200,000.00	\$169,677.00	Aerial survey and mapping
6 SLC Campus Relocation	Method Studio	\$35,000.00	\$35,000.00	Interior architectural design services
7 Planning & Design FY18	Van Boerum & Frank	\$175,000.00	\$2,500.00	Engineering services snow melt standard
8 Blue Square Parking Expansion	Cache Landmark	\$15,796.00	\$2,476.00	Design services charging station
9 IC Irrigation Trunk Line	CMT Engineering	\$3,000.00	\$1,925.00	Soils testing Innovation Campus
10 SLC Campus Relocation	Dixon Information	\$50,000.00	\$1,000.00	Bulk samples
11 USUE Infrastructure/Automation Upg	DD Consulting	\$2,500.00	\$498.00	Radar cement
12 TSC Small Roofs	Dixon Information	\$455.00	\$455.00	Bulk samples
13 Kaysville Building Addition	Utah Testing and Engineering	\$23,128.00	\$362.00	Materials testing
14 Univ Inn to Widtsoe Steamline	Dixon Information	\$8,400.00	\$245.00	Bulk samples TSC, ESLC
15 Health, LS, Code, Asbestos FY17	Dixon Information	\$132,416.00	\$210.00	Bulk samples OM 321, MDLS 111, Engr Lab 141F, FA
16 HPER Admin/Nursing Remodel	Dixon Information	\$25,000.00	\$90.00	Air samples
17 USUE Career Center Upgrades	Dixon Information	\$203,878.00	\$60.00	Air samples
18 Eccles Bus Bldg Tower Reroof	Dixon Information	\$144,987.00	\$34.00	Bulk samples

Construction Contracts Awarded From 08/25/17 to 10/27/17

Project	Firm Name	Design Firm	Const Budget	Contract Amt	Comments
1 SLC Campus Relocation	Gramoll Construction	Method Studio	\$2,745,000.00	\$2,745,000.00	Remodel leased space SLC Campus
2 IC Irrigation Trunk Line	Edge Excavation	JUB Engineers	\$319,326.00	\$319,326.00	Remodel interior of admin area HPER
3 South Farm Fire Lane Hydrants	Edge Excavation	Cache Landmark	\$163,634.00	\$163,634.00	Construct gravel parking lot
4 Storm Water Retention Pond	Whitaker Construction	USU Facilities Planning and Design	\$120,850.00	\$120,850.00	Construct storm drain and boxes
5 TSC Small Roofs	Kendrick Brothers Roofing	Design West	\$95,321.00	\$95,321.00	Reroof several small areas TSC roof
6 Classroom Upgrades FY16	USU Facilities Planning and Design	USU Facilities Planning and Design	\$270,877.00	\$5,708.97	Install new screen FAV 150
7 Bike Racks/Site Furn FY17	USU Facilities Planning and Design	USU Facilities Planning and Design	\$45,662.00	\$3,755.00	Install concrete pad and bike racks
8 Classroom Upgrades FY18	USU Facilities Planning and Design	USU Facilities Planning and Design	\$169,400.00	\$1,938.00	Install whiteboards Price
MISCELLANEOUS CONTRACTS					
9 Education Atrium Remodel	Nicholls Brothers Painting		\$246,840.00	\$28,999.00	Paint drywall and south walls
10 Bike Racks/Site Furn FY18	Landscapeforms		\$54,795.00	\$28,553.00	Trash receptacles
11 Concrete Replacement FY18	Tournesol Siteworks		\$361,255.00	\$14,766.00	Benches
12 Concrete Replacement FY18	Landscapeforms		\$361,255.00	\$10,194.00	Trash receptacles
13 Education Atrium Remodel	Valley Drywall		\$246,840.00	\$4,900.00	Metal studs and drywall
14 Health, LS, Code, Asbestos FY17	Eagle Environmental		\$132,416.00	\$4,785.00	Asbestos removal Engr Labs
15 Kaysville Building Addition	J&J Nursery		\$2,620,460.00	\$3,363.00	Landscaping

Construction Contracts Awarded From 08/25/17 to 10/27/17

Project	Firm Name	Design Firm	Const Budget	Contract Amt	Comments
16 Bike Racks/Site Furn FY17	UpBeat		\$45,662.00	\$2,641.00	Recycling receptacles, smoker's pole
17 Water Lab Boiler Replacement	Eagle Environmental		\$11,507.00	\$1,940.00	Abatement of ceiling tiles
18 Education Atrium Remodel	Designtex		\$246,840.00	\$1,827.00	Built in furniture fabric
19 Bike Racks/Site Furn FY17	Grabber Manufacturing		\$45,662.00	\$1,239.00	Bike rack and concrete anchor
20 Water Lab Boiler Replacement	Mountain Peak Builders		\$333,207.00	\$635.00	Repair roof

**Report of Contingency Reserve Fund
From 08/25/17 to 10/27/17**

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
BEGINNING BALANCE	\$525,597.36				
INCREASES TO CONTINGENCY RESERVE FUND					
None					
DECREASES FROM CONTINGENCY RESERVE FUND					
USUE Geary Theatre Upgrades (railing, paint, break metal, curtain, unknown site conditions)	(179,048.00)	(292,064.00)	5.18%	Construction	66.56%
Medium Voltage Upgrade FY18 (electrical changes Maeser Bldg, unknown site conditions)	(75,027.00)	(101,824.00)	7.87%	Construction	26.53%
USUE Career Center Upgrades (added controls, HVAC changes, VFD for air handler)	(29,352.00)	(237,706.75)	28.49%	Construction	88.62%
Water Lab Boiler Replacement (overtime hours, boiler flue chase and new walls)	(26,879.00)	(26,879.00)	11.04%	Sub Complete	93.89%
Univ Inn Slab & PTT Repair (coatings, handicap ramps, repair handrails, column tops)	(25,861.66)	(37,955.23)	24.53%	Sub Complete	98.05%
Stairs Replacement N Terrace (piping changes, unforeseen utility conflicts mech pipes)	(23,299.36)	(23,299.36)	8.53%	Construction	40.02%
Concrete Replacement FY18 (replace water line to fire hydrant 700 N)	(23,067.23)	(59,194.70)	19.60%	Construction	83.85%
Univ Inn to Widtsoe Steamline (install water meter, valves, add irrigation line, increase vault)	(11,532.00)	(34,923.00)	4.54%	Sub Complete	91.63%
Classroom Upgrades FY17 (duct and HVAC changes MCC Price)	(8,749.00)	(17,518.00)	6.89%	Construction	89.31%
Kaysville Building Addition (remove road cobble, add fire sprinkler and repair ceiling)	(7,486.83)	(35,424.20)	1.60%	Sub Complete	94.39%
Medium Voltage Upgrade FY17 (new cable and terminations Snow Hall)	(5,707.28)	(46,063.31)	4.11%	Construction	65.24%
FAV Photo Lab Safety Ventilation (install new fire sprinkler heads)	(3,523.60)	(3,523.60)	1.05%	Construction	65.87%
Eccles Bus Bldg Tower Reroof (additional ladder rung & electrical)	(2,390.30)	(3,468.17)	2.41%	Construction	71.34%
ENDING BALANCE	\$103,674.10				

**Report of Project Reserve Fund Activity
From 08/25/17 to 10/27/17**

Project Title	Transfer Amount	Description	% of Construction Budget
BEGINNING BALANCE	\$518,537.96		
INCREASES TO PROJECT RESERVE FUND			
Old Main Reroof Center Section	11,714.78	Close project	1.66%
USUE Mechanical/Lighting Upgrade	54,706.05	Close project	7.07%
DECREASES TO PROJECT RESERVE FUND			
None			
ENDING BALANCE	\$584,958.79		

Current Delegated Projects List

10/27/17

Project Number	Project Name	Phase	Project Budget
CAPITAL DEVELOPMENT/IMPROVEMENT			
A28999	Building Commissioning FY14	Sub Completion	196,296
A29004	Emergency Generator FY14	Sub Completion	250,390
A31321	Classroom/Auditorium Upgrade FY15	Sub Completion	276,045
A31325	Emergency Generator FY15	Pending	229,872
A31328	HVAC Controls Upgrade FY15	Pending	228,311
A31333	Planning & Design FY15	Sub Completion	175,075
A31334	Sign System FY15	Sub Completion	47,193
A31335	Site & Safety Lighting	Construction	322,525
A33654	Romney Stadium Scoreboard	Sub Completion	2,680,347
A34107	Kaysville Building Addition	Sub Completion	3,242,756
A34283	Chilled Water Infrastructure FY16	Construction	357,878
A34284	Classroom/Auditorium Upgrades FY16	Construction	292,487
A34285	Concrete Replacement FY16	Sub Completion	243,096
A34287	Health, LS, Code, Asbestos FY16	Construction	191,004
A34290	Medium Voltage Upgrade FY16	Sub Completion	1,181,875
A34294	Planning & Design FY16	Sub Completion	129,790
A34296	South Farm Fire Lane/Hydrants FY16	Construction	410,580
A34298	UBC Infrastructure Improvements	Sub Completion	1,193,514
A34299	Univ Inn/Widstoe Steam Line Replacement	Sub Completion	75,000
A34300	VCT Tile Replacement in Hallways	Construction	331,255
A34301	Vet Science Electrical Upgrade FY16	Design	98,753
A35569	Townhouse Stucco Proj Bldg 3	Pending	139,470
A35676	Merrill Cazier Lib Testing Ctr	Construction	2,108,650
A35677	PDP Air Handling Units	Sub Completion	428,026
A35971	PDP Refreshment	Construction	779,861
A36118	Utility Meter Upgrades FY16	Design	91,500
A36388	North Core Utilities Replacement & Tunnel Expansion	Sub Completion	3,594,480
A36467	Old Main Reroof-Center Section	Complete	754,666
A36468	Hydraulics Lab Landscape FY17	Construction	93,033
A36469	Medium Voltage Upgrade FY17	Construction	1,268,163

A36734	Classroom Upgrades FY17	Construction	295,598
A36735	Concrete Replacement FY17	Sub Completion	380,194
A36736	Bike Racks/Site Furn FY17	Construction	45,662
A36738	Health, LS, Code, Asbestos FY17	Construction	139,916
A36740	FAV Photo Lab Safety Ventilation	Construction	370,524
A36741	Planning & Design FY17	Design/Study	85,457
A36742	Univ Inn to Widstoe Steamline-Construction	Sub Completion	1,022,331
A37078	FAV 210/215 Remodel Phase II	Sub Completion	151,007
A37302	South Farm New Dairy Barn	Construction	2,268,353
A37631	Student Living Center Snack Shop	Design	213,530
A37673	Huntsman Library Huntsman Hall	Complete	243,820
A38008	Blue Square Parking Expansion	Construction	559,564
A38143	Student Organic Farm Facility	Design	146,666
A38144	Bus Bldg East Office Remodel	Sub Completion	619,748
A38594	Lillywhite Interior Remodel	Design	1,686,568
A38598	Edith Bowen Playground	Construction	413,300
A38666	Access Control FY18	Construction	482,750
A38777	IC Irrigation Trunk Line	Construction	394,141
A38903	Education Suite 109 Remodel	Construction	396,434
A38923	Animal Science Math Remodel	Sub Completion	154,110
A38970	Aggie Village Detention System	Sub Completion	398,496
A38975	OM Reroof South Wing	Sub Completion	776,962
A38988	Univ Inn Slab & PTT Repair	Sub Completion	232,015
A39004	HPER Admin/Nursing Remodel	Construction	455,822
A39185	Medium Voltage Upgrade FY18	Construction	1,493,182
A39186	Planning & Design FY18	Design/Study	175,000
A39187	Health, LS, Code, Asbestos FY18	Construction	137,637
A39188	Concrete Replacement FY18	Construction	381,255
A39189	Bike Racks/Site Furn FY18	Construction	54,795
A39190	Sign System FY18	Pending	45,662
A39191	Classroom Upgrades FY18	Construction	183,907
A39192	Stairs Replacement N Terrace	Construction	570,683
A39193	NFS Lab Ventilation Replace	Pending	950,154
A39194	Parking Lot Paving FY18	Construction	415,455
A39195	Parking Lot Repair & Seal	Construction	138,027
A39196	Champ/OM Hill Sewer Line Repl	Design	1,299,200
A39197	Water Lab Front Bridge	Design	50,000
A39198	SE Sidewalks & Safety Lighting	Construction	782,414
A39199	Eccles Bus Bldg Tower Reroof	Sub Completion	164,797

A39200	Water Lab Boiler Replacement	Sub Completion	354,741
A39201	Research Greenhouse Boiler Rpl	Construction	133,443
A39202	Lighting Control Upgrade	Pending	69,209
A39203	Campus Mapping	Design	200,000
A39204	Bio Tech Lab Controls	Design	462,135
A39205	NR Fire Alarm Upgrade	Pending	138,418
A39206	SDL Fire Alarm Upgrade	Pending	166,101
A39207	Ray B. West Reroof	Construction	414,651
A39502	SLC Campus Relocation	Construction	4,945,295
A40010	Education Atrium Remodel	Construction	421,681
A40132	TSC Small Roofs (NEW PROJECT)	Construction	109,689
A40454	Tooele Landscape Improvements (NEW PROJECT)	Design	170,104
A40460	Storm Water Retention Pond (NEW PROJECT)	Construction	150,000
A40585	Education 413 Remodel (NEW PROJECT)	Pending	381,943
C11368	USUE Mechanical/Lighting Upgrade	Complete	822,691
C11461	USUE Infrastructure/Automation Upgrade	Construction	461,857
C11508	USUE Career Center Upgrades	Sub Completion	1,071,941
C11614	USUE Blanding Campus Mechanical FY16	Construction	45,662
C11615	USUE Geary Theatre Bldg Upgrades	Construction	7,103,037
C11709	USUE Soccer Fields	Construction	796,444
C11714	USUE Site Lighting Phase 2	Construction	230,100
C11781	USUE Blanding Housing Fire Safety	Design	170,400
TOTAL (91)			<u><u>\$59,006,569</u></u>

ITEM FOR ACTION

RE: Delegation/Administrative Reports – 10/27/17 to 11/24/17

Utah State University has been given authority by the Division of Facilities Construction and Management (DFCM) to exercise direct supervision of the design and construction of all alterations, repairs, and improvements to existing facilities on individual projects with budgets of less than \$4 million. The supervision of new construction can also be delegated to USU on a project-by-project basis and can exceed the \$4 million amount. As part of the delegation authority, administrative reports are prepared by USU and presented to the Utah State Building Board at each of its meetings. The monthly format of USU's reports is similar to that of the DFCM's reports presenting professional and construction contracts issued during the reporting period, contingency and project reserves status, and a delegated projects list showing budget and status. On a quarterly basis, additional reports are prepared showing contingency fund cumulative transfers, a summary of the statewide (paving) account, and a construction contract status. The Board of Regents has transferred its authority to review the delegation/ administrative reports to the Board of Trustees.

The reports have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The following is a summary of the administrative reports for USU for the period to 10/27/17 to 11/24/17.

Professional Contracts, 3 contracts issued (Page 1)

Comments are provided on the report.

Construction Contracts, 8 contracts issued (Pages 2)

Comments are provided on the report.

Report of Contingency Reserve Fund (Page 3)

One project contributed to and 3 projects needed funds from the contingency reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Report of Project Reserve Fund Activity (Page 4)

One project contributed to the project reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Current Delegated Projects List (Pages 5-7)

Of USU's 90 projects, 10 are pending, 13 are in the design/study phase, 39 are in construction, 23 are substantially complete and 5 are complete. The five projects completed during this period were Bus. Bldg. East Office Remodel, Classroom/Auditorium Upgrades FY15, OM Reroof South Wing, Romney Stadium Scoreboard and Student Living Center Snack Shop.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the delegation/ administrative reports for the current reporting period be approved as presented.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The Utah Legislature appropriates state funds through the Division of Facilities Construction and Management to Utah State University for the purpose of capital improvements; and

WHEREAS, The Division of Facilities Construction and Management has delegated its authority to exercise direct supervision of the design and construction of such capital improvements to Utah State University; and

WHEREAS, Non-state funded projects with budgets of less than \$4 million are also delegated to Utah State University; and

WHEREAS, Projects in excess of \$4 million can also be delegated to Utah State University with specific approval of the Utah State Building board; and

WHEREAS, Utah State University presents reports on the status of all its delegated projects to the Utah State Building Board on a regular basis; and

WHEREAS, The State Board of Regents has transferred its authority to review the delegation/administrative reports to the Board of Trustees; and

WHEREAS, The President and Vice President for Business and Finance have reviewed the delegation/administrative reports for the current reporting period and recommend approval of the reports to the Board of Trustees; and

WHEREAS, The Board of Trustees has reviewed and given due consideration to the delegation/administrative reports:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the delegation/administrative reports as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

Date

Professional Contracts
Awarded From 10/27/17 to 11/24/17

Project Name	Firm Name	A/E Budget	Fee Amount	Comments
1 BCC Trail & Historical Bldg	Cache Landmark	\$32,405.00	\$32,405.00	Design services
MISCELLANEOUS CONTRACTS				
2 Champ/OM Hill Sewer Line	Coats & Coats	\$5,000.00	\$2,200.00	Sewer line investigation
3 Health, LS, Code, Asbestos FY17	Dixon Information	\$132,416.00	\$60.00	Bulk Samples

Construction Contracts Awarded From 10/27/17 to 11/24/17

Project	Firm Name	Design Firm	Const Budget	Contract Amt	Comments
1 Parking Lot Paving FY18	Tom Stuart Construction	USU Facilities Planning and Design	\$373,455.00	\$20,000.00	Pave parking lot Skaggs
2 Health, LS, Code, Asbestos FY18	Basin I & E	USU Facilities Planning and Design	\$139,099.00	\$17,923.00	ADA door openers Roosevelt
3 Building Commissioning FY14	CCI Mechanical	USU Facilities Planning and Design	\$189,146.00	\$12,141.00	Automation and controls BNR
MISCELLANEOUS CONTRACTS					
4 Medium Voltage Upgrade FY18	SEL		\$1,385,182.00	\$21,000.00	Underground fault indicators
5 South Farm Fire Lane Hydrants FY16	Rocky Mountain Power		\$202,002.00	\$9,610.00	Remove light poles
6 Health, LS, Code, Asbestos FY17	Eagle Environmental		\$132,416.00	\$6,173.00	Asbestos removal HPER hallway, UWRL 111S
7 Kaysville Bldg Addition	Standard Plumbing Supply		\$412,714.00	\$5,000.00	Landscape sprinkler system
8 South Farm Fire Lane Hydrants FY16	Home Depot		\$202,002.00	\$1,209.00	Electrical vehicle charger

**Report of Contingency Reserve Fund
From 10/27/17 to 11/24/17**

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
BEGINNING BALANCE	\$103,674.10				
INCREASES TO CONTINGENCY RESERVE FUND					
Campus Wide Metering	8,767.00	8,767.00	9.50%	New project	
DECREASES FROM CONTINGENCY RESERVE FUND					
SE Sidewalks & Safety Lighting (curb cut and planting, wire replacement)	(9,799.29)	(9,799.29)	1.27%	Construction	70.10%
OM Reroof South Wing (cupolas removal, construction & repair)	(8,603.51)	(50,723.43)	7.01%	Complete	100.00%
PDP Air Handling Units (equipment removal, window sealant)	(1,852.65)	(38,710.97)	13.49%	Sub Complete	90.56%
ENDING BALANCE	\$92,185.65				

**Report of Project Reserve Fund Activity
From 10/27/17 to 11/24/17**

Project Title	Transfer Amount	Description	% of Construction Budget
BEGINNING BALANCE	\$584,958.79		
INCREASES TO PROJECT RESERVE FUND Classroom Auditorium Upgrades FY15	3,127.85	Close project	1.23%
DECREASES TO PROJECT RESERVE FUND None			
ENDING BALANCE	\$588,086.64		

Current Delegated Projects List

11/24/17

Project Number	Project Name	Phase	Project Budget
CAPITAL DEVELOPMENT/IMPROVEMENT			
A28999	Building Commissioning FY14	Sub Completion	196,296
A29004	Emergency Generator FY14	Sub Completion	250,390
A31321	Classroom/Auditorium Upgrade FY15	Complete	272,917
A31325	Emergency Generator FY15	Pending	229,872
A31328	HVAC Controls Upgrade FY15	Pending	228,311
A31333	Planning & Design FY15	Sub Completion	175,075
A31334	Sign System FY15	Sub Completion	47,193
A31335	Site & Safety Lighting	Construction	322,525
A33654	Romney Stadium Scoreboard	Complete	2,680,347
A34107	Kaysville Building Addition	Sub Completion	3,242,756
A34283	Chilled Water Infrastructure FY16	Sub Completion	357,878
A34284	Classroom/Auditorium Upgrades FY16	Construction	292,487
A34285	Concrete Replacement FY16	Sub Completion	243,096
A34287	Health, LS, Code, Asbestos FY16	Sub Completion	191,004
A34290	Medium Voltage Upgrade FY16	Sub Completion	1,181,875
A34294	Planning & Design FY16	Sub Completion	129,790
A34296	South Farm Fire Lane/Hydrants FY16	Construction	432,586
A34298	UBC Infrastructure Improvements	Sub Completion	1,193,514
A34299	Univ Inn/Widstoe Steam Line Replacement	Sub Completion	75,000
A34300	VCT Tile Replacement in Hallways	Construction	331,255
A34301	Vet Science Electrical Upgrade FY16	Design	98,753
A35569	Townhouse Stucco Proj Bldg 3	Pending	139,470
A35676	Merrill Cazier Lib Testing Ctr	Construction	2,108,650
A35677	PDP Air Handling Units	Sub Completion	429,879
A35971	PDP Refreshment	Construction	793,929
A36118	Utility Meter Upgrades FY16	Design	91,500
A36388	North Core Utilities Replacement & Tunnel Expansion	Sub Completion	3,548,060
A36468	Hydraulics Lab Landscape FY17	Construction	93,033
A36469	Medium Voltage Upgrade FY17	Construction	1,268,163
A36734	Classroom Upgrades FY17	Construction	295,598

A36735	Concrete Replacement FY17	Sub Completion	380,194
A36736	Bike Racks/Site Furn FY17	Construction	45,662
A36738	Health, LS, Code, Asbestos FY17	Construction	139,916
A36740	FAV Photo Lab Safety Ventilation	Construction	370,524
A36741	Planning & Design FY17	Design/Study	85,457
A36742	Univ Inn to Widstoe Steamline-Construction	Sub Completion	1,022,331
A37078	FAV 210/215 Remodel Phase II	Sub Completion	151,007
A37302	South Farm New Dairy Barn	Construction	2,272,003
A37631	Student Living Center Snack Shop	Complete	12,306
A38008	Blue Square Parking Expansion	Construction	559,564
A38143	Student Organic Farm Facility	Design	146,666
A38144	Bus Bldg East Office Remodel	Complete	614,972
A38594	Lillywhite Interior Remodel	Design	1,686,568
A38598	Edith Bowen Playground	Construction	413,300
A38666	Access Control FY18	Construction	526,749
A38777	IC Irrigation Trunk Line	Construction	394,141
A38903	Education Suite 109 Remodel	Construction	396,434
A38923	Animal Science Math Remodel	Sub Completion	154,110
A38970	Aggie Village Detention System	Sub Completion	398,496
A38975	OM Reroof South Wing	Complete	785,565
A38988	Univ Inn Slab & PTT Repair	Sub Completion	232,015
A39004	HPER Admin/Nursing Remodel	Construction	455,822
A39185	Medium Voltage Upgrade FY18	Construction	1,493,182
A39186	Planning & Design FY18	Design/Study	175,000
A39187	Health, LS, Code, Asbestos FY18	Construction	137,637
A39188	Concrete Replacement FY18	Construction	381,255
A39189	Bike Racks/Site Furn FY18	Construction	54,795
A39190	Sign System FY18	Pending	45,662
A39191	Classroom Upgrades FY18	Construction	183,907
A39192	Stairs Replacement N Terrace	Construction	570,683
A39193	NFS Lab Ventilation Replace	Pending	950,154
A39194	Parking Lot Paving FY18	Construction	415,455
A39195	Parking Lot Repair & Seal	Construction	138,027
A39196	Champ/OM Hill Sewer Line Repl	Design	1,299,200
A39197	Water Lab Front Bridge	Design	50,000
A39198	SE Sidewalks & Safety Lighting	Construction	792,213
A39199	Eccles Bus Bldg Tower Reroof	Sub Completion	164,797
A39200	Water Lab Boiler Replacement	Sub Completion	354,741
A39201	Research Greenhouse Boiler Rpl	Construction	133,443

A39202	Lighting Control Upgrade	Pending	69,209
A39203	Campus Mapping	Design	200,000
A39204	Bio Tech Lab Controls	Design	462,135
A39205	NR Fire Alarm Upgrade	Pending	138,418
A39206	SDL Fire Alarm Upgrade	Pending	166,101
A39207	Ray B. West Reroof	Construction	414,651
A39502	SLC Campus Relocation	Construction	4,945,295
A40010	Education Atrium Remodel	Construction	421,681
A40132	TSC Small Roofs	Construction	109,689
A40454	Tooele Landscape Improvements	Design	170,104
A40460	Storm Water Retention Pond	Construction	150,000
A40585	Education 413 Remodel	Pending	381,943
A40762	Campus Wide Metering (NEW PROJECT)	Pending	92,283
A40823	BCC Trail & Historical Bldg (NEW PROJECT)	Design	32,405
C11461	USUE Infrastructure/Automation Upgrade	Construction	461,857
C11508	USUE Career Center Upgrades	Sub Completion	1,071,941
C11614	USUE Blanding Campus Mechanical FY16	Construction	45,662
C11615	USUE Geary Theatre Bldg Upgrades	Construction	7,103,037
C11709	USUE Soccer Fields	Construction	796,444
C11714	USUE Site Lighting Phase 2	Construction	230,100
C11781	USUE Blanding Housing Fire Safety	Design	170,400
TOTAL (90)			<u><u>\$57,158,509</u></u>

12 January 2018

ITEM FOR ACTION

RE: Faculty and Staff Adjustments

The attached faculty and staff adjustments are submitted for the Trustees consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The faculty and staff adjustments include one (1) change in title or assignment; and three (3) new appointments.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the attached faculty and staff adjustments.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The President and the Provost recommend that the Board of Trustees approve one (1) change in title or assignment; and three (3) new appointments.

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approve the recommendation of the faculty and staff adjustments.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

Faculty and Staff Adjustments

a. Change in Title or Assignment

College of Engineering

Thomas H. Fronk, Associate Professor, Department of Mechanical and Aerospace Engineering, College of Engineering to also be Associate Dean of the same; effective 01 January 2018; replacing V. Dean Adams who is retiring in Spring 2018. Change in salary to \$159,000/12-months.

b. New Appointments

University Advancement

Matthew T. White, Vice President for Advancement and President of the Foundation, University Advancement; effective 08 January 2018; replacing Robert T. Behunin. B.A. University of Evansville, 2000; M.A. Saint Louis University, 2004. Salary to be \$225,000/12-months.

Jon M. Huntsman School of Business

Lynn Rees, professor with tenure, inaugural holder of the Bonnie B. and James H. Quigley/Deloitte Foundation Professorship, School of Accountancy, Jon M. Huntsman School of Business; effective 01 June 2018. B.A. Southern Utah University, 1989; Ph.D. Arizona State University, 1993. Salary to be \$270,000/9-months plus \$60,000 to support chair responsibilities.

University Libraries

Jeanne R. Davidson, Associate Dean/Department Head and Librarian with tenure, Instruction, Collections, and Patron Services, University Libraries; effective 01 February 2018; replacing Britt A. Fagerheim and Kevin K. Brewer as part of a reorganization to combine two departments. B.S. Colorado State University; M.S. University of Wyoming; M.A. University of Missouri. Salary to be \$106,000/12-months.

12 January 2018

ITEM FOR ACTION

RE: Honorary Degrees for 2018

EXECUTIVE SUMMARY

The Honorary Degrees and Awards Screening Committee has completed its work and recommends to the Board of Trustees names of individuals to receive Honorary Degrees for 2018. When the individuals are approved, the administration will contact them for availability and acceptance.

RECOMMENDATION

The Honorary Degrees and Awards Screening Committee recommends approval by the Board of Trustees the names of individuals to receive 2018 Honorary Degrees.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The Honorary Degrees and Awards Screening Committee recommends to the Board of Trustees names of individuals to receive 2018 Honorary Degrees; and

WHEREAS, The administration will need to contact the selected individuals to determine availability and acceptance before names are made public;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the names and authorizes the administration to contact these individuals.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

ITEM FOR ACTION

RE: Report of Institutional Discretionary Funds for 2016-2017 (Actual), 2017-2018 (Estimate), and 2018-2019 (Estimate) and Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2017

The Report of Institutional Discretionary Funds and Institutional Discretionary Funds Supplemental Report of Budget Variances are submitted to the Board of Trustees for consideration. The reports have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

Institutional discretionary funds are funds available for expenditure or transfer at the direction of the President of the University, generated from one or both of the following sources:

- A. Investment Income – Earnings resulting from the investment of cash balances in the Education and General Current Funds, and earnings resulting from the investment of other funds.
- B. Unrestricted Gifts and Grants – Gift and grant funds which are not restricted by the source to specific purposes, and are deposited in the Education and General Current Fund for expenditure or transfer.

Board of Regents Policy R548 requires that a three-year report of discretionary funds be submitted as part of the annual appropriated operating budget process. The report includes the actual expenditures of discretionary funds for the most recent fiscal year (2016-2017), estimates for the current fiscal year (2017-2018), and preliminary estimates of receipts and uses of funds for the request year (2018-2019).

The Supplemental Report of Budget Variances includes the actual sources of funds available; and the expenditures/transfers of these discretionary funds for the most recent fiscal year (2016-2017), the original budget for the year, and the actual variance from the budget.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, State Board of Regents policy R548 requires an annual Report of Institutional Discretionary Funds; and

WHEREAS, Utah State University is required to submit the Report of Institutional Discretionary Funds to the Utah State University Board of Trustees for approval; and

WHEREAS, The Vice President for Business and Finance has reviewed the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2017 and recommends approval to the Board of Trustees; and

WHEREAS, The President of Utah State University has reviewed the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2017 and recommends approval to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2017 as presented.

=====

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



Date: 10/09/17
 Initials: DC/WP

REPORT OF INSTITUTIONAL DISCRETIONARY FUNDS

	2016-17 Actual	2017-18 Estimate	2018-19 Estimate
	(1)	(2)	(3)
	\$	\$	\$
I. SOURCES OF INSTITUTIONAL DISCRETIONARY FUNDS			
A. Carry forward	\$ 753,425	\$ 581,425	491,425
B. Current Funds Interest	4,567,043	4,400,000	4,400,000
C. Unrestricted Gifts and Grants	437,644	300,000	250,000
D. Total Amount Available	<u>5,758,112</u>	<u>5,281,425</u>	<u>5,141,425</u>
II. EXPENDITURES & TRANSFERS BY CATEGORY AND PROJECT			
A. Academic Program Enrichment		10,000	10,000
B. Cultural Enrichment			
C. Scholarships, Fellowships and Student Aid	1,061,650	1,300,000	1,300,000
D. Faculty Development and Recognition			
E. Campus Development	200,000	100,000	50,000
F. Seed Money for Program Grants and Contracts			
G. Fund Raising and Institutional Development		80,000	80,000
H. Equipment Acquisitions			
I. Supplemental Library Support			
J. Other E&G Current Operating Support	353,202	300,000	300,000
K. Transfers To/From Other Funds			
1. Other Funds	1,685		
2. Support of Athletic Department	2,943,825	2,800,000	2,800,000
3. Quasi-Endowment Funds	409,868		
4. USU Eastern Current Funds	206,457	200,000	200,000
L. TOTAL EXPENDITURES & TRANSFERS	<u>5,176,687</u>	<u>4,790,000</u>	<u>4,740,000</u>
III. CARRY FORWARD			
	<u>\$ 581,425</u>	<u>\$ 491,425</u>	<u>\$ 401,425</u>

Utah State University
Institutional Discretionary Funds
Supplemental Report of Budget Variances
For The Fiscal Year Ended June 30, 2017

	2016-17 Actual	2016-17 Budgeted	Dollar Variance
I. Sources of institutional discretionary funds			
A. Carryforward	\$ 753,425	\$ 753,425	-
B. Current funds interest	4,567,043	3,600,000	967,043
C. Unrestricted gifts and grants	437,644	400,000	37,644
D. Total available	<u>5,758,112</u>	<u>4,753,425</u>	<u>1,004,687</u>
II. Expenditures by category and project			
A. Academic program enrichment		10,000	(10,000)
B. Cultural enrichment			-
C. Scholarships, fellowships & student aid	1,061,650	1,900,000	(838,350)
D. Faculty development and recognition			-
E. Campus development	200,000		200,000
F. Seed money for program grants and contracts			-
G. Fund raising and institutional development		80,000	(80,000)
H. Equipment acquisitions			-
I. Supplemental library support			-
J. Other E&G current operating support	353,202	100,000	253,202
K. Transfers to/from other funds			-
(1) Other funds	1,685		1,685
(2) Support of Athletic department	2,943,825	2,000,000	943,825
(3) Net transfers to quasi-endowment funds	409,868		409,868
(4) USU Eastern Current Funds	206,457	160,000	46,457
L. Total expenditures/transfers	<u>5,176,687</u>	<u>4,250,000</u>	<u>926,687</u>
III. Carryforward	<u>\$ 581,425</u>	<u>\$ 503,425</u>	<u>\$ 78,000</u>

ITEM FOR ACTION

RE: Report of Investments for August 2017

The Report of Investments for August 2017 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for August 2017 and comparative year-to-date totals for FY 2017-2018 and FY 2016-2017.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during August 2017 was \$315,768,721, up \$3,164,516 over July 2017. Total investment income was \$1,878,970, up \$1,171,440 over July 2017, reflecting the increase in the amount available for investing and an increase in total investment return. The annualized total investment return was 7.14%, up 4.42% over July 2017.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$314,186,463, up \$24,572,928 (8.48%) over FY 2016-2017. Total interest income for FY 2017-2018 amounted to \$1,298,283, up \$491,514 (60.92%) over FY 2016-2017, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 August 2017 was \$318,667,330, up \$12,337,371 (4.03%) over 31 August 2016.

ENDOWMENT POOL

The average daily fair value invested during August 2017 was \$170,699,512, up \$1,380,671 over July 2017. Interest and dividend income of \$149,312 minus net realized losses of \$697 totaled \$148,615 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$170,009,177, up \$22,966,542 (15.62%) over FY 2016-2017. Total realized income for FY 2017-2018 was \$266,963, up \$43,607 (19.52%) over FY 2016-2017. This increase resulted from \$46,968 more in interest and dividends and \$3,361 more net realized losses during FY 2017-2018.

The total amount invested at 31 August 2017 was \$170,915,577, up \$22,504,261 (15.16%) over 31 August 2016.

OTHER INVESTMENTS

The average daily fair value invested during August 2017 was \$112,320,983, up \$3,609,292 over July 2017. Interest and dividend income of \$351,564 minus net realized losses of \$13,827 totaled \$337,737 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$110,516,337, up \$11,137,039 (11.21%) over FY 2016-2017. Total realized income for FY 2017-2018 was \$335,899, down \$213,788 (38.89%) from FY 2016-2017. This decrease resulted from \$175,571 more in interest and dividend income and \$389,359 more in net realized losses during FY 2017-2018.

The total amount invested at 31 August 2017 was \$115,404,878, up \$14,938,484 (14.87%) over 31 August 2016.

ENDOWMENT TRUSTS

The average daily fair value invested during August 2017 was \$5,909,760 down \$38,000 from July 2017. Interest and dividend income of \$24,455 minus net realized losses of \$38,036 totaled \$13,581 in realized loss for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$5,928,760, up \$244,864 (4.31%) over FY 2016-2017. Total realized loss for FY 2017-2018 was \$32,408, down \$104,573 (144.91%) from FY 2016-2017. This decrease resulted from \$5,241 less interest and dividend income and \$99,332 less net realized gains during FY 2017-2018.

The total amount invested at 31 August 2017 was \$5,858,529, up \$159,593 (2.80%) over 31 August 2016.

PLANT FUND TRUSTS

The average daily fair value invested during August 2017 was \$25,968,444, down \$2,895,211 from July 2017. Interest income totaled \$37,410 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for 2017-2018 was \$27,416,050, down \$39,612,675 (59.10%) from FY 2016-2017. Total realized income for 2017-2018 was \$76,884, down \$37,491 (32.78%) from FY 2016-2017. This decrease reflects the decreased amount available for investing and an increase in the rate of return.

The total amount invested at 31 August 2017 was \$24,988,455, down \$39,268,524 (61.11%) from 31 August 2016.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of August was \$630,667,420. Purchases totaled \$43,802,888 and sales totaled \$33,777,923. From this activity the University realized net losses of \$52,560 and earnings of \$1,328,742.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for August 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached Report of Investments containing authorized transactions, documentation, and supporting papers has been filed for review by the Board of Trustees pertaining to the investment activities; and

WHEREAS, The investment transactions listed on the attached Report of Investments have been approved by the USU Controller's Office; and

WHEREAS, The investment activities listed on the attached Report of Investments are in accordance with the Utah State Money Management Act, the rules of the Utah State Money Management Council, the Utah State Uniform Prudent Management of Institutional Funds Act, and the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief all investment transactions listed on the attached Report of Investments were made in accordance with the guidelines, rules, and laws; and

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 August 2017 to 31 August 2017 and comparative year-to-date totals for the periods 1 July 2017 to 31 August 2017 and 1 July 2016 to 31 August 2016; and

WHEREAS, The President of Utah State University has reviewed the attached report and recommends its approval by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 August 2017 to 31 August 2017 and comparative year-to-date totals for the periods 1 July 2017 to 31 August 2017 and 1 July 2016 to 31 August 2016;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for August 2017.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

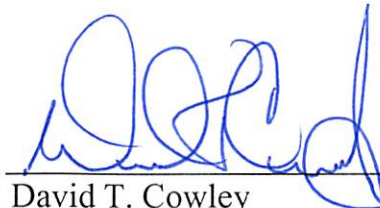
UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
AUGUST 2017

The following schedules (A through E2) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management of Institutional Funds Act.



Danford R. Christensen
Controller

12/12/17
Date



David T. Cowley
Vice President for Business and Finance

12/13/17
Date

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule A-1

	<u>Beginning Fair Value</u>	<u>Purchases</u>	<u>Sales Proceeds</u>	<u>Change in Fair Value</u>	<u>Ending Fair Value</u>	<u>Average Daily Fair Value</u>	<u>Total Interest Income</u>	<u>Less Service Charges</u>	<u>Net Interest Income</u>
Jul 2017	\$309,649,563			\$175,248	\$309,824,811	\$312,604,205	\$532,282	\$2,299	\$529,983
Aug 2017	309,824,811	\$30,505,000	\$22,775,450	1,112,969	318,667,330	315,768,721	766,001	(15)	766,016
Sep 2017									
Oct 2017									
Nov 2017									
Dec 2017									
Jan 2018									
Feb 2018									
Mar 2018									
Apr 2018									
May 2018									
Jun 2018									
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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Comparative Totals:

Year-to-date									
FY 2017-18	\$309,649,563	\$30,505,000	\$22,775,450	\$1,288,217	\$318,667,330	\$314,186,463	\$1,298,283	\$2,284	\$1,295,999
FY 2016-17	259,491,304	83,955,583	37,545,455	428,527	306,329,959	289,613,535	806,769	5,050	801,719
Amt Change					12,337,371	24,572,928	491,514	(2,766)	494,280
% Change					4.03%	8.48%	60.92%	-54.77%	61.65%

Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of August 2017

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Money Market Account	\$5,000,000			\$9,218		\$9,218	\$7,812,903	1.42%
Utah Public Treasurers' Investment Fund				17,704		17,704	14,100,000	1.51%
Commercial Paper and Corporate Notes	19,010,000	\$19,730,450	\$19,730,450	464,753	(\$472,283)	(7,530)	154,012,897	-0.06%
Obligations of U. S. Government	6,495,000	3,045,000	3,045,000	253,234	1,551,920	1,805,154	128,402,621	16.87%
Municipal Bonds				21,092	33,332	54,424	11,440,300	5.71%
Total	<u>\$30,505,000</u>	<u>\$22,775,450</u>	<u>\$22,775,450</u>	<u>\$766,001</u>	<u>\$1,112,969</u>	<u>\$1,878,970</u>	<u>\$315,768,721</u>	7.14%

UTAH STATE UNIVERSITY
 ENDOWMENT POOL
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2017	\$168,154,235	\$4,274,121	\$4,145,018	\$2,200,109	\$170,483,447	\$169,318,841	\$129,103	(\$10,755)	\$118,348	\$0	\$118,348
Aug 2017	170,483,447	2,572,663	2,435,115	294,582	170,915,577	170,699,512	149,312	(697)	148,615	\$11,765	136,850
Sep 2017											
Oct 2017											
Nov 2017											
Dec 2017											
Jan 2018											
Feb 2018											
Mar 2018											
Apr 2018											
May 2018											
Jun 2018											

Comparative Totals:

Year-to-date

FY 2017-18	\$168,154,235	\$6,846,784	\$6,580,133	\$2,494,691	\$170,915,577	\$170,009,177	\$278,415	(\$11,452)	\$266,963	\$11,765	\$255,198
FY 2016-17	144,288,701	4,607,885	4,387,143	3,901,873	148,411,316	147,042,635	231,447	(8,091)	223,356	8,638	214,718
Amt Change					22,504,261	22,966,542	46,968	(3,361)	43,607	3,127	40,480
% Change					15.16%	15.62%	20.29%	-41.54%	19.52%	36.20%	18.85%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$9,927,207 principal beginning balance, a \$9,469,803 ending balance, and a \$9,478,283 average daily balance for the current month. Current month interest and dividends from the CMIP were \$22,925 bringing the total to \$40,115 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of August 2017

Schedule B-2
Page 1 of 1

Endowment Pool Transactions	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Cash Management Investment Pool							
Utah State University				\$480,329	\$480,329	\$0	\$22,925
CMP Interest		\$22,925					
Equity funds							
RhumbLine QSI Index			94.201	1,187	1,916	729	
Fixed Income funds							
Longfellow		267,417		386,371	384,945	(1,426)	29,741
Wells Fargo							
High Yield Bond Fund	3,215.966	34,166					36,623
Paydenfunds - Emerging Markets Bond Fund	1,091.611	15,479					15,479
Stone Harbor Emerging Market	4,170.231	44,246					44,246
Alternatives							
Commonfund							
CEP VIII		45,000		26,141	26,141	0	
CNR IX				29,034	29,034	0	
Constitution Capital							
Ironsides Co-Investment Fund III				235,409	235,409	0	
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.		14,168					
Goldman Sachs							
Vintage Fund VI				90,460	90,460	0	
Money Market Funds							
Goldman Sachs Bank Deposit		90,757					297
Accrued Income / Other							
05374002							
Wells Fargo - Cash		975,260		729,677	729,677	0	
Wells Capital Management - Cash		1					1
Wells Fargo - High Yield		36,623		34,166	34,166	0	
Woodbury Capital III Payable		456,312					
05374004							
Cash		414,652		318,331	318,331	0	
Receivable - Interest Accrual		30,686		29,707	29,707	0	
Payable		124,971		75,000	75,000	0	
Total Endowment Pool Transactions		<u>\$2,572,663</u>		<u>\$2,435,812</u>	<u>\$2,435,115</u>	<u>(\$697)</u>	<u>\$149,312</u>

UTAH STATE UNIVERSITY
OTHER INVESTMENTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2017	\$108,186,294	\$3,571,505	\$3,300,698	\$779,986	\$109,237,087	\$108,711,691	\$369,501	(\$371,339)	(\$1,838)
Aug 2017	109,237,087	10,468,132	5,309,132	1,008,791	115,404,878	112,320,983	351,564	(13,827)	337,737
Sep 2017									
Oct 2017									
Nov 2017									
Dec 2017									
Jan 2018									
Feb 2018									
Mar 2018									
Apr 2018									
May 2018									
Jun 2018									

Comparative Totals:

Year-to-date									
FY 2017-18	\$108,186,294	\$14,039,637	\$8,609,830	\$1,788,777	\$115,404,878	\$110,516,337	\$721,065	(\$385,166)	\$335,899
FY 2016-17	97,827,697	22,063,882	21,745,248	2,320,063	100,466,394	99,379,298	545,494	4,193	549,687
Amt Change					14,938,484	11,137,039	175,571	(389,359)	(213,788)
% Change					14.87%	11.21%	32.19%	-9285.93%	-38.89%

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of August 2017

Schedule C-2
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Other Investments</u>							
Corporate Bonds and Notes							
U.S. Treasury Bond						\$674	
Common and Preferred Stock							
Closely Held Stock							
Cache Valley Bank			17,208.130	\$198,926	\$198,926	\$0	
Edward Jones							
Invesco Growth & Income Fund Class A	1,082.000	\$30,069	1,082.000	30,069	30,199	130	
Morgan Stanley							
Apple Inc.	70.000	11,149	70.000	11,149	10,829	(320)	
DXC Technology Company	1,275.000	99,801	1,275.000	99,801	105,829	6,028	
General Electric Company	31,733.000	799,989	31,733.000	799,989	776,779	(23,210)	
Utah Public Treasurers'							
Investment Fund		5,003,640		1,140,000	1,140,000	0	3,640
Fixed Income							
Kimco Realty Corp	40,000.000	1,000,000					
Arch Capital Group	40,000.000	1,000,000					
Wells Fargo - Earnings						347,240	
Mutual Funds							
Commonfund							
CEU Title III							
Multi-Strategy Bond			88.451	1,003	1,327	324	
Multi-Strategy Equity			11.152	683	3,904	3,221	
Money Market / Cash							
Morgan Stanley Bank N.A.		6		4	4	0	6
Morgan Stanley Private Bank N.A.		6					3
Morgan Stanley		1					1
Wells Fargo - Cash		1,447,401		2,728,156	2,728,156	0	
Receivable / In Transit / Unsettled Purchases							
Morgan Stanley				5,779	5,779		
Wells Fargo - Unsettled Purchases		500,000					
Wells Fargo - Receivable		347,240		307,400	307,400	0	
Woodbury Capital III, LP		228,156					
U.S. Treasury Bond		674					
Total Other Investments		<u>\$10,468,132</u>		<u>\$5,322,959</u>	<u>\$5,309,132</u>	<u>(\$13,827)</u>	<u>\$351,564</u>

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2017	\$5,934,529	\$344,928	\$328,406	\$9,940	\$5,960,991	\$5,947,760	\$17,174	(\$36,001)	(\$18,827)	\$651	(\$19,478)
Aug 2017	5,960,991	213,278	196,531	(119,209)	5,858,529	5,909,760	24,455	(38,036)	(13,581)	75	(13,656)
Sep 2017											
Oct 2017											
Nov 2017											
Dec 2017											
Jan 2018											
Feb 2018											
Mar 2018											
Apr 2018											
May 2018											
Jun 2018											

Comparative Totals:

Year-to-date											
FY 2017-18	\$5,934,529	\$558,206	\$524,937	(\$109,269)	\$5,858,529	\$5,928,760	\$41,629	(\$74,037)	(\$32,408)	\$726	(\$33,134)
FY 2016-17	5,606,497	283,124	244,658	53,973	5,698,936	5,683,896	46,870	25,295	72,165	728	71,437
Amt Change					159,593	244,864	(5,241)	(99,332)	(104,573)	(2)	(104,571)
% Change					2.80%	4.31%	-11.18%	-392.69%	-144.91%	-0.27%	-146.38%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of August 2017

Schedule D-2
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Endowment Trusts							
Common and Preferred Stock							
Glaxosmithkline PLC ADS			4,400.000	\$206,144	\$171,311	(\$34,833)	
Lazard Intl Equity Port - Instl #632	0.463	\$9					
500 Index Fund Admiral Shares			0.850	122	194	72	
Lazard Intl Equity Port - Instl #632	0.463	8					
500 Index Fund Admiral Shares			0.851	123	194	71	
Funds held at Morgan Stanley - Dividends							\$23,995
Funds held at Wells Fargo - Dividends							26
Options							
Apple Inc (expires 9/15/2017)			(40.000)	(14,326)	(17,556)	(3,230)	
Apple Inc (expires 11/17/2017)	(40.000)	(15,497)					
Mutual Funds							
Dodge & Cox Income Fund Com #147			59.498	829	824	(5)	
Federated Total Return Bond Fund	7.845	86	65.000	738	711	(27)	
Metropolitan West Total Return Bond Fund	5.679	60	78.084	849	835	(14)	
Wells Fargo Advantage Core Bond Fund	4.321	56	56.803	747	734	(13)	
Dodge & Cox Income Fund Com #147			59.487	829	824	(5)	
Federated Total Return Bond Fund	7.845	86	64.990	738	711	(27)	
Metropolitan West Total Return Bond Fund	5.678	61	78.072	848	836	(12)	
Wells Fargo Advantage Core Bond Fund	4.321	56	56.794	747	734	(13)	
Funds held at Wells Fargo - Dividends							421
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		210,807		28,554	28,554	0	5
Morgan Stanley Private Bank N.A. #		10,907					
Wells Fargo #451		3,320		3,813	3,813	0	4
Wells Fargo #451		3,319		3,812	3,812	0	4
Total Endowment Trusts		<u>\$213,278</u>		<u>\$234,567</u>	<u>\$196,531</u>	<u>(\$38,036)</u>	<u>\$24,455</u>

UTAH STATE UNIVERSITY
PLANT FUND TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2017	\$30,965,477	\$32,779	\$3,002,238	\$3,610	\$27,999,628	\$28,863,655	\$39,474		\$39,474		\$39,474
Aug 2017	27,999,628	43,815	3,061,695	6,707	24,988,455	25,968,444	37,410		37,410		37,410
Sep 2017											
Oct 2017											
Nov 2017											
Dec 2017											
Jan 2018											
Feb 2018											
Mar 2018											
Apr 2018											
May 2018											
Jun 2018											

Comparative Totals:

Year-to-date											
FY 2017-18	\$30,965,477	\$76,594	\$6,063,933	\$10,317	\$24,988,455	\$27,416,050	\$76,884	\$0	\$76,884	\$0	\$76,884
FY 2016-17	67,903,805	40,318,387	43,951,078	(14,135)	64,256,979	67,028,725	114,375	0	114,375	0	114,375
Amt Change					(39,268,524)	(39,612,675)	(37,491)	0	(37,491)	0	(37,491)
% Change					-61.11%	-59.10%	-32.78%	0.00%	-32.78%	0.00%	-32.78%

Note: Plant Fund Trusts include all debt service reserve and construction fund accounts in compliance with bond issue covenants.

UTAH STATE UNIVERSITY
SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS
For the Month of August 2017

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Plant Trusts</u>							
Wells Fargo							
Federal Home Loan Bank						\$2,006	
Riverton City Bonds						5,687	
Heritage Money Market							
Cash							
Utah Public Treasurers' Investment Fund		\$43,815		\$3,061,695	\$3,061,695	\$0	29,717
Total Plant Trusts		<u>\$43,815</u>		<u>\$3,061,695</u>	<u>\$3,061,695</u>	<u>\$0</u>	<u>\$37,410</u>

ITEM FOR ACTION

RE: Report of Investments for September 2017

The Report of Investments for September 2017 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for September 2017 and comparative year-to-date totals for FY 2017-2018 and FY 2016-2017; investment portfolios at 30 September 2017; and Summary of Total Investment Returns for the quarter ended 30 September 2017 and year-to-date 1 July 2017 to 30 September 2017.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during September 2017 was \$344,287,243, up \$28,518,522 over August 2017. Total investment loss was \$1,375,119, down \$3,254,089 from August 2017, reflecting the increase in the amount available for investing and a decrease in total investment return. The annualized total investment return was -4.79%, down 11.93% from August 2017.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$324,220,056, up \$18,125,136 (5.92%) over FY 2016-2017. Total interest income for FY 2017-2018 amounted to \$1,875,376, up \$608,307 (48.01%) over FY 2016-2017, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 30 September 2017 was \$347,581,439, up \$4,634,705 (1.35%) over 30 September 2016. Unrealized losses at 30 September 2017 were \$3,618,637.

ENDOWMENT POOL

The average daily fair value invested during September 2017 was \$172,296,591, up \$1,597,079 over August 2017. Interest and dividend income of \$443,298 minus net realized losses of \$1,120 totaled \$442,178 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$170,771,648, up \$23,111,838 (15.65%) over FY 2016-2017. Total realized income for FY 2017-2018 was \$709,141, up \$139,038 (24.39%) over FY 2016-2017. This increase resulted from \$121,914 more in interest and dividends and \$17,124 less net realized losses during FY 2017-2018.

The total amount invested at 30 September 2017 was \$173,677,604, up \$24,300,603 (16.27%) over 30 September 2016. Unrealized gains at 30 September 2017 were \$33,709,191.

OTHER INVESTMENTS

The average daily fair value invested during September 2017 was \$115,517,573, up \$3,196,590 over August 2017. Interest and dividend income of \$486,730 plus net realized gains of \$3,299 totaled \$490,029 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$112,183,415, up \$12,444,127 (12.48%) over FY 2016-2017. Total realized income for FY 2017-2018 was \$825,928, down \$157,174 (15.99%) from FY 2016-2017. This decrease resulted from \$229,619 more in interest and dividend income and \$386,793 more in net realized losses during FY 2017-2018.

The total amount invested at 30 September 2017 was \$115,630,268, up \$15,178,128 (15.11%) over 30 September 2016. Unrealized gains at 30 September 2017 were \$17,962,144.

ENDOWMENT TRUSTS

The average daily fair value invested during September 2017 was \$5,962,928 up \$53,168 over August 2017. Interest and dividend income of \$25,676 plus net realized gains of \$12 totaled \$25,688 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$5,940,149, up \$255,812 (4.50%) over FY 2016-2017. Total realized loss for FY 2017-2018 was \$6,720, down \$97,948 (107.37%) from FY 2016-2017. This decrease resulted from \$1,371 more interest and dividend income and \$99,319 less net realized gains during FY 2017-2018.

The total amount invested at 30 September 2017 was \$6,067,326, up \$395,821 (6.98%) over 30 September 2016. Unrealized losses at 30 September 2017 were \$376,581.

PLANT FUND TRUSTS

The average daily fair value invested during September 2017 was \$24,321,788, down \$1,646,656 from August 2017. Interest income totaled \$35,019 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2017-2018 was \$26,384,629, down \$39,907,170 (60.20%) from FY 2016-2017. Total realized income for FY 2017-2018 was \$111,903, down \$64,407 (36.53%) from FY 2016-2017. This decrease reflects the decreased amount available for investing and an increase in the rate of return.

The total amount invested at 30 September 2017 was \$24,084,639, down \$40,632,824 (62.78%) from 30 September 2016. Unrealized gains at 30 September 2017 were \$120,267.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of September was \$662,386,123. Purchases totaled \$43,060,664 and sales totaled \$12,146,789. From this activity the University realized net gains of \$2,191 and earnings of \$1,567,816.

SUMMARY OF TOTAL INVESTMENT RETURNS

The Endowment Pool composite benchmark is established based on the asset allocation of the Endowment Pool. At 30 September 2017 the Endowment Pool asset allocation was 5.67% cash, 19.06% fixed income, 75.27% equities. The benchmarks used include the Barclay's Capital U.S. Aggregate Bond Index, MSCI ACWIXUS, and the Russell 3000 index. The composite benchmark for the Endowment Pool at 30 September 2017 was 11.16%

The Endowment Pool fiscal year-to-date annualized rate of return including market fluctuations was 12.20% at 30 September 2017. The Endowment Pool outperformed its benchmark by 104 bp year-to-date at 30 September 2017.

The Cash Management Investment Pool fiscal year-to-date annualized rate of return including market fluctuations was 0.42% at 30 September 2017. The benchmark for the Cash Management Investment Pool is the Utah Public Treasurers' Investment Fund (PTIF). The PTIF fiscal year-to-date annualized rate of return was 1.35% at 30 September 2017. The Cash Management Investment Pool underperformed its benchmark by 93 bp year-to-date at 30 September 2017.

ENDOWMENT FUNDS

The fair value of invested endowment funds at 30 September 2017 was \$372.2 million, up \$0.4 million (0.11%) over 30 June 2017. This increase includes the change in fair value and new gifts received through 30 September 2017.

Year-to-date, the endowment funds have increased \$0.4 million (0.11%) over 30 June 2017.

Endowment funds are currently invested 44.22% in the Endowment Pool, 23.09% in the Cash Management Investment Pool, 1.63% in the various Endowment Trusts and 31.06% in Other Investments.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for September 2017.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached Report of Investments containing authorized transactions, documentation, and supporting papers has been filed for review by the Board of Trustees pertaining to the investment activities; and

WHEREAS, The investment transactions listed on the attached Report of Investments have been approved by the USU Controller's Office; and

WHEREAS, The investment activities listed on the attached Report of Investments are in accordance with the Utah State Money Management Act, the rules of the Utah State Money Management Council, the Utah State Uniform Prudent Management of Institutional Funds Act, and the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief all investment transactions listed on the attached Report of Investments were made in accordance with the guidelines, rules, and laws; and

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 September 2017 to 30 September 2017 and comparative year-to-date totals for the periods 1 July 2017 to 30 September 2017 and 1 July 2016 to 30 September 2016; and

WHEREAS, The President of Utah State University has reviewed the attached report and recommends its approval by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 September 2017 to 30 September 2017 and comparative year-to-date totals for the periods 1 July 2017 to 30 September 2017 and 1 July 2016 to 30 September 2016 and the investment portfolios at 30 September 2017;


NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for September 2017.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

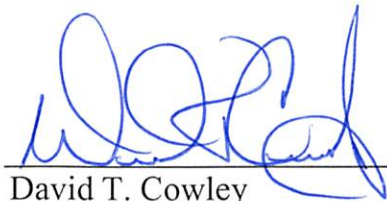
UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
SEPTEMBER 2017

The following schedules (A through G) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management of Institutional Funds Act.



Danford R. Christensen
Controller

12/12/17
Date



David T. Cowley
Vice President for Business and Finance

12/13/17
Date

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule A-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Less Service Charges	Net Interest Income
Jul 2017	\$309,649,563			\$175,248	\$309,824,811	\$312,604,205	\$532,282	\$2,299	\$529,983
Aug 2017	309,824,811	\$30,505,000	\$22,775,450	1,112,969	318,667,330	315,768,721	766,001	(15)	766,016
Sep 2017	318,667,330	33,937,750	3,071,429	(1,952,212)	347,581,439	344,287,243	577,093	(80)	577,173
Oct 2017									
Nov 2017									
Dec 2017									
Jan 2018									
Feb 2018									
Mar 2018									
Apr 2018									
May 2018									
Jun 2018									

Comparative Totals:

Year-to-date

FY 2017-18	\$309,649,563	\$64,442,750	\$25,846,879	(\$663,995)	\$347,581,439	\$324,220,056	\$1,875,376	\$2,204	\$1,873,172
FY 2016-17	259,491,304	127,310,583	43,951,455	96,302	342,946,734	306,094,920	1,267,069	4,875	1,262,194
Amt Change					4,634,705	18,125,136	608,307	(2,671)	610,978
% Change					1.35%	5.92%	48.01%	-54.79%	48.41%

Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
30 September 2017

Schedule A-1-A
Page 1 of 3

Description	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Money Market						
Bank of Utah - Public Treasurer Acct	1.4600%			\$6,100,000	\$6,100,000	\$0
Cache Valley Bank	1.4781%			5,100,000	5,100,000	0
				<u>11,200,000</u>	<u>11,200,000</u>	<u>0</u>
Public Treasurers' Investment Fund						
Utah Public Treasurers' Investment Fund	1.5071%			14,100,000	14,100,000	0
				<u>14,100,000</u>	<u>14,100,000</u>	<u>0</u>
Commercial Paper and Corporate Notes						
Fixed Rate						
Bear Sterns (JP Morgan)	6.4000%	06/13/16	10/02/17	5,435,000	5,435,000	0
Bank of America	5.7500%	01/13/17	12/01/17	2,000,000	2,013,755	13,755
Wachovia Corp	5.7500%	01/13/17	02/01/18	6,000,000	6,082,882	82,882
HSBC	1.7000%	01/09/17	03/05/18	3,000,000	3,002,458	2,458
UBS	1.8000%	12/27/16	03/26/18	5,000,000	5,008,109	8,109
Floater Rate						
Morgan Stanley	3.7960%	09/30/14	09/30/17	2,184,000	2,184,000	0
Macquarie Bank	1.9470%	05/11/16	10/27/17	5,000,000	5,002,140	2,140
Canadian Imperial Bank	1.4640%	07/13/15	11/16/17	4,946,300	4,994,856	48,556
Morgan Stanley	2.0410%	01/26/15	01/05/18	5,000,000	5,007,439	7,439
TransCanada Pipelines	2.0940%	02/29/16	01/12/18	9,891,300	10,018,467	127,167
Credit Suisse	2.0010%	07/18/16	01/29/18	3,000,000	3,005,576	5,576
Citigroup	2.0070%	07/27/16	04/27/18	2,200,000	2,205,587	5,587
Goldman Sachs	2.5110%	06/26/15	04/30/18	5,000,000	5,029,508	29,508
StatOil	1.6050%	02/25/16	05/15/18	6,878,970	7,012,614	133,644
American Express	1.9050%	02/08/16	05/22/18	4,976,080	5,013,522	37,443
HSBC	2.2080%	07/01/16	09/24/18	5,000,000	5,037,372	37,372
Societe Generale	2.3790%	07/01/16	10/01/18	4,015,000	4,048,689	33,689
Goldman Sachs	2.4150%	12/15/15	11/15/18	5,000,000	5,046,355	46,355
Citigroup	2.1770%	07/27/16	12/07/18	3,000,000	3,019,260	19,260
Bank of America	2.3440%	08/18/16	01/15/19	3,777,000	3,814,116	37,116

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
30 September 2017

Schedule A-1-A
Page 2 of 3

Description	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Commercial Paper and Corporate Notes (continued)						
Floater Rate						
Deutsche Bank	2.7540%	02/02/17	01/18/19	\$5,000,000	\$5,058,780	\$58,780
JP Morgan	1.9440%	01/28/16	01/28/19	4,970,000	5,028,831	58,831
Morgan Stanley	2.6860%	02/17/16	02/01/19	3,000,000	3,042,722	42,722
Santander (Abbey Natl)	2.7990%	04/18/16	03/14/19	5,000,000	5,081,722	81,722
Barclays Bank PLC	2.3140%	05/16/16	03/28/19	2,000,000	1,998,000	(2,000)
Bank of America	2.1690%	05/16/16	04/01/19	5,000,000	5,044,975	44,975
Wells Fargo & Company	1.7730%	05/06/16	04/22/19	3,976,055	4,012,618	36,563
Citigroup	2.2470%	09/21/16	06/07/19	2,000,000	2,019,892	19,892
Ing Bank	1.9250%	08/22/16	08/15/19	5,000,000	5,026,421	26,421
Standard Chartered	2.4460%	10/17/16	08/19/19	5,000,000	5,058,266	58,266
Daimler Finance	1.9321%	09/01/17	01/06/20	4,500,000	4,521,851	21,851
Athene Global	2.4469%	09/05/17	04/20/20	5,000,000	5,049,421	49,421
Daimler Finance	1.8417%	09/01/17	05/05/20	3,184,000	3,196,309	12,309
Barclays Bank PLC	1.9210%	08/09/17	06/16/20	9,010,000	8,997,463	(12,537)
National Australia Bank	2.0000%	08/01/17	07/28/20	10,000,000	9,995,000	(5,000)
Aust & NZ Banking Corp	1.8160%	09/01/17	08/19/20	5,500,000	5,520,751	20,751
				169,443,705	170,634,727	1,191,022
Obligations of U. S. Government						
Federal Farm Credit FFCB	1.9300%	09/09/16	03/06/24	5,000,000	4,815,370	(184,630)
Fannie Mae FNMA	2.0000%	11/03/16	11/25/24	4,900,000	4,696,675	(203,325)
Federal Farm Credit FFCB	1.9200%	09/02/16	12/02/24	5,000,000	4,786,115	(213,885)
Fed Home Loan Bank FHLB	2.5400%	01/11/13	12/27/24	10,125,000	10,011,651	(113,349)
Federal Farm Credit FFCB	2.7200%	09/01/17	06/12/25	4,998,750	4,974,640	(24,110)
Fed Home Loan Bank FHLB	2.1000%	08/18/16	08/18/25	5,000,000	4,742,190	(257,810)
Federal Farm Credit FFCB	2.9800%	01/20/17	12/08/25	5,000,000	5,000,035	35
Fed Home Loan Bank FHLB	2.5000%	06/20/16	06/15/26	5,000,000	4,836,785	(163,215)
Fed Home Loan Bank FHLB	2.4400%	07/06/16	07/06/26	5,000,000	4,847,845	(152,155)
Federal Farm Credit FFCB	2.2500%	07/27/16	07/27/26	5,000,000	4,772,735	(227,265)
Fannie Mae FNMA	2.1000%	08/29/16	08/24/26	10,000,000	9,404,890	(595,110)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
30 September 2017

Schedule A-1-A
Page 3 of 3

Description	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Obligations of U. S. Government (continued)						
Fed Farm Credit FFCB	2.0600%	09/01/16	09/01/26	\$10,000,000	\$9,435,760	(\$564,240)
Farmer Mac FAMCA	2.0500%	09/01/16	09/01/26	6,355,000	5,968,095	(386,905)
Fed Home Loan Bank FHLB	2.1250%	09/02/16	09/02/26	10,000,000	9,505,910	(494,090)
Fed Home Loan Bank FHLB	2.1700%	09/22/16	09/22/26	5,000,000	4,741,815	(258,185)
Federal Farm Credit FFCB	2.1400%	10/28/16	10/05/26	7,458,750	7,066,740	(392,010)
Farmer Mac FAMCA	2.3000%	11/10/16	11/01/26	5,000,000	4,717,595	(282,405)
Fed Home Loan Bank FHLB	2.7000%	11/30/16	11/30/26	5,000,000	4,945,015	(54,985)
Federal Farm Credit FFCB	2.9700%	09/01/17	03/01/27	7,000,000	6,899,424	(100,576)
Federal Farm Credit FFCB	2.9800%	06/12/17	03/12/27	5,000,000	4,940,105	(59,895)
Fed Home Loan Bank FHLB	3.1400%	04/19/17	04/19/27	8,928,571	8,792,687	(135,884)
Federal Farm Credit FFCB	3.0400%	08/21/17	08/02/27	6,495,000	6,409,993	(85,007)
Farmer Mac FAMCA	3.0500%	09/28/17	09/01/27	3,755,000	3,724,693	(30,307)
				145,016,071	140,036,763	(4,979,308)
Municipal Bonds						
Utah State Building Owners	1.5000%	05/05/14	05/15/19	965,300	979,583	14,283
Salt Lake City Municipal	2.0700%	03/30/15	10/01/19	1,000,000	1,002,190	2,190
Utah County UT Bonds	4.9200%	01/17/14	12/01/19	1,000,000	1,064,000	64,000
Salt Lake County	1.8100%	03/01/17	02/01/20	1,025,000	1,021,597	(3,403)
Utah County UT Bonds	5.1700%	01/17/14	12/01/20	1,000,000	1,069,750	69,750
Salt Lake County	2.0100%	03/01/17	02/01/21	2,075,000	2,068,671	(6,329)
Salt Lake County	2.3500%	03/01/17	02/01/22	1,600,000	1,603,968	3,968
Salt Lake County	2.5000%	03/01/17	02/01/23	2,175,000	2,191,574	16,574
Salt Lake County	2.7800%	03/01/17	02/01/24	600,000	608,616	8,616
				11,440,300	11,609,949	169,649
Total Cash Management Investment Pool				\$351,200,076	\$347,581,439	(\$3,618,637)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of September 2017

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Money Market Account				\$13,132		\$13,132	\$11,200,000	1.41%
Utah Public Treasurers' Investment Fund				17,714		17,714	14,100,000	1.51%
Commercial Paper and Corporate Notes	18,184,000	\$2,000,000	\$2,000,000	255,302	\$41,720	297,022	169,577,038	2.10%
Obligations of U. S. Government	15,753,750	1,071,429	1,071,429	270,533	(1,917,171)	(1,646,638)	137,969,905	-14.32%
Municipal Bonds				20,412	(76,762)	(56,350)	11,440,300	-5.91%
Total	<u>\$33,937,750</u>	<u>\$3,071,429</u>	<u>\$3,071,429</u>	<u>\$577,093</u>	<u>(\$1,952,212)</u>	<u>(\$1,375,119)</u>	<u>\$344,287,243</u>	-4.79%

UTAH STATE UNIVERSITY
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS
For the Month of September 2017

Schedule A-3

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Cash Management Investment Pool</u>							
Money Market Account						\$13,132	
Utah Public Treasurers' Investment Fund						17,714	
Commercial Paper & Corporate Notes		18,184,000		\$2,000,000	\$2,000,000	\$0	255,302
Obligations of U. S. Government		15,753,750		1,071,429	1,071,429	0	270,533
Municipal Bonds							20,412
Total Cash Management Investment Pool		<u>\$33,937,750</u>		<u>\$3,071,429</u>	<u>\$3,071,429</u>	<u>\$0</u>	<u>\$577,093</u>

UTAH STATE UNIVERSITY
 ENDOWMENT POOL
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2017	\$168,154,235	\$4,274,121	\$4,145,018	\$2,200,109	\$170,483,447	\$169,318,841	\$129,103	(\$10,755)	\$118,348		\$118,348
Aug 2017	170,483,447	2,572,663	2,435,115	294,582	170,915,577	170,699,512	149,312	(697)	148,615	\$11,765	136,850
Sep 2017	170,915,577	2,691,816	2,248,517	2,318,728	173,677,604	172,296,591	443,298	(1,120)	442,178	0	442,178
Oct 2017											
Nov 2017											
Dec 2017											
Jan 2018											
Feb 2018											
Mar 2018											
Apr 2018											
May 2018											
Jun 2018											

Comparative Totals:

Year-to-date

FY 2017-18	\$168,154,235	\$9,538,600	\$8,828,650	\$4,813,419	\$173,677,604	\$170,771,648	\$721,713	(\$12,572)	\$709,141	\$11,765	\$697,376
FY 2016-17	144,288,701	13,683,114	13,094,020	4,499,206	149,377,001	147,659,810	599,799	(29,696)	570,103	8,638	561,465
Amt Change					24,300,603	23,111,838	121,914	17,124	139,038	3,127	135,911
% Change					16.27%	15.65%	20.33%	57.66%	24.39%	36.20%	24.21%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$9,469,803 principal beginning balance, a \$9,126,676 ending balance, and a \$9,364,068 average daily balance for the current month. Current month interest and dividends from the CMIP were \$15,627 bringing the total to \$55,742 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
 ENDOWMENT POOL
 INVESTMENT PERFORMANCE

Schedule B-1-A

	Total Number of Units	Fair Value Per Unit			Net Earnings	Earnings Per Unit
		Beginning of Month	End of Month	Percent Change		
July 2017	561,609.19	\$299.4150	\$303.5624	1.39%	\$129,103	\$0.2299
August 2017	561,609.19	303.5624	304.3319	0.25%	149,312	0.2659
September 2017	561,609.19	304.3319	309.2499	1.62%	443,298	0.7893
October 2017						
November 2017						
December 2017						
January 2018						
February 2018						
March 2018						
April 2018						
May 2018						
June 2018						

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 September 30, 2017

Schedule B-1-B
 Page 1 of 3

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool						\$9,126,676	\$9,126,676	\$0
Total Cash Management Investment Pool						<u>9,126,676</u>	<u>9,126,676</u>	<u>0</u>
Equity funds								
Dimensional - DFA Emerging Markets		196,465.027				5,436,412	5,752,496	316,084
Dimensional - DFA Micro Cap		59,775.543				1,253,491	1,345,547	92,056
Dimensional - DFA Small Cap		109,989.798				3,764,509	3,971,732	207,223
RhumbLine QSI Index		662,115.647				8,015,662	13,766,427	5,750,765
SIT Dividend Growth						8,000,000	13,861,675	5,861,675
Vanguard Russell 3000		58,129.095				8,307,071	13,017,430	4,710,359
Vanguard FTSE All-World ex-US Index Fund		153,903.087				14,295,032	15,956,672	1,661,640
UTS SPDR Trust Ser 1 (SPY)		42,874.000				3,658,192	10,771,235	7,113,043
Total Equities						<u>52,730,369</u>	<u>78,443,214</u>	<u>25,712,845</u>
Fixed Income funds								
Longfellow						13,237,937	13,168,733	(69,204)
High Yield Bond Fund		760,330.619				8,121,247	8,089,105	(32,142)
Paydenfunds - Emerging Markets Bond Fund		241,775.537				3,294,022	3,438,048	144,026
Stone Harbor Emerging Market		320,214.134				3,387,771	3,451,908	64,137
Vanguard ST Inflation Protected Securities Index		200,052.379				4,963,982	4,963,300	(682)
Total Fixed Income Funds						<u>33,004,959</u>	<u>33,111,094</u>	<u>106,135</u>
Alternatives								
Aether Investment Partners, LLC								
Aether Real Assets IV, LP						638,576	595,464	(43,112)
Commonfund								
CEP VII						68,823	741,444	672,621
CEP VIII						666,530	1,076,876	410,346
CNR VIII						880,440	968,953	88,513
CNR IX						1,020,923	1,159,559	138,636
CVP X						798,838	1,197,828	398,990

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 September 30, 2017

Schedule B-1-B
 Page 2 of 3

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives (continued)								
Constitution Capital								
Ironsides Co-Investment Fund III						\$673,428	\$1,068,244	\$394,816
Ironsides Partnership Fund III						326,848	368,240	41,392
Global Infrastructure Partners								
Global Infrastructure Partners III-A/B, L.P.						534,958	534,498	(460)
GoldenTree								
GoldenTree Multi Sector Cayman, LTD		2,823.848				3,000,000	3,250,691	250,691
Goldman Sachs								
Vintage Fund VI						706,499	1,076,809	370,310
HarbourVest								
HarbourVest 2017 Global Fund L.P.						720,000	833,518	113,518
International Fund Services								
AQR International Equity Fund II, L.P.						8,000,000	9,645,876	1,645,876
Morgan Stanley								
JP Morgan Prime Property Fund		325.558				4,634,207	5,845,990	1,211,783
Pacific Asset Management								
Pacific Asset Management						12,277,237	12,437,964	160,727
Pinehurst Institutional Ltd.								
Corbin		2,570.327				4,000,000	4,440,658	440,658
Solamere Capital								
Solamere Founders Fund I, LP						768,434	1,574,535	806,101
Solamere Founders Fund II, LP						1,187,954	1,423,194	235,240
Woodbury								
Woodbury Strategic Partners Fund, L.P.						1,251,017	1,774,324	523,307
Woodbury Capital II, LP						1,222,822	1,320,875	98,053
Woodbury Capital III, LP						456,312	456,312	0
WSP Centre Point Co-Investors, LLC						119,938	62,713	(57,225)
WSP Wilmington, Phase I						90,378	79,808	(10,570)
WSP Wilmington, Phase II						334,414	334,414	0
Total Alternatives						<u>44,378,576</u>	<u>52,268,787</u>	<u>7,890,211</u>

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 September 30, 2017

Schedule B-1-B
 Page 3 of 3

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Money Market Funds								
Money Market - 05374002						\$1,502	\$1,502	\$0
Goldman Sachs Bank Deposit						395,885	395,885	0
Total Money Market						<u>397,387</u>	<u>397,387</u>	<u>0</u>
Accrued Income / Other								
05374002								
Wells Fargo - High Yield						37,625	37,625	0
Wells Fargo - Accrued Interest						1	1	0
Wells Fargo - SPY						52,931	52,931	0
05374004								
Cash						170,718	170,718	0
Receivable - Interest Accrual						69,171	69,171	0
Total Accruals						<u>330,446</u>	<u>330,446</u>	<u>0</u>
Total Endowment Pool						<u><u>\$139,968,413</u></u>	<u><u>\$173,677,604</u></u>	<u><u>\$33,709,191</u></u>

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of September 2017

Schedule B-2
Page 1 of 1

Endowment Pool Transactions	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Cash Management Investment Pool							
Utah State University		\$3,666		\$362,420	\$362,420	\$0	\$15,627
CMP Interest		15,627					
Equity funds							
Dimensional - DFA Emerging Markets	2,257.785	65,498					65,498
Dimensional - DFA Micro Cap	92.086	2,071					2,071
Dimensional - DFA Small Cap	250.268	9,027					9,027
Vanguard Russell 3000	290.472	64,374					64,374
Vanguard FTSE All-World ex-US Index Fund	869.692	90,596					90,596
UTS SPDR Trust Ser 1 (SPY)							52,931
Fixed Income funds							
Longfellow		253,977		111,942	110,822	(1,120)	29,961
Wells Fargo							
High Yield Bond Fund	3,467.538	36,623					37,625
Paydenfunds - Emerging Markets Bond Fund	1,070.366	15,189					15,189
Alternatives							
Commonfund							
CEP VII		2,500		30,821	30,821	0	
CNR IX		60,000		17,916	17,916	0	
HarbourVest							
HarbourVest 2017 Global Fund L.P.		720,000					
Morgan Stanley							
JP Morgan Prime Property Fund	3.142	56,423					56,423
Solamere Capital							
Solamere Founders Fund I, LP		25,721		86,342	86,342	0	
Solamere Founders Fund II, LP		43,750		59,286	59,286	0	
Woodbury							
WSP Wilmington, Phase I							3,666
Money Market Funds							
Money Market - 05374002		1					1
Goldman Sachs Bank Deposit		309					309
Accrued Income / Other							
05374002							
Wells Fargo - Cash		896,587		1,191,773	1,191,773	0	
Wells Fargo - High Yield		37,625		36,623	36,623	0	
Wells Fargo - SPY		52,931					
05374004							
Cash		133,985		329,351	329,351	0	
Receivable - Interest Accrual		30,336		23,163	23,163	0	
Payable		75,000					
 Total Endowment Pool Transactions		<u>\$2,691,816</u>		<u>\$2,249,637</u>	<u>\$2,248,517</u>	<u>(\$1,120)</u>	<u>\$443,298</u>

UTAH STATE UNIVERSITY
OTHER INVESTMENTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2017	\$108,186,294	\$3,571,505	\$3,300,698	\$779,986	\$109,237,087	\$108,711,691	\$369,501	(\$371,339)	(\$1,838)
Aug 2017	109,237,087	10,468,132	5,309,132	1,008,791	115,404,878	112,320,983	351,564	(13,827)	337,737
Sep 2017	115,404,878	1,505,884	1,019,733	(260,761)	115,630,268	115,517,573	486,730	3,299	490,029
Oct 2017									
Nov 2017									
Dec 2017									
Jan 2018									
Feb 2018									
Mar 2018									
Apr 2018									
May 2018									
Jun 2018									
<hr/> <hr/>									
Comparative Totals:									
Year-to-date									
FY 2017-18	\$108,186,294	\$15,545,521	\$9,629,563	\$1,528,016	\$115,630,268	\$112,183,415	\$1,207,795	(\$381,867)	\$825,928
FY 2016-17	97,827,697	26,041,382	25,289,824	1,872,885	100,452,140	99,739,288	978,176	4,926	983,102
Amt Change					15,178,128	12,444,127	229,619	(386,793)	(157,174)
% Change					15.11%	12.48%	23.47%	-7852.07%	-15.99%

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
30 September 2017

Schedule C-1-A
Page 1 of 5

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Corporate Bonds and Notes								
U.S. Treasury Bond	\$100,000		8.000%	11/15/91	11/15/21	\$125,313	\$124,609	(\$704)
						<u>125,313</u>	<u>124,609</u>	<u>(704)</u>
Common and Preferred Stock								
Closely Held Stock								
Cache Valley Bank		17,578.272				203,205	203,205	0
Cache Valley Bank		108,131.000				1,249,994	1,249,994	0
Rowpar Pharmaceuticals, Inc		5,000.000				5,000	5,000	0
Rowpar Pharmaceuticals, Inc		20,000.000				46,200	46,200	0
Morgan Stanley								
iShares Russell 2000 Growth ETF		12.000				2,090	2,148	58
S&P 500 Index Fund		13.000				3,262	3,288	26
Vanguard FTSE Emerging Markets		35.000				1,519	1,525	6
Vanguard Midcap Growth ETF		15.000				1,803	1,826	23
						<u>1,513,073</u>	<u>1,513,186</u>	<u>113</u>
Utah Public Treasurers' Investment Fund			1.507%			5,779,870	5,779,870	0
						<u>5,779,870</u>	<u>5,779,870</u>	<u>0</u>
Fixed Income								
Wells Fargo								
Beaver County Utah School District		50,000.000				5,000,000	5,562,900	562,900
Chicago Ill Genl Obligation Bonds		10,000.000				1,060,567	1,163,790	103,223
Fresno California Water Sys Rev BAB		10,000.000				1,027,500	1,322,920	295,420
Peralta CA Community College Dist. LTD		5,000.000				599,435	587,170	(12,265)
Southern Ill Univ Revs Build America Bonds		16,450.000				1,772,471	1,704,187	(68,284)
Assured Guarany Muni		10,000.000				936,000	980,000	44,000
AXA SA		10,000.000				1,019,450	1,145,000	125,550
Dairy Farmers of America		5,000.000				557,465	550,625	(6,840)
Farmers Exchange Capital		9,500.000				1,138,394	1,235,238	96,844
Liberty Mutual Insurance		3,300.000				487,658	466,349	(21,309)
Mutual of Omaha Insurance Co		10,000.000				1,253,880	1,330,890	77,010

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
30 September 2017

Schedule C-1-A
Page 2 of 5

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Fixed Income (continued)								
Wells Fargo								
Ohio National Life Insurance		10,000.000				\$1,269,440	\$1,289,680	\$20,240
Penn Mutual Life Insurance Co		13,650.000				1,823,790	1,870,187	46,397
ReadyCap Holdings LLC		10,000.000				1,029,490	1,030,000	510
Security Benefit Life		20,350.000				2,249,591	2,444,930	195,339
USF&G Capital I		10,000.000				1,328,720	1,411,150	82,430
Bank of America		5,000.000				575,000	515,625	(59,375)
Goldman Sachs Group Inc Med Term Note		7,470.000				858,482	876,500	18,018
MetLife Inc		5,000.000				540,625	576,250	35,625
Nationwide Financial Ser		10,000.000				1,040,000	1,110,000	70,000
Opus Bank		10,000.000				1,018,710	1,007,900	(10,810)
Regions Financial Corp		10,000.000				1,256,490	1,347,240	90,750
Republic New York Corp		5,000.000				706,325	712,525	6,200
Wachovia		10,000.000				1,000,000	1,002,500	2,500
Zions Bancorp		10,000.000				1,000,000	1,027,500	27,500
Zions Bancorp		10,000.000				1,000,000	1,120,000	120,000
Briston Myers Squibb Co		10,000.000				1,354,660	1,423,040	68,380
Burlington North Santa Fe		5,000.000				690,670	738,645	47,975
Catholic Health Initiative		10,000.000				905,670	936,920	31,250
ConocoPhillips		10,000.000				1,061,960	1,333,330	271,370
Cummins Inc		10,000.000				1,065,050	1,126,050	61,000
Diamond Offshore Drill		9,570.000				920,385	787,133	(133,252)
Dignity Health		20,000.000				2,059,480	2,088,240	28,760
General Electric		11,840.000				1,055,181	1,188,440	133,259
Metlife Inc		4,730.000				685,614	702,405	16,791
Monsanto Co		12,500.000				994,563	1,264,037	269,474
Prudential Financial		10,000.000				972,100	1,090,000	117,900
Verizon Communications		5,000.000				500,000	501,460	1,460
BHP Billiton Fin USA Ltd		10,000.000				1,029,625	1,177,500	147,875
Electricite De France		10,000.000				1,001,400	1,037,810	36,410
Rio Tinto Fin USA LTD		11,000.000				978,978	1,304,391	325,413

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
30 September 2017

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Fixed Income (continued)								
Wells Fargo								
Standard Chartered PLC		5,000.000				\$510,415	\$587,610	\$77,195
Trans-Canada Pipelines		10,000.000				1,006,200	1,292,570	286,370
Xlit LTD		10,000.000				1,024,750	1,051,650	26,900
Equity Commonwealth Preferred		42,000.000				950,250	1,062,020	111,770
Kimco Realty Corp		40,000.000				1,000,000	998,400	(1,600)
Public Storage		20,000.000				500,000	504,800	4,800
Public Storage		20,000.000				500,000	502,200	2,200
Allstate Corp		24,400.000				613,660	653,920	40,260
American Financial Group		60,000.000				1,500,000	1,574,400	74,400
Berkley (WR) Corporation		40,000.000				935,000	1,037,200	102,200
Capital One Financial		20,000.000				500,000	540,000	40,000
Charles Schwab		20,000.000				500,000	542,800	42,800
Citigroup Inc 5.800%		20,000.000				500,000	515,600	15,600
Cobank ACB 6.125%		13,000.000				1,235,000	1,313,000	78,000
Cobank ACB 6.250%		10,000.000				1,101,290	1,072,188	(29,102)
Hancock Holding Co		61,000.000				1,518,375	1,564,040	45,665
JP Morgan Chase & Co 6.125		60,120.000				1,499,994	1,608,210	108,216
JP Morgan Chase & Co 6.100		20,000.000				494,000	539,200	45,200
Qwest Corp 6.875%		100,000.000				2,494,400	2,604,000	109,600
Southern Co 6.25%		40,000.000				1,000,000	1,096,000	96,000
State Street Corp		80,000.000				2,000,000	2,133,600	133,600
Texas Capital Bancshares		40,000.000				990,000	1,022,400	32,400
Torchmark Corp 6.125		40,000.000				1,014,000	1,073,200	59,200
Wells Fargo & Co		20,000.000				483,000	545,600	62,600
Wells Fargo & Co		20,000.000				500,000	529,000	29,000
Western Alliance Bancorp 6.25% PFD		80,000.000				2,000,000	2,089,008	89,008
Arch Capital Group		40,000.000				1,000,000	1,007,600	7,600
						<u>74,195,153</u>	<u>79,150,673</u>	<u>4,955,520</u>

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
30 September 2017

Schedule C-1-A
Page 4 of 5

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Mutual Funds								
American Funds CI A								
American Balanced Fund - Class A		755.655				\$13,267	\$20,403	\$7,136
AMCAP Fund-F1		2,508.893				68,104	76,847	8,743
The Growth Fund of America - Class A		269.885				9,190	13,386	4,196
The Growth Fund of America - Class A		15,576.507				530,415	772,595	242,180
The New Economy Fund-F1		1,861.233				70,868	85,412	14,544
New World Fund-F1		1,043.820				52,003	67,034	15,031
Washington Mutual Investors Fund-F1		1,662.604				67,166	73,770	6,604
Commonfund								
CEU Title III								
Multi-Strategy Bond		353,918.113				4,430,421	5,258,900	828,479
Multi-Strategy Equity		44,205.665				4,154,573	15,797,667	11,643,094
Putnam Funds Class A								
Putnam High Yield Advantage-A		4,340.583				25,623	25,827	204
Vanguard								
500 Index Fund Admiral Shares		136.701				16,126	31,793	15,667
Total Bond Market Index Fund Admiral Shares		1,643.776				17,916	17,720	(196)
500 Index Fund Admiral Shares		138.996				16,257	32,326	16,069
Total Bond Market Index Fund Admiral Shares		2,179.048				23,751	23,490	(261)
						<u>9,495,680</u>	<u>22,297,170</u>	<u>12,801,490</u>
Alternatives								
Dakota Pacific Real Estate Group								
Dakota Pacific Real Estate						405,140	381,201	(23,939)
InvenTrust Properties								
Highlands REIT, Inc		18,843.839				6,784	6,784	0
InvenTrust Properties Corp		18,843.839				125,462	61,996	(63,466)
Morgan Stanley Smith Barney								
MS Opp Mortgage Inc Fund						2,000,000	2,016,221	16,221
vSpring								
Kickstart Seed Fund 1, L.P.						154,297	230,481	76,184

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
30 September 2017

Schedule C-1-A
Page 5 of 5

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives (continued)								
Woodbury								
Woodbury Strategic Partners Fund						\$472,734	\$591,444	\$118,710
Woodbury Capital II, LP						1,224,280	1,320,874	96,594
Woodbury Capital III, LP						228,156	228,156	0
WSP Wilmington, Phase I						31,387	19,222	(12,165)
WSP Wilmington, Phase II						465,000	465,000	0
Xenia Hotels & Resorts								
Xenia		2355.000				51,987	49,573	(2,414)
						<u>5,165,227</u>	<u>5,370,952</u>	<u>205,725</u>
Money Market / Cash								
Edward Jones						2	2	0
Morgan Stanley Bank N.A.						245,008	245,008	0
Morgan Stanley Private Bank N.A.						87,793	87,793	0
Morgan Stanley						29	29	0
SEI - Prime Obligation Fund						75	75	0
Wells Fargo - Cash						25,906	25,906	0
						<u>358,813</u>	<u>358,813</u>	<u>0</u>
Receivable / In Transit / Unsettled Purchases								
Commonfund						77,550	77,550	0
InvenTrust						327	327	0
Xenia						648	648	0
Wells Fargo - Receivable						953,470	953,470	0
U.S. Treasury Bond						3,000	3,000	0
						<u>1,034,995</u>	<u>1,034,995</u>	<u>0</u>
Total Other Investments						<u>\$97,668,124</u>	<u>\$115,630,268</u>	<u>\$17,962,144</u>

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of September 2017

Schedule C-2
Page 1 of 2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Other Investments</u>						
Corporate Bonds and Notes						
U.S. Treasury Bond						\$652
Common and Preferred Stock						
Morgan Stanley						
JC Penney Co	300.000	\$1,283	300.000	\$1,283	\$1,232	(\$51)
Vanguard Total Stock Market ETF	85.000	10,903	85.000	10,903	10,794	(109)
iShares Russell 2000 Growth ETF	12.000	2,091				
S&P 500 Index Fund	13.000	3,262				
Vanguard FTSE Emerging Markets	35.000	1,519				
Vanguard Midcap Growth ETF	15.000	1,803				
Utah Public Treasurers'						
Investment Fund		7,503		252,000	252,000	0
Fixed Income						
Liberty Mutual Insurance	3,300.000	487,658				
Wells Fargo - Earnings						394,526
Mutual Funds						
American Funds CI A						
American Balanced Fund - Class A						76
Washington Mutual Investors Fund-F1	6.945	304				304
Commonfund						
CEU Title III						
Multi-Strategy Bond			86.261	1,003	1,282	279
Multi-Strategy Equity			10.737	657	3,837	3,180
Putnam Funds Class A						
Putnam High Yield Advantage-A	52.425	310				310
Vanguard						
500 Index Fund Admiral Shares	0.698	161				161
Total Bond Market Index Fund Admiral Shares	10.319	112				112
500 Index Fund Admiral Shares	0.710	164				164
Total Bond Market Index Fund Admiral Shares	13.678	148				148
Alternatives						
InvenTrust Properties						
InvenTrust Properties Corp						327
Woodbury						
WSP Wilmington, Phase I						4,219
Xenia Hotels & Resorts						
Xenia						648

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of September 2017

Schedule C-2
Page 2 of 2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Other Investments</u>							
Money Market / Cash							
Morgan Stanley Bank N.A.		\$7		\$6	\$6	\$0	\$7
Morgan Stanley Private Bank N.A.		9					3
Morgan Stanley		20					20
Wells Fargo - Cash		503,636		498,946	498,946	0	
Receivable / In Transit / Unsettled Purchases							
Commonfund		77,550					
InvenTrust		327					
Xenia		648					
Wells Fargo - Receivable		405,814		251,636	251,636	0	
U.S. Treasury Bond		652					
 Total Other Investments		<u>\$1,505,884</u>		<u>\$1,016,434</u>	<u>\$1,019,733</u>	<u>\$3,299</u>	<u>\$486,730</u>

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2017	\$5,934,529	\$344,928	\$328,406	\$9,940	\$5,960,991	\$5,947,760	\$17,174	(\$36,001)	(\$18,827)	\$651	(\$19,478)
Aug 2017	5,960,991	213,278	196,531	(119,209)	5,858,529	5,909,760	24,455	(38,036)	(13,581)	75	(13,656)
Sep 2017	5,858,529	302,286	276,635	183,146	6,067,326	5,962,928	25,676	12	25,688	25	25,663
Oct 2017											
Nov 2017											
Dec 2017											
Jan 2018											
Feb 2018											
Mar 2018											
Apr 2018											
May 2018											
Jun 2018											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2017-18	\$5,934,529	\$860,492	\$801,572	\$73,877	\$6,067,326	\$5,940,149	\$67,305	(\$74,025)	(\$6,720)	\$751	(\$7,471)
FY 2016-17	5,606,497	613,553	556,049	7,504	5,671,505	5,684,337	65,934	25,294	91,228	753	90,475
Amt Change					395,821	255,812	1,371	(99,319)	(97,948)	(2)	(97,946)
% Change					6.98%	4.50%	2.08%	-392.66%	-107.37%	-0.27%	-108.26%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 30 September 2017

Schedule D-1-A
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Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock				
Altria Group Inc.	1,000.000	\$16,108	\$63,420	\$47,312
Apple Inc	4,050.000	336,848	624,186	287,338
AT & T Inc	9,800.000	351,382	383,866	32,484
BCE Inc (NEW)	2,450.000	107,108	114,734	7,626
Blackstone Group LP	12,800.000	544,799	427,136	(117,663)
BP Plc. Ads	8,000.000	402,692	307,440	(95,252)
CenturyLink Inc.	6,800.000	248,010	128,520	(119,490)
Chevron Corp	3,100.000	318,906	364,250	45,344
Cisco Sys Inc	5,000.000	158,357	168,150	9,793
CVS Health	2,600.000	204,297	211,432	7,135
Enbridge Inc	4,600.000	193,980	192,464	(1,516)
Enterprise Prod Partners	2,800.000	78,049	72,996	(5,053)
General Electric	17,900.000	178,339	432,822	254,483
Glaxosmithkline PLC ADS	4,000.000	186,153	162,400	(23,753)
Johnson & Johnson	425.000	50,909	55,254	4,345
JP Morgan Chase & Co	3,500.000	163,987	334,285	170,298
Merck & Co Inc. New Com	3,600.000	165,524	230,508	64,984
PBF Energy Inc	8,800.000	206,400	242,968	36,568
Pfizer Inc	6,500.000	218,257	232,050	13,793
Royal Dutch Shell Plc	4,500.000	246,410	272,610	26,200
SeaDrill Ltd.	12,500.000	404,045	4,375	(399,670)
SeaDrill Partners LLC	16,500.000	468,619	61,215	(407,404)
Teva Pharmaceuticals ADR	5,200.000	212,490	91,520	(120,970)
Vaneck Vectors Preferred Sec	13,700.000	282,311	275,096	(7,215)
Verizon Communications	2,500.000	124,860	123,725	(1,135)
Vodafone Group PLC	4,527.000	239,344	128,838	(110,506)
Acadian Emerging Markets Portfolio Class I #1960	42.540	803	908	105
Causeway Intl Value Fund I	147.530	2,379	2,476	97
Goldman Sacs Small Cap Value Fund	9.542	475	619	144

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 30 September 2017

Schedule D-1-A
 Page 2 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock (continued)				
Harbor International Fund Class	35.478	\$2,222	\$2,492	\$270
Invesco Small Cap Growth Fund	16.532	589	705	116
JP Morgan Small Cap Equity Fund	22.050	954	1,277	323
Lazard Intl Equity Port - Instl #632	128.093	2,256	2,430	174
MFS Value Fund	74.670	2,144	3,001	857
Northern Mid Cap Index Fund	259.689	3,820	5,077	1,257
Oppenheimer Developing Market	23.426	783	964	181
T Rowe Price Equity Income	86.272	2,534	2,950	416
T Rowe Price Institutional Large CP Growth	64.288	1,299	2,415	1,116
500 Index Fund Admiral Shares	32.179	4,653	7,484	2,831
Voya Large-Cap Growth Fund	57.916	2,268	2,323	55
Wells Fargo Advantage Growth Fund	24.358	1,072	1,190	118
Acadian Emerging Markets Portfolio Class I #1960	42.533	802	908	106
Causeway Intl Value Fund I	147.507	2,379	2,475	96
Goldman Sacs Small Cap Value Fund	9.540	475	619	144
Harbor International Fund Class	35.473	2,222	2,492	270
Invesco Small Cap Growth Fund	16.529	589	705	116
JP Morgan Small Cap Equity Fund	22.046	954	1,276	322
Lazard Intl Equity Port - Instl #632	128.072	2,256	2,430	174
MFS Value Fund	74.658	2,143	3,001	858
Northern Mid Cap Index Fund	259.642	3,819	5,076	1,257
Oppenheimer Developing Market	23.418	783	963	180
T Rowe Price Equity Income	86.258	2,534	2,950	416
T Rowe Price Institutional Large CP Growth	64.278	1,298	2,414	1,116
500 Index Fund Admiral Shares	32.173	4,652	7,482	2,830
Voya Large-Cap Growth Fund	57.906	2,268	2,323	55
Wells Fargo Advantage Growth Fund	24.354	1,072	1,190	118
		6,164,681	5,778,875	(385,806)

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 30 September 2017

Schedule D-1-A
 Page 3 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Options				
Apple Inc (expires 11/17/2017)	(40.000)	(\$15,497)	(\$3,240)	\$12,257
Johnson & Johnson (expires 1/19/2018)	(4.000)	(1,967)	(1,480)	487
		<u>(17,464)</u>	<u>(4,720)</u>	<u>12,744</u>
Mutual Funds				
Dodge & Cox Income Fund Com #147	2,442.807	33,877	33,735	(142)
Federated Total Return Bond Fund	3,081.379	34,827	33,679	(1,148)
Metropolitan West Total Return Bond Fund	3,149.852	34,343	33,640	(703)
Wells Fargo Advantage Core Bond Fund	2,607.447	33,404	33,636	232
Dodge & Cox Income Fund Com #147	2,442.413	33,871	33,730	(141)
Federated Total Return Bond Fund	3,080.880	34,821	33,674	(1,147)
Metropolitan West Total Return Bond Fund	3,149.342	34,337	33,635	(702)
Wells Fargo Advantage Core Bond Fund	2,607.025	33,399	33,631	232
		<u>272,879</u>	<u>269,360</u>	<u>(3,519)</u>
Money Market & Cash Funds				
Morgan Stanley Bank N.A.		14,864	14,864	0
Wells Fargo #451		4,474	4,474	0
Wells Fargo #451		4,473	4,473	0
		<u>23,811</u>	<u>23,811</u>	<u>0</u>
Total Endowment Trusts		<u>\$6,443,907</u>	<u>\$6,067,326</u>	<u>(\$376,581)</u>

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of September 2017

Schedule D-2
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Endowment Trusts							
Common and Preferred Stock							
AT & T Inc	7,200.000	\$265,675					
MFS Value Fund	0.260	11					
T Rowe Price Equity Income	0.478	16					
500 Index Fund Admiral Shares	0.164	38					
MFS Value Fund	0.260	10					
T Rowe Price Equity Income	0.478	16					
500 Index Fund Admiral Shares	0.164	38					
Funds held at Morgan Stanley - Dividends						\$24,662	
Funds held at Wells Fargo - Dividends						133	
Mutual Funds							
Dodge & Cox Income Fund Com #147	16.665	231					
Federated Total Return Bond Fund	7.706	88		\$0	\$4	\$4	
Metropolitan West Total Return Bond Fund	5.772	64		0	2	2	
Wells Fargo Advantage Core Bond Fund	4.475	59		0	1	1	
Dodge & Cox Income Fund Com #147	16.663	231					
Federated Total Return Bond Fund	7.704	88		0	3	3	
Metropolitan West Total Return Bond Fund	5.771	64		0	1	1	
Wells Fargo Advantage Core Bond Fund	4.473	59		0	1	1	
Funds held at Wells Fargo - Dividends						871	
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		35,574		265,715	265,715	0	
Morgan Stanley Private Bank N.A. #				10,908	10,908	0	
Wells Fargo #451		12				3	
Wells Fargo #451		12				2	
Total Endowment Trusts		<u>\$302,286</u>		<u>\$276,623</u>	<u>\$276,635</u>	<u>\$12</u>	<u>\$25,676</u>

UTAH STATE UNIVERSITY
PLANT FUND TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2017	\$30,965,477	\$32,779	\$3,002,238	\$3,610	\$27,999,628	\$28,863,655	\$39,474		\$39,474		\$39,474
Aug 2017	27,999,628	43,815	3,061,695	6,707	24,988,455	25,968,444	37,410		37,410		37,410
Sep 2017	24,988,455	4,622,928	5,530,475	3,731	24,084,639	24,321,788	35,019		35,019		35,019
Oct 2017											
Nov 2017											
Dec 2017											
Jan 2018											
Feb 2018											
Mar 2018											
Apr 2018											
May 2018											
Jun 2018											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2017-18	\$30,965,477	\$4,699,522	\$11,594,408	\$14,048	\$24,084,639	\$26,384,629	\$111,903	\$0	\$111,903	\$0	\$111,903
FY 2016-17	67,903,805	44,450,229	47,602,565	(34,006)	64,717,463	66,291,799	176,310	0	176,310	0	176,310
Amt Change					(40,632,824)	(39,907,170)	(64,407)	0	(64,407)	0	(64,407)
% Change					-62.78%	-60.20%	-36.53%	0.00%	-36.53%	0.00%	-36.53%

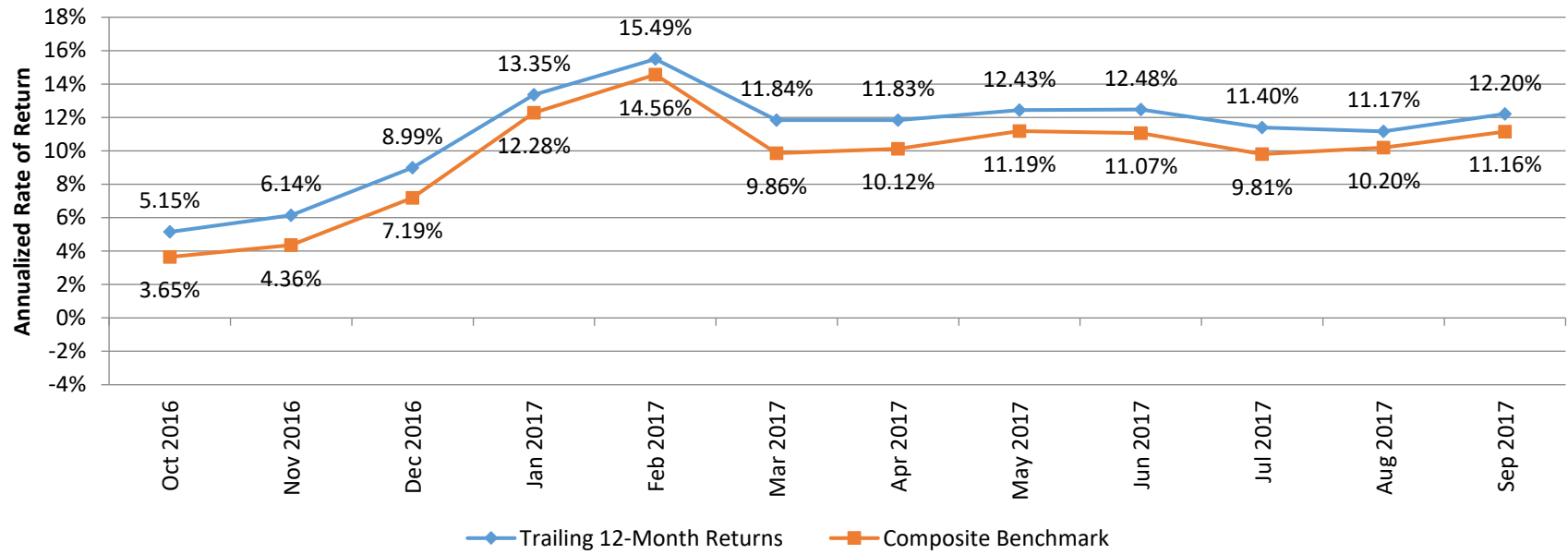
Note: Plant Fund Trusts include all debt service reserve and construction fund accounts in compliance with bond issue covenants.

UTAH STATE UNIVERSITY
 PLANT TRUSTS PORTFOLIO
 30 September 2017

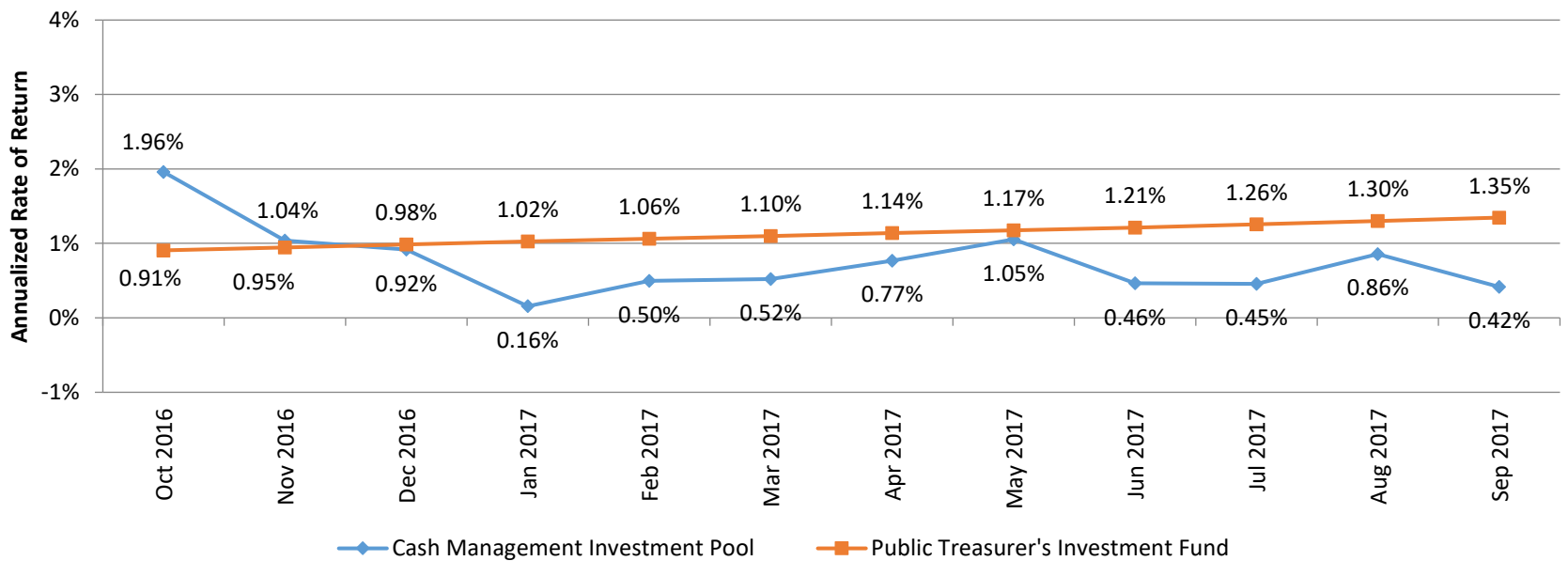
Schedule E-1-A

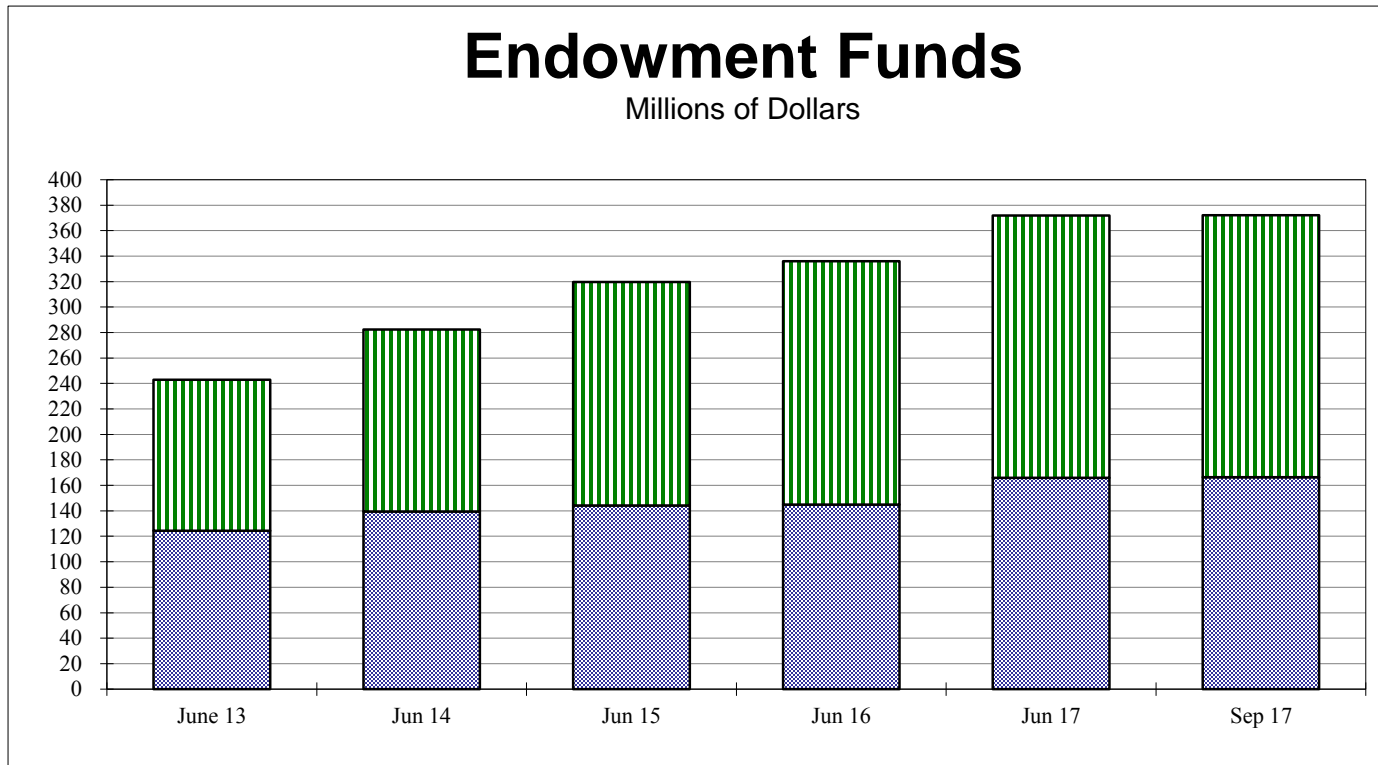
Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Wells Fargo								
Federal Home Loan Bank	830,000		2.90%	03/15/16	02/03/26	\$832,864	\$823,443	(\$9,421)
Riverton City Bonds	1,300,000		5.25%	08/14/13	12/01/39	1,355,276	1,484,964	129,688
Heritage Money Market			Variable			13	13	0
Cash						1,786,003	1,786,003	0
						<u>3,974,156</u>	<u>4,094,423</u>	<u>120,267</u>
Public Treasurers' Investment Fund								
Utah Public Treasurers' Investment Fund			1.507%			19,990,216	19,990,216	0
						<u>19,990,216</u>	<u>19,990,216</u>	<u>0</u>
Total Plant Trusts						<u>\$23,964,372</u>	<u>\$24,084,639</u>	<u>\$120,267</u>

Endowment Pool



Cash Management Investment Pool





	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value
Quasi Endowment	\$118.7	\$143.1	\$175.5	\$190.9	\$205.8	\$205.8
True Endowment	124.3	139.4	144.1	145.0	166.0	166.4
Total	\$243.0	\$282.5	\$319.6	\$335.9	\$371.8	\$372.2

*As of July 1, 2010 the balances above reflect USU and USU Eastern Endowment balances.

12 January 2018

ITEM FOR ACTION

RE: Proposal to Revise Policy 103, The University's Mission, Purpose and Function

The attached policy revision is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

In 2003, Utah State University adopted the following mission statement:

The mission of Utah State University is to be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement.

This mission statement is published on the university's website (available at <http://www.usu.edu/president/missionstatement/>) and referred to as the university's governing statement on the role and mission of Utah State University. This mission statement has also been incorporated into Board of Regents Policy Rule 312 as the mission statement of Utah State University.

As a matter of housekeeping, the President's Office submits this policy revision to align the University's Policy Statement on the university mission with the mission statement adopted in 2003 and used by the University today.

This Policy revision was submitted to and ratified by the President and the Executive Committee. The Policy revision was also presented to the Faculty Senate as an information item.

RECOMMENDATION

The President recommends that the Board of Trustees approve the revised policy for Utah State University.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, in 2003 Utah State University adopted the mission statement found at <http://www.usu.edu/president/missionstatement/>;

WHEREAS, the university relies on the 2003 mission statement as the governing statement on the role and purpose of the University;

WHEREAS, the President recommends that, as a matter of housekeeping, University Policy 103 be revised to include the 2003 mission statement;

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees approve the proposed revisions to Policy 103 the University's Mission, Purpose, and Functions effective 12 January 2018.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



POLICY MANUAL

GENERAL

Number 103

Subject: The University's Mission, Purpose and Functions

Original Effective Date: January 24, 1997

Effective Date of Last Revision: ~~January 6, 2012~~ January 12, 2018

103.1 UTAH STATE UNIVERSITY MISSION STATEMENT

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

Utah State University integrates teaching, research, extension, and service to meet its unique role as Utah's land-grant university. Students are the focus of the University as they seek intellectual, personal, and cultural development.

~~The mission of~~ Utah State University strives to ~~is to~~ provide high quality undergraduate and graduate instruction, excellent general education, and specialized academic and professional degree programs. ~~The University~~ USU is committed to preparing students to serve the people of Utah, the nation, and the world.

~~Utah State~~ SUniversity strives to ~~provides~~ nationally and internationally acclaimed programs of basic and applied research. ~~USU~~ The University engages in research to further the quest for knowledge and to help society meet its scientific, technological, environmental, economic, and social challenges.

Outreach to Utah's citizens through extension and service programs is central to the University's mission. The University's outreach programs provide to individuals, communities, institutions, and industries throughout the state, services that help improve technology, the environment, and quality of life.

In all its endeavors, the University is committed to developing responsible citizens through freedom of inquiry and expression, and through its best efforts in teaching, research, creative arts, extension and service, and encouraging cultural diversity.

103.2 PURPOSE OF THE UNIVERSITY

-

The paramount objective of the University is the continued reappraisal, enlargement, and dissemination of knowledge to improve humankind. The specific goals of the University are to:

- * Maintain a strong undergraduate program which encourages the intellectual and personal development of students.
- * Conduct major research programs which broaden the horizons of knowledge and seek answers to problems of importance.
- * Make available to the public the benefits of modern discovery, of creative achievement, and of cultural developments.
- * Maintain a strong graduate program which encourages the intellectual, research, and personal development of graduate students.
- * Expand the services and educational resources offered by the University through the development of cooperative educational programs with other institutions and other local, state, federal, and international agencies.
- * Provide for each student the opportunity to understand her or his relation to the human family and the natural world; the opportunity to learn and understand basic political and economic principles of democracy and the American system; and the opportunity to develop the skills of civic, social, and political participation and leadership in local, national, and international affairs.

103.3 PRIORITIES AND MISSIONS OF THE UNIVERSITY

Effective planning requires projections of expected University growth in numbers of people and revenues, faculty, physical plant, academic programs to be offered, and academic priorities and their characteristics. There are three factors to recognize in setting priorities: (1) the obligation of the University to seek for all programs the level of support needed to achieve acceptable quality and to accommodate projected enrollments, (2) the obligation of the University to facilitate the attainment of national and international leadership of programs which are at or near this level of quality and those that are distinctive to the University, and (3) the need to fulfill existing legal and administrative mandates and to meet the needs of the University's primary constituents.

3.1 Programmatic Priorities

The three programmatic priorities reflect the primary functions of the University as an academic community (see policy 403.1). All other ancillary programs that are not academic in nature are considered to be of lower priority, except where they are clearly and demonstrably critical to the fulfillment of the University's academic mission, as specified in the priorities below.

The priority listing is not intended to be structured so that institutional priorities that are innovative cannot be accommodated. The goals and priorities are meant to be considerations for planning. For example, there must be a critical mass of faculty and student scholars and of physical plant to support priority programs; there must be mechanisms for measuring, supporting, and encouraging extraordinary faculty achievements; and there must be recognition and continuing analysis of the University's legal and administrative mandates and the needs of the public elements served by it, including students and prospective employers.

(1) First priority.

Programs with first priority are those that:

- (a) fulfill legal and legislative mandates;
- (b) have existing role assignments from the Regents;
- (c) make a substantial contribution to the general and liberal education of students;
- (d) meet the needs of a wide spectrum of students;
- (e) meet local and regional needs that cannot otherwise be provided by other institutions on an economical basis;
- (f) meet national needs of special significance to the University because of their particular capabilities; or
- (g) meet international needs through programs and projects which require specialized support and are mutually beneficial to the University and the host country.

(2) Second priority.

Programs with second priority are those that:

- (a) show strength but are not part of mandated or assigned roles, do not directly address local or regional needs, and are not existing or near-potential centers of excellence;
- (b) support programs that contribute only minimally to general education and to a liberal education but have no special distinction within their national disciplines; or
- (c) programs that are neither mandated nor assigned and are not unique to the University within the state.

(3) Third priority.

Programs with third priority are those:

- (a) where other state institutions have primary role assignments;
- (b) where others in the region have superior programs and/or are more cost effective;
- (c) not in the first priority which have an insufficient number of students resulting in excessive costs; or
- (d) waning because technology, science, or public needs are making them obsolete.

3.2 College Mission Statements

Each college should consider these factors in the development of a mission statement against which its priorities can be assessed. As college mission statements are formulated and revised, more specific, short-range goals can be developed by appropriate administrative units. These plans can then be used to assess each unit's activities within a given year to refine the goals and mission statements and to determine how suitable the unit is to the performance of its role.

3.3 Support of the Academic Mission of the University

The administrative and noninstructional staffs of the University facilitate and support the work of faculty and students and, in certain cases, contribute directly to student development. Support units should also develop mission and goal statements.

103.4 RESIDENT INSTRUCTION

4.1 Statement on Teaching

The Lund Act, by which the Utah Territorial Legislature established what is now Utah State University, specifies that the University shall offer instruction in such "branches of learning as are related to Agriculture and Mechanics Arts and such other scientific and classical studies as shall promote the liberal and practical education of the industrial classes in the several pursuits and professions of life." At the University, students pursue different combinations of technical, scientific, liberal, and professional education. However, for all students a liberal education, with emphasis on the sciences, humanities, and communication, is considered essential. Successful teaching at the University depends largely upon: (1) employing and maintaining a superior faculty; (2) providing adequate classroom, laboratory, library, and other educational facilities; (3) giving careful attention to the curriculum; and (4) providing an atmosphere which encourages the fullest intellectual and moral development of students.

4.2 Goals for Student Development

Student development is one outcome of resident instruction. The goals for student development are to:

(1) Develop skills of critical thinking and reasoning and to foster the process of intellectual discovery.

The University seeks to develop students' abilities to acquire both general and specialized knowledge, to integrate knowledge from a variety of perspectives, to apply alternative modes of reasoning and methods of problem solution, to distinguish the relevant from the irrelevant, and to derive and formulate general principles for clarification and explanation. By focusing on the creative elements of learning and the importance of fostering intellectual curiosity, the University encourages an awareness of the imaginative and creative elements of intellectual endeavor, helps students develop a familiarity with the philosophies and methods of research in a variety of academic disciplines, and promotes an attitude of individuality which results in intellectual self-awareness and personal initiative.

(2) Develop an awareness of and interest in the breadth of human intellectual achievement and cultural experience.

A broad understanding of world cultures and of the diversity of forms in which intellectual and artistic achievements have been expressed is an important characteristic of an educated person. Students are encouraged to gain a historical and integrated perspective of the cultural, political, legal, scientific, and social components of various societies and to understand the processes, complexities, and consequences of change. The University also strives to foster a lifelong interest in intellectual and artistic endeavors as a matter of continuing personal development.

(3) Prepare students for personally satisfying careers.

The University has an obligation to develop in students the knowledge and skills required for employment and advancement in professional fields of endeavor. In those fields of study which have traditionally led to clearly defined careers, the curricula should equip students with the knowledge and skills necessary for at least entry-level employment. In those fields which have not traditionally led to clearly defined careers, students should be encouraged to develop supplementary skills which qualify them for career entry of some useful and remunerative nature. In seeking to advance these results, the University should also provide a variety of opportunities for students to gain work experiences in appropriate fields, encourage an orientation to careers that recognizes a variety of employment patterns and considerations of lifestyle, provide appropriate career counseling to students, and provide direct assistance in obtaining employment.

(4) Facilitate emotional development, health, and clarification of personal values.

The University seeks to foster in students a positive self-concept and a feeling of personal worth and psychological well-being; an awareness of how emotions, attitudes, and values influence thought and behavior; clarification of personal values; and a sense of personal responsibility for one's view and actions.

(5) Facilitate physical development, health, and well-being.

The University is committed to providing a healthy, safe, and secure environment; providing physical activity, recreation, and other leisure activities necessary to the well-rounded development of students; and creating and maintaining a psychologically and physically supportive campus environment that includes appropriate medical, housing, recreational, and educational programs.

(6) Maintain a campus environment that will foster a sense of community and social responsibility, and will facilitate social development and effectiveness in interpersonal relationships.

A sense of community is critical to the achievement of all the objectives of an institution of higher learning. The University must demonstrate in its pursuit of learning a commitment to the ideals and values of social responsibility and equality of opportunity. These values must be communicated to students to effectively participate in University decision-making processes, in community activities and governmental processes, and in a broad spectrum of cultural events.

A wide range of communication and leadership skills and the ability to interact effectively with others are essential attributes of an educated person, and the University must provide for development of these skills. Exposure to a variety of cultural and ethnic backgrounds is also a hallmark of an educated person. The University shall endeavor to facilitate interaction and enhance understanding among heterogeneous elements of the University community.

4.3 The Colleges' Role in Resident Instruction

The resident teaching program operates through the Colleges of Agriculture; Business; Education; Engineering; Family Life; Humanities, Arts and Social Sciences; Natural Resources; and Science.

4.4 Commitment to the Teaching of Students

The principal value of the University is its commitment to the teaching of students; to their growth and knowledge; and to their physical, emotional, and social development as they grow intellectually. The University is obligated to stimulate in students a genuine excitement for learning and to equip them with a variety of intellectual perspectives, in short, to provide a liberal education which aims at larger self-fulfillment for every student. This holds true regardless of the chosen field of study because specialized study without exposure of ideas, principles, and theories central to all learning can only result in parochialism. The University also provides the specialized studies that lead to careers, particularly those of a professional nature, which are based upon advanced knowledge. The entire intellectual, recreational, and social environment of the campus is involved in giving life to such a learning experience.

103.5 RESEARCH AND RESEARCH PROGRAMS

Research, which is of fundamental significance for the state and the nation, is a major function of the University. It includes scholarly and creative endeavors in the humanities, as well as in the sciences. The research function of the University is overseen by the Vice President for Research.

5.1 Goals for Research and Creative Programs

The goals for all University research programs are to:

(1) Contribute to the advancement of scientific theory and the base of empirical knowledge.

The province of a university is knowledge, both the dissemination of existing information and the development of new knowledge through research. A major long-range goal of research is to develop theories which represent the natural and social laws by which the universe and society operate, and which provide science with its predictive power. The worth of such theories is principally based in the body of empirical knowledge that is conscientiously derived from observations in the laboratory and the field.

(2) Solve societal problems.

While knowledge is considered to have intrinsic worth apart from its application in problem solving, and research in universities is appropriately conducted as an end in itself, the land-grant universities have the added tradition and responsibility of conducting mission-oriented research. The University's applied research goals have continued to emphasize agriculture and have expanded to address numerous industrial, educational, business, engineering, family, social, and natural resources problems, to mention a few. Research in these areas to solve societal problems remains a major function of the institution.

The goal for creative arts and humanities is to contribute to artistic and humanistic endeavor. This contribution includes creation in various media of works of art, architecture, dance, film, music, literature, and theater. The faculty who are involved in such creative works or processes should involve students in active problem solving. This contributes to the development of the student's professional skills and understanding of the human condition.

5.2 Commitment to the Discovery and Advancement of Knowledge

A second fundamental obligation of the University is its commitment to the discovery and advancement of knowledge, for its own sake and for its practical benefits to society. The quest for knowledge, which runs deep in the human spirit, is an end in itself. Knowledge is also a source of solutions to societal problems and a force in the advancement of civilization. The world's great discoveries often occur in universities.

The commitment to research, evaluation, and scholarly inquiry is the foundation of the University's unique role in society and the wellspring of its functions.

103.6 COOPERATIVE EXTENSION

6.1 Statement on Cooperative Extension

The Extension Division was created and began to serve the people of Utah in 1907 as part of the Agriculture Experiment Station. A few years later it became the Cooperative Extension Service and part of a nationwide program authorized by passage of the Smith-Lever Act by Congress on May 8, 1914. Cooperative Extension is the arm of the University responsible for formalized outreach and engagement, and it thereby distinguishes the University and its land-grant mission from all other institutions of higher learning in Utah. The activities and programs of Cooperative Extension are developed and implemented through the collaboration and combined efforts of the University and of public and private organizations, agencies, and groups of people in all parts of the state, and with funding support provided by federal, state, and county government. All the activities and programs of Cooperative Extension are conducted on a voluntary basis and are designed to help people help themselves.

6.2 Mission and Goals of Cooperative Extension

Cooperative Extension has a dual mission to the public: to extend the resources of the University to the people and to receive suggestions and ideas from the people on concerns the University should address. Its overall goal is to benefit the state and its citizens by fostering positive outcomes that:

- (1) Enhance the quality of life for individuals, families, and communities;
- (2) Improve the economic well being of individuals, families, businesses, communities and the state;
- (3) Promote sustainability of agriculture, the environment and communities;
- (4) Develop leadership and citizenship through community, youth, and volunteer programs.

6.3 Structure and Function of Cooperative Extension

Cooperative Extension is structured to deliver useful information that improves the lives of people, and to implement applied research and discovery that provides solutions to the immediate and emerging problems of people. In cooperation with local county government, Extension faculty members are located in counties throughout the state thereby providing an extensive local presence that expands the University's reach beyond the confines of campus classrooms and research laboratories. The placement of Extension faculty across the state facilitates active engagement with citizens in the local communities and fosters partnerships that are key to successful extension programs.

Extension faculty members located in the counties deliver useful information that improves the lives of citizens, and they bring problems back to the University for

solution. These faculty use a variety of formal and informal teaching methods to design learning experiences appropriate for their audience. They organize programs, leadership training schools, short courses, tours, and other educational activities in partnership with community, county, state, and federal entities. Extension faculty members develop programming to meet the specific needs of the people in the counties, and they often initiate and implement applied research that addresses the problems faced by people in the county, state and region. At the same time, Extension county faculty members provide a useful response mechanism to convey the informational needs and problems requiring further study to their colleagues on campus.

Cooperative Extension also supports faculty members located in many departments across campus. These departmental faculty members develop curricula and major programs for delivery through Cooperative Extension. They also provide valuable discipline-specific expertise augmenting the ability of Cooperative Extension to respond to critical and emerging issues with research-based, unbiased information.

6.4 Commitment to Utilize Extension Programs for the Benefit of the State

The University is committed to utilize Extension programs for the benefit of the state. This function is peculiarly evident in land-grant institutions. Extension faculty reach beyond the confines of University classrooms and research laboratories to provide informal educational experiences to individuals and groups or to provide formal classes for residents throughout the State. These experiences are designed specifically to meet local needs. Extension programs are facilitated by the fact that Extension faculty (agents) live among and work with the people in every county of the state. They use a variety of formal and informal teaching methods to design learning experiences appropriate for their audience (students). Extension faculty also provide a useful response mechanism, to convey problems needing further study to their research colleagues. University resident faculty are valuable resource for Extension programs.

103.7 OTHER COMMITMENTS OF THE UNIVERSITY

7.1 Commitment to Extend University Resources through Public and Professional Service

The University is committed to society through public and professional services. These public and professional services are in addition to the Extension programs described above. Research and teaching contribute to the public good, but faculty, staff, and students often reach beyond the confines of their classrooms and laboratories to engage directly in community, national, and world affairs. A keener understanding of the public condition is one approach to public betterment, and the University makes an appreciable contribution.

Teaching, research, extension, and public service are compatible functions which draw strength from each other. Faculty members publish the results of their scholarship for the enlightenment of their peers throughout the world. Thus they participate in a process by which knowledge is kept alive and expanded. An active research faculty excites students with learning, opens their minds to the imaginative and creative elements of inquiry, equips them with analytical methods for making decisions, and leads them in their own inquiries and fresh understandings. One hallmark of a university is the belief that research and teaching stimulate each other and should always proceed companionably. Research is in much the same way the wellspring of the extension and public service function, the source from which come the analytic models which enable a better understanding of societal problems.

Activities within the professional expertise of a faculty/staff member, performed without remuneration, are also among the valued public services of University personnel. Students become alumni who apply their education to improve their own lives and to benefit their families and communities. The whole University responds to requests from such groups/individuals as legislatures, governors, agencies, public groups, alumni, students, and parents.

The University maintains contact with its former students, takes pride in their individual success, and seeks ways to provide for their continuing needs. The Alumni Association provides these services through chapter organizations in locations throughout the country.

The need for assistance to developing nations is forecast to increase dramatically. Land-grant universities have traditionally taken the lead in staffing overseas assignments, and the University has made significant contributions in international projects in the past. The University has the knowledge, abilities, and proven performance record to help developing countries.

7.2 Commitment to Freedom of Inquiry and Expression

The University is committed to freedom of inquiry and expression. The rights and obligations of faculty and students to pursue knowledge wherever it may lead are fundamental to the advancement of knowledge. To deny this right would be to imply that the results of scholarly inquiry and the benefits to society are entirely predictable. The right to pursue inquiries and to publish the results freely is essential.

Freedom of inquiry and expression is as necessary to teaching as it is to research. The University is committed to preserving these rights of free inquiry and discussion and to maintaining the high standards of scholarship which are intended for such rights.

Faculty members and administrators have special responsibilities to students, colleagues, their field of specialization, the University, and to society. These responsibilities are further detailed in policy 403.

7.3 Commitment to Standards of Quality

The University is committed to standards of quality which earn it respect in all of its communities of interest, including the national and international community of universities.

Excellence in teaching, high standards of scholarship, and fruitful public service comprise the currency by which the University earns an honored place in society.

The University is committed to all of the fundamental attributes associated with outstanding universities. A shared commitment to such values among students, faculty, and staff promotes an environment of cooperation wherein they can work together, both formally and informally, to shape the policies and perform the roles of the institution.

7.4 Commitment to Educational and Program Assessment

The University is committed to timely internal and external assessment of its programs to assist in productive academic planning and the fulfillment of its mission and goals. To meet this commitment, the University and all of its units shall gather, analyze, and publish data annually that relate to the planning for and evaluation of the accomplishment of the missions, goals, and objectives of the University and its units. Such assessments are intended to determine the extent to which University programs meet their goals and objectives and further the mission of the University; to establish a culture of evidence for assessment; and to meet the standards of the Regents, the Trustees, the Commission on Colleges of the Northwest Association of Schools and Colleges, and the University. The assessment process shall be a continuous process which shall involve faculty and other concerned stakeholders in central roles. Furthermore, assessment results will directly inform planning and other decision-making activities.

103.8 OFFERING OF DEGREES

The University is committed to offer undergraduate and graduate degrees, including the most advanced graduate degrees, in a wide range of professional and liberal fields of study. Knowledge has become so vast in the twentieth century that no single institution can be expected to flourish in every field, and financial constraints must be considered to avoid programmatic over commitment. Without a reasonably broad range of undergraduate and graduate offerings in the humanities, fine arts, sciences, social sciences, and selected professional fields, however, the University cannot lay claim to being a university.

The fields of knowledge are interrelated and no discipline or field of study is an intellectual island. In many instances, the mutually reinforcing nature of disciplines and fields is readily apparent. For example, the humanities, natural sciences, and social sciences provide much of the theoretical underpinnings for advanced study in a variety of professional fields. In turn, the construction and testing of theories in the professional schools reinforce and add to the store of knowledge in the underlying disciplines.

Different departments and colleges of the University offer the following degrees: The Associate of Arts (AA), the Associate of Science (AS), the Bachelor of Arts (BA), the Bachelor of Fine Arts (BFA), the Bachelor of Science (BS); the Master of Arts (MA), the Master of Education (MEd), the Master of Science (MS), several other specific master's or other professional degrees in one or more the colleges; the Doctor of Education EdD), and the Doctor of Philosophy (PhD).

103.9 NON-DEGREE RECOGNITION

9.1 Special Certificates

Special certificates are awarded in specific areas for completion of non-degree curricula.

9.2 Military Commissions

Military ROTC units are located at the University. Successful completion of the courses outlined and the summer camp requirements lead to a commission as a second lieutenant in the Army or Air Force Reserve. Outstanding students in both programs are designated Distinguished Military Students and are eligible to apply for commissions in the regular military services.

103.10 ADMINISTRATIVE FUNCTIONS AND PRIORITIES

The administrative and noninstructional staff of the University facilitates and supports the work of faculty and students and, in certain cases, contributes directly to the development of students. Consistent with these purposes, major functions of administration are to:

- * Initiate development of institutional plans, policies, and procedures necessary to preserve and enhance the vitality of the intellectual enterprise as a whole.
- * Acquire the resources necessary to support teaching, research, and service, both directly through its own efforts and indirectly through provision of information on funding sources and other matters to faculty, staff, and students.
- * Develop and maintain programs and services which contribute directly to the intellectual, social, emotional, and physical development of students within the context of a total learning environment.
- * Provide those administrative services to faculty, staff, and students which either directly support the learning process or are necessary to its existence.
- * Maintain appropriate relationships with various external publics to facilitate the work of faculty and students and to satisfy accountability requirements in both education and economic terms.

* Develop and maintain appropriate means of coordination and oversight to ensure the goals and priorities of the institution are accomplished as effectively and efficiently as possible.

* Support the academic freedom necessary to the overall fulfillment of University goals.

These major functions provide the framework within which all administrative units must articulate their goals and objectives to support the educational mission of the University. The process of priority setting among administrative units of the University follows essentially the same logic as for academic units.



POLICY MANUAL

GENERAL

Number 103

Subject: The University's Mission, Purpose and Functions

Original Effective Date: January 24, 1997

Effective Date of Last Revision: January 12, 2018

103.1 UTAH STATE UNIVERSITY MISSION STATEMENT

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- * Make available to the public the benefits of modern discovery, of creative achievement, and of cultural developments.
- * Maintain a strong graduate program which encourages the intellectual, research, and personal development of graduate students.
- * Expand the services and educational resources offered by the University through the development of cooperative educational programs with other institutions and other local, state, federal, and international agencies.
- * Provide for each student the opportunity to understand her or his relation to the human family and the natural world; the opportunity to learn and understand basic political and economic principles of democracy and the American system; and the opportunity to develop the skills of civic, social, and political participation and leadership in local, national, and international affairs.

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Effective planning requires projections of expected University growth in numbers of people and revenues, faculty, physical plant, academic programs to be offered, and academic priorities and their characteristics. There are three factors to recognize in setting priorities: (1) the obligation of the University to seek for all programs the level of support needed to achieve acceptable quality and to accommodate projected enrollments, (2) the obligation of the University to facilitate the attainment of national and international leadership of programs which are at or near this level of quality and those that are distinctive to the University, and (3) the need to fulfill existing legal and administrative mandates and to meet the needs of the University's primary constituents.

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- (d) meet the needs of a wide spectrum of students;
- (e) meet local and regional needs that cannot otherwise be provided by other institutions on an economical basis;
- (f) meet national needs of special significance to the University because of their particular capabilities; or
- (g) meet international needs through programs and projects which require specialized support and are mutually beneficial to the University and the host country.

(2) Second priority.

Programs with second priority are those that:

- (a) show strength but are not part of mandated or assigned roles, do not directly address local or regional needs, and are not existing or near-potential centers of excellence;
- (b) support programs that contribute only minimally to general education and to a liberal education but have no special distinction within their national disciplines; or
- (c) programs that are neither mandated nor assigned and are not unique to the University within the state.

(3) Third priority.

Programs with third priority are those:

- (a) where other state institutions have primary role assignments;
- (b) where others in the region have superior programs and/or are more cost effective;
- (c) not in the first priority which have an insufficient number of students resulting in excessive costs; or
- (d) waning because technology, science, or public needs are making them obsolete.

3.2 College Mission Statements

Each college should consider these factors in the development of a mission statement against which its priorities can be assessed. As college mission statements are formulated and revised, more specific, short-range goals can be developed by appropriate administrative units. These plans can then be used to assess each unit's activities within a given year to refine the goals and mission statements and to determine how suitable the unit is to the performance of its role.

3.3 Support of the Academic Mission of the University

The administrative and noninstructional staffs of the University facilitate and support the work of faculty and students and, in certain cases, contribute directly to student development. Support units should also develop mission and goal statements.

103.4 RESIDENT INSTRUCTION

4.1 Statement on Teaching

The Lund Act, by which the Utah Territorial Legislature established what is now Utah State University, specifies that the University shall offer instruction in such "branches of learning as are related to Agriculture and Mechanics Arts and such other scientific and classical studies as shall promote the liberal and practical education of the industrial classes in the several pursuits and professions of life." At the University, students pursue different combinations of technical, scientific, liberal, and professional education. However, for all students a liberal education, with emphasis on the sciences, humanities, and communication, is considered essential. Successful teaching at the University depends largely upon: (1) employing and maintaining a superior faculty; (2) providing adequate classroom, laboratory, library, and other educational facilities; (3) giving careful attention to the curriculum; and (4) providing an atmosphere which encourages the fullest intellectual and moral development of students.

4.2 Goals for Student Development

Student development is one outcome of resident instruction. The goals for student development are to:

(1) Develop skills of critical thinking and reasoning and to foster the process of intellectual discovery.

The University seeks to develop students' abilities to acquire both general and specialized knowledge, to integrate knowledge from a variety of perspectives, to apply alternative modes of reasoning and methods of problem solution, to distinguish the relevant from the irrelevant, and to derive and formulate general principles for clarification and explanation. By focusing on the creative elements of learning and the importance of fostering intellectual curiosity, the University encourages an awareness of the imaginative and creative elements of intellectual endeavor, helps students develop a familiarity with the philosophies and methods of research in a variety of academic disciplines, and promotes an attitude of individuality which results in intellectual self-awareness and personal initiative.

(2) Develop an awareness of and interest in the breadth of human intellectual achievement and cultural experience.

A broad understanding of world cultures and of the diversity of forms in which intellectual and artistic achievements have been expressed is an important characteristic of an educated person. Students are encouraged to gain a historical and integrated perspective of the cultural, political, legal, scientific, and social components of various societies and to understand the processes, complexities, and consequences of change. The University also strives to foster a lifelong interest in intellectual and artistic endeavors as a matter of continuing personal development.

(3) Prepare students for personally satisfying careers.

The University has an obligation to develop in students the knowledge and skills required for employment and advancement in professional fields of endeavor. In those fields of study which have traditionally led to clearly defined careers, the curricula should equip students with the knowledge and skills necessary for at least entry-level employment. In those fields which have not traditionally led to clearly defined careers, students should be encouraged to develop supplementary skills which qualify them for career entry of some useful and remunerative nature. In seeking to advance these results, the University should also provide a variety of opportunities for students to gain work experiences in appropriate fields, encourage an orientation to careers that recognizes a variety of employment patterns and considerations of lifestyle, provide appropriate career counseling to students, and provide direct assistance in obtaining employment.

(4) Facilitate emotional development, health, and clarification of personal values.

The University seeks to foster in students a positive self-concept and a feeling of personal worth and psychological well-being; an awareness of how emotions, attitudes, and values influence thought and behavior; clarification of personal values; and a sense of personal responsibility for one's view and actions.

(5) Facilitate physical development, health, and well-being.

The University is committed to providing a healthy, safe, and secure environment; providing physical activity, recreation, and other leisure activities necessary to the well-rounded development of students; and creating and maintaining a psychologically and physically supportive campus environment that includes appropriate medical, housing, recreational, and educational programs.

(6) Maintain a campus environment that will foster a sense of community and social responsibility, and will facilitate social development and effectiveness in interpersonal relationships.

A sense of community is critical to the achievement of all the objectives of an institution of higher learning. The University must demonstrate in its pursuit of learning a commitment to the ideals and values of social responsibility and equality of opportunity. These values must be communicated to students to effectively participate in University decision-making processes, in community activities and governmental processes, and in a broad spectrum of cultural events.

A wide range of communication and leadership skills and the ability to interact effectively with others are essential attributes of an educated person, and the University must provide for development of these skills. Exposure to a variety of cultural and ethnic backgrounds is also a hallmark of an educated person. The University shall endeavor to facilitate interaction and enhance understanding among heterogeneous elements of the University community.

4.3 The Colleges' Role in Resident Instruction

The resident teaching program operates through the Colleges of Agriculture; Business; Education; Engineering; Family Life; Humanities, Arts and Social Sciences; Natural Resources; and Science.

4.4 Commitment to the Teaching of Students

The principal value of the University is its commitment to the teaching of students; to their growth and knowledge; and to their physical, emotional, and social development as they grow intellectually. The University is obligated to stimulate in students a genuine excitement for learning and to equip them with a variety of intellectual perspectives, in short, to provide a liberal education which aims at larger self-fulfillment for every student. This holds true regardless of the chosen field of study because specialized study without exposure of ideas, principles, and theories central to all learning can only result in parochialism. The University also provides the specialized studies that lead to careers, particularly those of a professional nature, which are based upon advanced knowledge. The entire intellectual, recreational, and social environment of the campus is involved in giving life to such a learning experience.

103.5 RESEARCH AND RESEARCH PROGRAMS

Research, which is of fundamental significance for the state and the nation, is a major function of the University. It includes scholarly and creative endeavors in the humanities, as well as in the sciences. The research function of the University is overseen by the Vice President for Research.

5.1 Goals for Research and Creative Programs

The goals for all University research programs are to:

(1) Contribute to the advancement of scientific theory and the base of empirical knowledge.

The province of a university is knowledge, both the dissemination of existing information and the development of new knowledge through research. A major long-range goal of research is to develop theories which represent the natural and social laws by which the universe and society operate, and which provide science with its predictive power. The worth of such theories is principally based in the body of empirical knowledge that is conscientiously derived from observations in the laboratory and the field.

(2) Solve societal problems.

While knowledge is considered to have intrinsic worth apart from its application in problem solving, and research in universities is appropriately conducted as an end in itself, the land-grant universities have the added tradition and responsibility of conducting mission-oriented research. The University's applied research goals have continued to emphasize agriculture and have expanded to address numerous industrial, educational, business, engineering, family, social, and natural resources problems, to mention a few. Research in these areas to solve societal problems remains a major function of the institution.

The goal for creative arts and humanities is to contribute to artistic and humanistic endeavor. This contribution includes creation in various media of works of art, architecture, dance, film, music, literature, and theater. The faculty who are involved in such creative works or processes should involve students in active problem solving. This contributes to the development of the student's professional skills and understanding of the human condition.

5.2 Commitment to the Discovery and Advancement of Knowledge

A second fundamental obligation of the University is its commitment to the discovery and advancement of knowledge, for its own sake and for its practical benefits to society. The quest for knowledge, which runs deep in the human spirit, is an end in itself. Knowledge is also a source of solutions to societal problems and a force in the advancement of civilization. The world's great discoveries often occur in universities.

The commitment to research, evaluation, and scholarly inquiry is the foundation of the University's unique role in society and the wellspring of its functions.

103.6 COOPERATIVE EXTENSION

6.1 Statement on Cooperative Extension

The Extension Division was created and began to serve the people of Utah in 1907 as part of the Agriculture Experiment Station. A few years later it became the Cooperative Extension Service and part of a nationwide program authorized by passage of the Smith-Lever Act by Congress on May 8, 1914. Cooperative Extension is the arm of the University responsible for formalized outreach and engagement, and it thereby distinguishes the University and its land-grant mission from all other institutions of higher learning in Utah. The activities and programs of Cooperative Extension are developed and implemented through the collaboration and combined efforts of the University and of public and private organizations, agencies, and groups of people in all parts of the state, and with funding support provided by federal, state, and county government. All the activities and programs of Cooperative Extension are conducted on a voluntary basis and are designed to help people help themselves.

6.2 Mission and Goals of Cooperative Extension

Cooperative Extension has a dual mission to the public: to extend the resources of the University to the people and to receive suggestions and ideas from the people on concerns the University should address. Its overall goal is to benefit the state and its citizens by fostering positive outcomes that:

- (1) Enhance the quality of life for individuals, families, and communities;
- (2) Improve the economic well being of individuals, families, businesses, communities and the state;
- (3) Promote sustainability of agriculture, the environment and communities;
- (4) Develop leadership and citizenship through community, youth, and volunteer programs.

6.3 Structure and Function of Cooperative Extension

Cooperative Extension is structured to deliver useful information that improves the lives of people, and to implement applied research and discovery that provides solutions to the immediate and emerging problems of people. In cooperation with local county government, Extension faculty members are located in counties throughout the state thereby providing an extensive local presence that expands the University's reach beyond the confines of campus classrooms and research laboratories. The placement of Extension faculty across the state facilitates active engagement with citizens in the local communities and fosters partnerships that are key to successful extension programs.

Extension faculty members located in the counties deliver useful information that improves the lives of citizens, and they bring problems back to the University for

solution. These faculty use a variety of formal and informal teaching methods to design learning experiences appropriate for their audience. They organize programs, leadership training schools, short courses, tours, and other educational activities in partnership with community, county, state, and federal entities. Extension faculty members develop programming to meet the specific needs of the people in the counties, and they often initiate and implement applied research that addresses the problems faced by people in the county, state and region. At the same time, Extension county faculty members provide a useful response mechanism to convey the informational needs and problems requiring further study to their colleagues on campus.

Cooperative Extension also supports faculty members located in many departments across campus. These departmental faculty members develop curricula and major programs for delivery through Cooperative Extension. They also provide valuable discipline-specific expertise augmenting the ability of Cooperative Extension to respond to critical and emerging issues with research-based, unbiased information.

6.4 Commitment to Utilize Extension Programs for the Benefit of the State

The University is committed to utilize Extension programs for the benefit of the state. This function is peculiarly evident in land-grant institutions. Extension faculty reach beyond the confines of University classrooms and research laboratories to provide informal educational experiences to individuals and groups or to provide formal classes for residents throughout the State. These experiences are designed specifically to meet local needs. Extension programs are facilitated by the fact that Extension faculty (agents) live among and work with the people in every county of the state. They use a variety of formal and informal teaching methods to design learning experiences appropriate for their audience (students). Extension faculty also provide a useful response mechanism, to convey problems needing further study to their research colleagues. University resident faculty are valuable resource for Extension programs.

103.7 OTHER COMMITMENTS OF THE UNIVERSITY

7.1 Commitment to Extend University Resources through Public and Professional Service

The University is committed to society through public and professional services. These public and professional services are in addition to the Extension programs described above. Research and teaching contribute to the public good, but faculty, staff, and students often reach beyond the confines of their classrooms and laboratories to engage directly in community, national, and world affairs. A keener understanding of the public condition is one approach to public betterment, and the University makes an appreciable contribution.

Teaching, research, extension, and public service are compatible functions which draw strength from each other. Faculty members publish the results of their scholarship for the enlightenment of their peers throughout the world. Thus they participate in a process by which knowledge is kept alive and expanded. An active research faculty excites students with learning, opens their minds to the imaginative and creative elements of inquiry, equips them with analytical methods for making decisions, and leads them in their own inquiries and fresh understandings. One hallmark of a university is the belief that research and teaching stimulate each other and should always proceed companionably. Research is in much the same way the wellspring of the extension and public service function, the source from which come the analytic models which enable a better understanding of societal problems.

Activities within the professional expertise of a faculty/staff member, performed without remuneration, are also among the valued public services of University personnel. Students become alumni who apply their education to improve their own lives and to benefit their families and communities. The whole University responds to requests from such groups/individuals as legislatures, governors, agencies, public groups, alumni, students, and parents.

The University maintains contact with its former students, takes pride in their individual success, and seeks ways to provide for their continuing needs. The Alumni Association provides these services through chapter organizations in locations throughout the country.

The need for assistance to developing nations is forecast to increase dramatically. Land-grant universities have traditionally taken the lead in staffing overseas assignments, and the University has made significant contributions in international projects in the past. The University has the knowledge, abilities, and proven performance record to help developing countries.

7.2 Commitment to Freedom of Inquiry and Expression

The University is committed to freedom of inquiry and expression. The rights and obligations of faculty and students to pursue knowledge wherever it may lead are fundamental to the advancement of knowledge. To deny this right would be to imply that the results of scholarly inquiry and the benefits to society are entirely predictable. The right to pursue inquiries and to publish the results freely is essential.

Freedom of inquiry and expression is as necessary to teaching as it is to research. The University is committed to preserving these rights of free inquiry and discussion and to maintaining the high standards of scholarship which are intended for such rights.

Faculty members and administrators have special responsibilities to students, colleagues, their field of specialization, the University, and to society. These responsibilities are further detailed in policy 403.

7.3 Commitment to Standards of Quality

The University is committed to standards of quality which earn it respect in all of its communities of interest, including the national and international community of universities.

Excellence in teaching, high standards of scholarship, and fruitful public service comprise the currency by which the University earns an honored place in society.

The University is committed to all of the fundamental attributes associated with outstanding universities. A shared commitment to such values among students, faculty, and staff promotes an environment of cooperation wherein they can work together, both formally and informally, to shape the policies and perform the roles of the institution.

7.4 Commitment to Educational and Program Assessment

The University is committed to timely internal and external assessment of its programs to assist in productive academic planning and the fulfillment of its mission and goals. To meet this commitment, the University and all of its units shall gather, analyze, and publish data annually that relate to the planning for and evaluation of the accomplishment of the missions, goals, and objectives of the University and its units. Such assessments are intended to determine the extent to which University programs meet their goals and objectives and further the mission of the University; to establish a culture of evidence for assessment; and to meet the standards of the Regents, the Trustees, the Commission on Colleges of the Northwest Association of Schools and Colleges, and the University. The assessment process shall be a continuous process which shall involve faculty and other concerned stakeholders in central roles. Furthermore, assessment results will directly inform planning and other decision-making activities.

103.8 OFFERING OF DEGREES

The University is committed to offer undergraduate and graduate degrees, including the most advanced graduate degrees, in a wide range of professional and liberal fields of study. Knowledge has become so vast in the twentieth century that no single institution can be expected to flourish in every field, and financial constraints must be considered to avoid programmatic over commitment. Without a reasonably broad range of undergraduate and graduate offerings in the humanities, fine arts, sciences, social sciences, and selected professional fields, however, the University cannot lay claim to being a university.

The fields of knowledge are interrelated and no discipline or field of study is an intellectual island. In many instances, the mutually reinforcing nature of disciplines and fields is readily apparent. For example, the humanities, natural sciences, and social sciences provide much of the theoretical underpinnings for advanced study in a variety of professional fields. In turn, the construction and testing of theories in the professional schools reinforce and add to the store of knowledge in the underlying disciplines.

Different departments and colleges of the University offer the following degrees: The Associate of Arts (AA), the Associate of Science (AS), the Bachelor of Arts (BA), the Bachelor of Fine Arts (BFA), the Bachelor of Science (BS); the Master of Arts (MA), the Master of Education (MEd), the Master of Science (MS), several other specific master's or other professional degrees in one or more the colleges; the Doctor of Education EdD), and the Doctor of Philosophy (PhD).

103.9 NON-DEGREE RECOGNITION

9.1 Special Certificates

Special certificates are awarded in specific areas for completion of non-degree curricula.

9.2 Military Commissions

Military ROTC units are located at the University. Successful completion of the courses outlined and the summer camp requirements lead to a commission as a second lieutenant in the Army or Air Force Reserve. Outstanding students in both programs are designated Distinguished Military Students and are eligible to apply for commissions in the regular military services.

103.10 ADMINISTRATIVE FUNCTIONS AND PRIORITIES

The administrative and noninstructional staff of the University facilitates and supports the work of faculty and students and, in certain cases, contributes directly to the development of students. Consistent with these purposes, major functions of administration are to:

- * Initiate development of institutional plans, policies, and procedures necessary to preserve and enhance the vitality of the intellectual enterprise as a whole.
- * Acquire the resources necessary to support teaching, research, and service, both directly through its own efforts and indirectly through provision of information on funding sources and other matters to faculty, staff, and students.
- * Develop and maintain programs and services which contribute directly to the intellectual, social, emotional, and physical development of students within the context of a total learning environment.
- * Provide those administrative services to faculty, staff, and students which either directly support the learning process or are necessary to its existence.
- * Maintain appropriate relationships with various external publics to facilitate the work of faculty and students and to satisfy accountability requirements in both education and economic terms.

* Develop and maintain appropriate means of coordination and oversight to ensure the goals and priorities of the institution are accomplished as effectively and efficiently as possible.

* Support the academic freedom necessary to the overall fulfillment of University goals.

These major functions provide the framework within which all administrative units must articulate their goals and objectives to support the educational mission of the University. The process of priority setting among administrative units of the University follows essentially the same logic as for academic units.

12 January 2018

ITEM FOR ACTION

RE: Proposal to Revise Policy 345 Annual Leave

The attached policy is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University desires to revise Policy 345 Annual Leave as shown in the attached redlined document. Consistent with USU Policy 201, the proposed policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee.

The following is a summary of the revisions to Policy 345 Annual Leave.

- Section 345.1.2
 - Clarifies that annual leave accrues in hours
- Section 345.2.1
 - Clarifies that fiscal year faculty and exempt employees must use at least half of their annually accrued leave
 - Clarifies that annual leave for coaches will not be paid out upon termination
 - Clarifies that employees transferring departments will not be paid out unused, accrued annual leave
- Section 345.2.3
 - Change non-exempt leave reporting increments from one hour to 15 minutes
- Section 345.2.4
 - Removes the Annual Report and Approval section since the Board of Regents no longer requires an annual report
- Section 345.3.2
 - Removes FMLA reference

RECOMMENDATION

The President and the Vice President for Business and Finance recommend that the Board of Trustees approve the revisions to Policy 345 Annual Leave of the Utah State University Policy Manual.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 345 Annual Leave, as shown in the document; and

WHEREAS, This policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee; and

WHEREAS, The procedures for revising policies outlined in Section 201 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approve revising Policy 345 Annual Leave of the University Policy Manual effective 12 January 2018.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date



POLICY MANUAL

BENEFITS

Number 345

Subject: Annual Leave

Covered Employees: Fiscal Year ~~Budgeted~~ Benefit Eligible Employees

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 1999; April 1, 2010; January 12, 2018

~~Effective Date of Last Revision: July 1, 1999; revised March 26, 2010~~
~~(effective 4/1/10)~~ January 12, 2018

345.1 POLICY

1.1 Eligibility

1.1.1 ~~(1)~~ Fiscal Year Base

~~Budgeted~~ Benefit Eligible employees with a fiscal year base appointment at 50% time or greater earn annual leave on a pro-rata basis. Fiscal year faculty do not accrue annual leave during sabbatical leave (see Policy 365 Sabbatical Leave).

1.1.2 ~~(2)~~ Academic Year Base

~~Budgeted~~ Benefit Eligible employees with an academic year base appointment (e.g., 9-month faculty) do not earn annual leave benefits.

1.2 Accrual

Annual leave is earned and accounted for on a calendar-year basis. Annual leave accruals begin on the effective date of the employee's University appointment and will be pro-rated for the first month of employment. Employees do not earn annual leave during leaves of absence without pay that last longer than half of the working days in a month, nor during ~~professional development leave (see Policy 360 Special Development Leave)~~. Recognized University holidays that occur during a period of annual leave will not be charged against annual leave.

Fiscal year faculty and exempt (~~professional~~) employees earn annual leave at the rate of ~~1.83 days~~ 14.67 hours per month for each month of service. For each 12 months of employment, 22 days of annual leave are earned.

Fiscal year non-exempt (~~classified~~) employees earn annual leave according to the following schedule based on years of eligible service:

<u>Service Years</u>	<u>Leave Earned</u>	<u>Allowance</u>
<u>Hire date to 5 years</u> Beginning of employment to 5 years	12 days/year	
<u>6-5 to 10-9 years</u> of employment	18 days/year	
<u>10+ years</u> of employment and above	22 days/year	

The above table is based on 100% FTE employees. For employees with less than 100% FTE, the number of days earned per year will be prorated.

Non-exempt -employees who have previously worked in a benefit-eligible position at Utah State University or another State of Utah institution of higher education will receive credit for the number of years of prior service when calculating annual leave allowances.

345.2 PROCEDURES PROVISIONS

2.1 Deferral of Annual Leave

Fiscal year faculty and -exempt employees may defer, to the following calendar year, up to half of the annual leave earned in a year (11 days). The remainder of the unused annual leave will not carry over into the next calendar year. Fiscal year faculty and exempt employees hired after June 30 of any calendar year are not required to use half of their accrued leave until the next full calendar year. Non-exempt employees may defer to the following year all annual leave earned in that year.

For ~~most~~ eligible employees, a maximum of 30 days of earned annual leave may accumulate and be deferred from one calendar year to the next. Any annual leave over 30 days which has not been used by the end of a calendar year may not be deferred and will be ~~lost~~ forfeited, unless the -D department heads or director may allows the carryover of leave into the next calendar year. The Office of Human Resources must be notified of the leave carryover by January 15 ~~under special circumstances. Notification to the Office of Human Resources is required.~~

~~However, e~~ Coaches employed by the University Athletics Department are not eligible for the deferral of annual leave from one calendar year to the next. All annual leave must be taken in the year in which it is earned.

When an employee transfers to another University department, -the two administrators ~~may~~ will negotiate the disposition of -the leave obligation when significant funding issues occur, such as accepting the leave obligation on a contract/grant. In cases where the leave

balance cannot be transferred to the new department, the employee may be required to take unused annual leave before the transfer, or the current department may transfer funds to the new department to cover the obligation of the unused annual leave. [No leave payout will be given when transferring between departments.](#)

2.2 Payment When Employment Ends

[2.2.1](#) ~~(1)~~ If an employee's status changes from a fiscal year base (eligible to earn annual leave) to an academic year base (not eligible to earn annual leave), the department will pay out accrued annual leave up to a maximum of 30 days at the time of status change.

[2.2.2](#) ~~(2)~~ When employment ends, employees are entitled to receive a lump-sum payment for unused annual leave up to a maximum of 30 days. Supervisors may require employees to use accrued annual leave before their employment ends, if sufficient time is available.

[2.2.3](#) ~~(3)~~ Compensation for unused annual leave will be based on the employee's current annual base salary.

[2.2.4](#) ~~(4)~~ Leave earned during a contract/grant funding period must be used during the contract/grant period. Employees hired in positions funded by contracts/grants are to be informed in writing of this requirement at the time of employment. Before a contract/grant ends, employees paid from that contract/grant will be notified by their department of their current leave balance and the time period available for using the leave. When employees are given sufficient notice and opportunity to use their earned leave, they are required to do so and the leave obligation on those funds will be zeroed and cannot be carried over to other funds. When employees do not receive sufficient notice, the department will be obligated to pay the employees for their unused leave balances, up to the maximum amount specified in this policy.

[2.2.5](#) ~~(5)~~ Coaches employed by the Athletics Department ~~may~~[will](#) not be paid for unused leave at termination of employment.

2.3 Application for Leave

All eligible employees (fiscal year faculty and staff) must report all annual leave used.

University administrators are responsible for approving, coordinating, and recording the annual leave of staff and fiscal year faculty in their respective units. All annual leave, except for emergencies, must be authorized in advance and will be used at times when it will have the least interference with the employee's professional services at the University. The individual applying for annual leave and the department head, director, or supervisor approving the leave will make every effort to arrange for the use of annual leave during the calendar year in which it is earned.

Annual leave taken by fiscal year faculty, administrators, and exempt employees should be reported in half-day increments. If the amount of annual leave taken is less than half a day, it should not be reported. Annual leave taken by non-exempt employees should be reported in 15-hour minute increments. ~~In some areas it may be appropriate to account for non-exempt employees' leave in increments of less than one hour for job-costing and other such purposes. In such cases, leave may be recorded within the department in 15-minute increments, then tallied and reported in 1-hour increments on the monthly leave reports.~~

2.4 Annual Report and Approval

~~At the end of each calendar year a summary leave report will be sent to each department indicating year-end accumulated leave balances. This report must be reviewed with each applicable employee and returned to the Office of Human Resources with authorized signatures. The Office of Human Resources will provide the administration with appropriate annual reports as outlined by the Board of Regents.~~

345.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for approving, coordinating, and recording the annual leave of staff and eligible faculty within their departments.

3.2 ~~Office of Human Resources~~ Employees

Responsible for requesting leave from their supervisor in advance and reporting leave taken using the university authorized processes in a timely manner.

~~Responsible for providing an annual summary leave report to department heads and supervisors. Responsible for keeping a centralized data base on annual leave that is also qualified as FMLA leave (see Policy 351 Family and Medical Leave).~~

3.3 ~~Employees~~ Office of Human Resources

Responsible for keeping a centralized data base on annual leave.

Responsible for requesting leave in advance so schedules can be set to accommodate the needs of the University and the employee, and for reporting leave to the supervisor.



POLICY MANUAL

BENEFITS

Number 345

Subject: Annual Leave

Covered Employees: Fiscal Year Benefit Eligible Employees

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 1999; April 1, 2010; January 12, 2018

Effective Date: January 12, 2018

345.1 POLICY

1.1 Eligibility

1.1.1 Fiscal Year Base

Benefit Eligible employees with a fiscal year base appointment at 50% time or greater earn annual leave on a pro-rata basis. Fiscal year faculty do not accrue annual leave during sabbatical leave (see Policy 365 Sabbatical Leave).

1.1.2 Academic Year Base

Benefit Eligible employees with an academic year base appointment (e.g., 9-month faculty) do not earn annual leave benefits.

1.2 Accrual

Annual leave is earned and accounted for on a calendar-year basis. Annual leave accruals begin on the effective date of the employee's University appointment and will be pro-rated for the first month of employment. Employees do not earn annual leave during leaves of absence without pay that last longer than half of the working days in a month, nor during Special Development Leave. Recognized University holidays that occur during a period of annual leave will not be charged against annual leave.

Fiscal year faculty and exempt employees earn annual leave at the rate of 14.67 hours per month for each month of service. For each 12 months of employment, 22 days of annual leave are earned.

Fiscal year non-exempt employees earn annual leave according to the following schedule based on years of eligible service:

<u>Service Years</u>	<u>Leave Earned</u>
Hire date to 5 years	12 days/year
5 to 10 years	18 days/year
10+ years of employment	22 days/year

The above table is based on 100% FTE employees. For employees with less than 100% FTE, the number of days earned per year will be prorated.

Non-exempt employees who have previously worked in a benefit-eligible position at Utah State University or another State of Utah institution of higher education will receive credit for the number of years of prior service when calculating annual leave allowances.

345.2 PROVISIONS

2.1 Deferral of Annual Leave

Fiscal year faculty and exempt employees may defer, to the following calendar year, up to half of the annual leave earned in a year (11 days). The remainder of the unused annual leave will not carry over into the next calendar year. Fiscal year faculty and exempt employees hired after June 30 of any calendar year are not required to use half of their accrued leave until the next full calendar year. Non-exempt employees may defer to the following year all annual leave earned in that year.

For eligible employees, a maximum of 30 days of earned annual leave may accumulate and be deferred from one calendar year to the next. Any annual leave over 30 days which has not been used by the end of a calendar year may not be deferred and will be forfeited, unless the department head or director allows the carryover of leave into the next calendar year. The Office of Human Resources must be notified of the leave carryover by January 15.

Coaches employed by the University Athletics Department are not eligible for the deferral of annual leave from one calendar year to the next. All annual leave must be taken in the year in which it is earned.

When an employee transfers to another University department, the two administrators will negotiate the disposition of the leave obligation when significant funding issues occur, such as accepting the leave obligation on a contract/grant. In cases where the leave balance cannot be transferred to the new department, the employee may be required to take unused annual leave before the transfer, or the current department may transfer funds to the new department to cover the obligation of the unused annual leave. No leave payout will be given when transferring between departments.

2.2 Payment When Employment Ends

- 2.2.1 If an employee's status changes from a fiscal year base (eligible to earn annual leave) to an academic year base (not eligible to earn annual leave), the department will pay out accrued annual leave up to a maximum of 30 days at the time of status change.
- 2.2.2 When employment ends, employees are entitled to receive a lump-sum payment for unused annual leave up to a maximum of 30 days. Supervisors may require employees to use accrued annual leave before their employment ends, if sufficient time is available.
- 2.2.3 Compensation for unused annual leave will be based on the employee's current annual base salary.
- 2.2.4 Leave earned during a contract/grant funding period must be used during the contract/grant period. Employees hired in positions funded by contracts/grants are to be informed in writing of this requirement at the time of employment. Before a contract/grant ends, employees paid from that contract/grant will be notified by their department of their current leave balance and the time period available for using the leave. When employees are given sufficient notice and opportunity to use their earned leave, they are required to do so and the leave obligation on those funds will be zeroed and cannot be carried over to other funds. When employees do not receive sufficient notice, the department will be obligated to pay the employees for their unused leave balances, up to the maximum amount specified in this policy.
- 2.2.5 Coaches employed by the Athletics Department will not be paid for unused leave at termination of employment.

2.3 Application for Leave

All eligible employees (fiscal year faculty and staff) must report all annual leave used.

University administrators are responsible for approving, coordinating, and recording the annual leave of staff and fiscal year faculty in their respective units. All annual leave, except for emergencies, must be authorized in advance and will be used at times when it will have the least interference with the employee's professional services at the University. The individual applying for annual leave and the department head, director, or supervisor approving the leave will make every effort to arrange for the use of annual leave during the calendar year in which it is earned.

Annual leave taken by fiscal year faculty, administrators, and exempt employees should be reported in half-day increments. If the amount of annual leave taken is less than half a day, it should not be reported. Annual leave taken by non-exempt employees should be reported in 15-minute increments.

345.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for approving, coordinating, and recording the annual leave of staff and eligible faculty within their departments.

3.2 Employees

Responsible for requesting leave from their supervisor in advance and reporting leave taken using the university authorized processes in a timely manner.

3.3 Office of Human Resources

Responsible for keeping a centralized data base on annual leave.

12 January 2018

ITEM FOR ACTION

RE: Proposal to Revise Policy 349 Early Retirement Incentive Program

The attached policy is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University desires to revise Policy 349 Early Retirement Incentive Program as shown in the attached redlined document. Consistent with USU Policy 201, the proposed policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee.

The following is a summary of the revisions to Policy 349 Early Retirement Incentive Program.

- 349.2 - Adds a Definitions section.
- 349.3.1 - Eliminates requirement of 9-month prior notification of intent to take early retirement.
- 349.3.2.4.1 - Changes the Early Retiree agreement to include cost of medical and dental premiums based on annual earnings preceding the date of early retirement. Brings the Early Retirement Incentive Program policy in line with the medical insurance and reinsurance contractual language where coverage for retirees will terminate when a retiree reaches the Medicare eligibility age.
- 349.3.4.3 - Provides one additional month of incentive payment in the case of an early retiree's death.
- 349.3.4.4 - Clarifies that COBRA insurance timelines run concurrently with early retirement. Notes that no further contribution will be made to the employee's basic retirement program.
- 349.4.1.2 - Clarifies that early retirees rehired on an hourly basis may not work more than 25% (FY) or 33.33% (AY).
- 349.4.2 - Includes language warning that a pre-arranged retirement and subsequent rehire is not permitted.
- 349.4.3 - Adds language about URS restrictions to receiving pension payments and being re-employed at a URS participating institution.

RECOMMENDATION

The President and the Vice President for Business and Finance recommend that the Board of Trustees approve the revisions to Policy 349 Early Retirement Incentive Program of the Utah State University Policy Manual.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 349 Early Retirement Incentive Program, as shown in the document; and

WHEREAS, This policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee; and

WHEREAS, The procedures for revising policies outlined in Section 201 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approve revising Policy 349 Early Retirement Incentive Program of the University Policy Manual effective 12 January 2018.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date



POLICY MANUAL

BENEFITS

Number 349

Subject: Early Retirement [Incentive Program](#)

Covered Employees: Benefit Eligible Employees

Date of Origin: January 24, 1997

~~Effective~~ Date of ~~Last~~ Revision(s): [July 1, 2005](#); [July 1, 2007](#); [January 12, 2018](#)

[Effective Date: January 12, 2018](#)

349.1 POLICY

Entrance into the early retirement incentive program is strictly voluntary and is available to employees who obtain administrative approval and qualify based on the eligibility requirements below. Administrative approval may be granted after determining that the early retirement incentive request is in the mutual best interest of the employee and the University. The policy will provide two mutually exclusive early retirement options for eligible employees: a five-year option or a six-year option

349.2 ~~PROCEDURES~~ [DEFINITIONS](#)

[Annual Earnings](#) - [Annual earnings are defined as the earnings of the employee as designated in the University budget or revised by an approved Electronic Personnel Action Form \(EPAF\) for the ~~twelve~~ 12-month period preceding the date of early retirement. Not included in annual earnings are \[payments for the following exceptions: overtime, and extra service contractual payments, consulting, teaching workshops, Extension classes, overseas adjustment, and/or other special forms of pay. Eligible part-time employees who request and are granted an early retirement option will receive an incentives amount based on their proportionate part-time salary.\]\(#\)](#)

[Medicare Eligibility Age](#) – [Normal Medicare eligibility age means the age at which an otherwise qualified individual may enroll in Medicare by virtue of attaining a specific age, or by otherwise being qualified as defined by Medicare.](#)

Participant – An eligible employee approved for the early retirement incentive program.

Full Retirement Age (FRA) – For Social Security purposes, the retirement age at which full retirement benefits may begin.

349.3 PROVISIONS

23.1 Initiation of the Early Retirement Agreement

~~Entrance into the early retirement incentive program may be requested by any eligible employee.~~ Eligible employees desiring to participate in this program must advise their immediate supervisor, normally the department head or director, as soon as possible in writing nine months prior to the proposed date of early retirement. ~~This requirement may be shortened if mutually agreed upon in writing by the department head or director, the dean or vice president, and the employee.~~ Academic year appointees may only enter the early retirement incentive program on January 1, or July 1, ~~or August 1~~ of any year, unless a different date is mutually agreed upon in writing by the department head, dean and Provost, in consultation with the Office of Human Resources. If a request for Early Retirement is pre-approved to begin drafting the agreement, the department initiates the early retirement process is initiated by completing requesting the Office of Human Resources to prepare the Early Retirement Agreement, prepared by the Office of Human Resources.

2.2 Annual Earnings

~~Annual earnings are defined as the earnings of the employee as designated in the University budget or revised by an approved Electronic Personnel Action Form (EPAF) for the twelve-month period preceding the date of early retirement. Not included in earnings are the following exceptions: overtime and extra contractual payments, consulting, workshops, Extension classes, overseas adjustment, and/or other special forms of pay. Eligible part-time employees who request and are granted an early retirement option will receive incentives based on their proportionate part-time salary.~~

2.33.2 Five Year Option: Eligibility and Benefits

3.2.1 ~~(1)~~ For an employee to be eligible to request participation in the five-year option of the early retirement incentive program, the following criteria must be met: the employee must be a benefit-eligible employee, the employee's age must be at least 57, the employee's age and years of service at Utah State University in a benefit-eligible position must be greater than or equal to ~~or greater than~~ 75.

3.2.2 ~~(2)~~ All service of 50% time or more per year under University appointment will qualify for credit even if there are breaks in service during prior

years. Approved leaves of absence with pay will be eligible for credit. ~~Payroll service and p~~Periods of leave without pay will be not credited.

3.2.3 ~~(3)~~ Incentives

~~(a)~~ Participants in this program shall be paid a financial incentive that is the lesser of 20% of the employee's annual earnings for the 12-month period immediately prior to the ~~actual~~~~approved~~ date of early retirement, or the estimated single social security benefit available to the individual at "Full Retirement Age" ("FRA") as defined by social security law. Incentive payments shall be paid in monthly installments (annual incentive base divided by twelve) for a maximum of 5 years or until "FRA" as a bridge to future social security benefits. Early retirement incentive payments will cease the first day of the month following the 5-year period or the "FRA", whichever occurs first.

3.2.3.1 ~~(b)~~ The incentive for participants shall be adjusted annually at a rate determined by the University administration ~~and approved by the Board of Trustees~~. This annual adjustment will normally be at the same salary rate as that given to University employees performing at a satisfactory level. The early retirement incentive base may never exceed the estimated single Social Security benefit available to the individual at "FRA".

3.2.4 ~~(4)~~ Benefits

Benefits for which the retiring employee will be eligible during the five-year option of early retirement are:

3.2.4.1 ~~(a)~~ Medical and dental insurance coverage on the University's group plans continued to the same extent and on the same terms that such coverage is available under applicable University policies to non-retired personnel. The premium rate will be based on the 12-month salary preceding the date of early retirement. ~~and at a rate equivalent to that of a similarly situated employee.~~ The retiree will have the applicable share of the medical and dental premiums deducted from the monthly early retirement incentive payment. Upon reaching Medicare eligibility age, the early retiree will be removed from the University medical plan and is encouraged to apply for Medicare. Continuation of the ~~medical and~~ dental plans is allowed for the duration of the early retirement agreement ~~not possible at "FRA"~~.

~~(b) Coverage on medical and dental plans will be extended to the first day of the month following the five year period or the “FRA”, whichever comes first.~~

2.43.3 Six Year Option: Eligibility and Benefits

~~3.3.1(1)~~ For an employee to be eligible to request participation in the six-year option of the early retirement incentive program, the following criteria must be met: the employee must be a benefit-eligible employee, the employee’s age must be at least 56, the employee’s age and years of service at Utah State University in a benefit-eligible position must be greater than or equal to ~~or greater than~~ 75.

~~3.3.2(2)~~ All service of 50% time or more per year under University appointment will qualify for credit even if there are breaks in service during prior years. Approved leaves of absence with pay will be eligible for credit. ~~Payroll service and p~~Periods of leave without pay will be not credited.

~~3.3.3(3)~~ Incentives

~~3.3.3.1(a)~~ Participants in this program shall be paid a financial incentive that is the lesser of 16.67% of the employee's annual earnings for the 12-month period immediately prior to the ~~approved~~actual date of early retirement, or the estimated single social security benefit available to the individual at “Full Retirement Age” (“FRA”) as defined by social security law. Incentive payments shall be paid in monthly installments (annual incentive base divided by twelve) for a maximum of 6 years or until FRA as a bridge to future social security benefits. Early retirement incentive payments will cease the first day of the month following the 6-year period or the FRA, whichever occurs first.

~~3.3.3.2(b)~~ The incentive for participants shall be adjusted annually at a rate determined by the University administration ~~and approved by the Board of Trustees~~. This annual adjustment will normally be at the same salary rate as that given to University employees performing at a satisfactory level. The early retirement incentive base may never exceed the estimated single Social Security benefit available to the individual at “FRA”.

~~3.3.4(4)~~ Benefits

Benefits for which the retiring employee will be eligible during the six-year option of early retirement are:

~~3.3.4.1 (a)~~ Medical and dental insurance coverage on the University's group plans continued to the same extent and on the same terms that such coverage is available under applicable University policies to non-retired personnel, ~~and at a rate equivalent to that of a similarly situated employee,~~ The

premium rate will be based on the 12-month salary preceding the date of early retirement, except that an additional surcharge of 15% of the University's portion of premiums will be assessed to the early retiree's ~~medical and dental coverage~~. The retiree will have the applicable share of the medical and dental premiums, including the 15% surcharge, deducted from the monthly early retirement incentive payment. ~~Continuation of the medical and dental plans is not possible at "FRA"~~. Upon reaching Medicare eligibility age, the early retiree will be removed from the University medical plan and is encouraged to apply for Medicare. Continuation of the dental plan is allowed for the duration of the early retirement agreement.

~~(b) Coverage on medical and dental plans will be extended to the first day of the month following the six year period.~~

2.53.4 Benefits Applicable to Both the Five and Six Year Options

3.4.1 ~~(1)~~ Participants in early retirement are eligible for the same benefits given to regular retirees. (See policy 361.~~42.3~~)

3.4.2 ~~(2)~~ Accrued annual leave will be paid in a lump sum at the time of early retirement and at the salary rate as of the last date of regular employment~~early retirement~~.

3.4.3 In the event of an early retiree's death during the Early Retirement agreement, incentive payments will continue until the end of the calendar month following the month in which the early retiree died. The surviving eligible family member(s) may continue insurance benefits by paying the early retiree rate for the remainder of the eligible early retirement period provided the eligible family member(s) is not Medicare eligible. For information regarding the continuation of medical coverage, see Policy 347, Continuation of Insurance Coverage.

3.4.4 The Consolidated Omnibus Budget Reconciliation Act (COBRA) – COBRA runs concurrently with early retirement. An employee, whose

early retirement incentive program ends prior to becoming eligible for Medicare, may elect to enroll in the University's Continuation of Coverage program (Policy 347) until he/she is Medicare eligible.

Note: ~~(3)~~ No further contribution will be made by the University to the employee's basic retirement program.

~~2.6~~349.4 ~~Restrictions~~RE-EMPLOYMENT

4.1 ~~(1)~~ Employees who retire under the early retirement incentive program may be re-employed ~~without tenure~~ only on the recommendation and the approval of ~~the~~ administration (Department Head/Director, Dean/Vice President and Provost/President). Re-employment of a previously tenured employee will always occur without tenure. ~~as follows:_____~~

4.1.1 ~~(a) Incidental reemployment of a part-time nature that is equal to or less than 33 1/3% of an academic year base appointment or 25% time of a fiscal year base appointment will not require any adjustment to the early retirement incentive payment. In this case, administrative approvals for reemployment are up through the level of the Provost. Board of Trustees approval is not required.~~ Re-employment must be wage/hourly and non-benefitted.

4.1.2 ~~(b) Reemployment, while on early retirement, at a percentage of time greater than 33 1/3% time on an academic year base appointment or 25% time on a fiscal year base appointment will not be allowed. require a reduction in the early retirement incentive by a percent that is equal to the percent of time for which the individual is reemployed. In the case of an individual who is reemployed at 100% time for one year or greater, the early retirement incentive will be suspended during the appointment period and reinstated upon completion of the appointment for any period of eligibility yet remaining. Percent of time is calculated as an annual percentage of an academic year or a fiscal year base appointment, whichever applies.~~

~~(c) Employee benefits, upon reemployment, will be paid by the University at the better of the reemployment rate or the early retirement rate.~~

~~(2) Any remaining financial incentive will terminate 30 days after the death of the retiree. The surviving spouse may continue insurance benefits by paying the early retiree rate for the remainder of the eligible early retirement period.~~

~~(3) No further contribution will be made by the University to the employee's basic retirement program.~~

~~(4) Participants in this program are not eligible for disability benefits funded by the University.~~

4.2 Engaging in a pre-arranged strategy for termination/retirement with a guarantee or promise of subsequent rehiring is not permitted.

4.3 For employees participating in the Utah Retirement System: There are restrictions with regard to receiving pension payments from Utah Retirement Systems (URS) when an employee is re-employed at any organization that participates in URS including Utah State University. Employees on early retirement agreements, who are receiving pension payments from URS, who wish to return to work at USU in any paid position, are highly encouraged to contact URS. Refer to URS for these restrictions.

~~2.7 Program Administration~~

~~The early retirement program will be administered and reviewed on a year-to-year basis to monitor its effectiveness and fiscal implications. The Board of Trustees reserves the right to amend or to terminate the early retirement program at any time, but no amendment or termination shall affect any participant who has already retired under its provisions. The procedure for early retirement application, along with the necessary agreement form, may be obtained from the Office of Human Resources.~~

~~349.3~~ **5 RESPONSIBILITY**

5.1 ~~3.1~~ Department Heads and Supervisors

~~Department Heads and Supervisors are r~~Responsible for notifying and coordinating with the Office of Human Resources of any approved request for early retirement in order to facilitate the necessary documentation to complete the process.

5.2 ~~3.2~~ Employees

Responsible for receiving pre-approval from the department to begin drafting the agreement to~~Employees desiring to request~~ participation in the early retirement

incentive program ~~should notify their appropriate department in a timely manner, make an election as to the Five or Six Year Option, and coordinate with the Office of Human Resources in the completion of the Early Retirement Agreement form.~~

5.3 Office of Human Resources

Responsible for advising the department and employee and drafting the Early Retirement Agreement.



POLICY MANUAL

BENEFITS

Number 349

Subject: Early Retirement Incentive Program

Covered Employees: Benefit Eligible Employees

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 2005; July 1, 2007; January 12, 2018

Effective Date: January 12, 2018

349.1 POLICY

Entrance into the early retirement incentive program is strictly voluntary and is available to employees who obtain administrative approval and qualify based on the eligibility requirements below. Administrative approval may be granted after determining that the early retirement incentive request is in the mutual best interest of the employee and the University. The policy will provide two mutually exclusive early retirement options for eligible employees: a five-year option or a six-year option

349.2 DEFINITIONS

Annual Earnings - Annual earnings are defined as the earnings of the employee as designated in the University budget or revised by an approved Electronic Personnel Action Form (EPAF) for the 12-month period preceding the date of early retirement. Not included in annual earnings are payments for the following: overtime, extra service payments, consulting, teaching workshops, extension classes, overseas adjustment, and/or other special forms of pay. Eligible part-time employees who request and are granted an early retirement option will receive an incentive amount based on their part-time salary.

Medicare Eligibility Age – Normal Medicare eligibility age means the age at which an otherwise qualified individual may enroll in Medicare by virtue of attaining a specific age, or by otherwise being qualified as defined by Medicare.

Participant – An eligible employee approved for the early retirement incentive program.

Full Retirement Age (FRA) – For Social Security purposes, the retirement age at which full retirement benefits may begin.

349.3 PROVISIONS

3.1 Initiation of the Early Retirement Agreement

Eligible employees desiring to participate in this program must advise their immediate supervisor, normally the department head or director, as soon as possible prior to the proposed date of early retirement. Academic year appointees may only enter the early retirement incentive program on January 1 or July 1 of any year, unless a different date is mutually agreed upon in writing by the department head, dean and Provost, in consultation with the Office of Human Resources. If a request for Early Retirement is pre-approved to begin drafting the agreement, the department initiates the early retirement process by requesting the Office of Human Resources to prepare the Early Retirement Agreement.

3.2 Five Year Option: Eligibility and Benefits

3.2.1 For an employee to be eligible to request participation in the five-year option of the early retirement incentive program, the following criteria must be met: the employee must be a benefit-eligible employee, the employee's age must be at least 57, the employee's age and years of service at Utah State University in a benefit-eligible position must be greater than or equal to 75.

3.2.2 All service of 50% time or more per year under University appointment will qualify for credit even if there are breaks in service during prior years. Approved leaves of absence with pay will be eligible for credit. Periods of leave without pay will be not credited.

3.2.3 Incentives

Participants in this program shall be paid a financial incentive that is the lesser of 20% of the employee's annual earnings for the 12-month period immediately prior to the actual date of early retirement, or the estimated single social security benefit available to the individual at Full Retirement Age (FRA) as defined by social security law. Incentive payments shall be paid in monthly installments (annual incentive base divided by twelve) for a maximum of 5 years or until FRA as a bridge to future social security benefits. Early retirement incentive payments will cease the first day of the month following the 5-year period or the FRA, whichever occurs first.

3.2.3.1 The incentive for participants shall be adjusted annually at a rate determined by the University administration. This annual adjustment will normally be at the same salary rate as that given to University employees performing at a

satisfactory level. The early retirement incentive base may never exceed the estimated single Social Security benefit available to the individual at FRA.

3.2.4 Benefits

Benefits for which the retiring employee will be eligible during the five-year option of early retirement are:

3.2.4.1 Medical and dental insurance coverage on the University's group plans continued to the same extent and on the same terms that such coverage is available under applicable University policies to non-retired personnel. The premium rate will be based on the 12-month salary preceding the date of early retirement. The retiree will have the applicable share of the medical and dental premiums deducted from the monthly early retirement incentive payment. Upon reaching Medicare eligibility age, the early retiree will be removed from the University medical plan and is encouraged to apply for Medicare. Continuation of the dental plans is allowed for the duration of the early retirement agreement.

3.3 Six Year Option: Eligibility and Benefits

3.3.1 For an employee to be eligible to request participation in the six-year option of the early retirement incentive program, the following criteria must be met: the employee must be a benefit-eligible employee, the employee's age must be at least 56, the employee's age and years of service at Utah State University in a benefit-eligible position must be greater than or equal to 75.

3.3.2 All service of 50% time or more per year under University appointment will qualify for credit even if there are breaks in service during prior years. Approved leaves of absence with pay will be eligible for credit. Periods of leave without pay will be not credited.

3.3.3 Incentives

3.3.3.1 Participants in this program shall be paid a financial incentive that is the lesser of 16.67% of the employee's annual earnings for the 12-month period immediately prior to the actual date of early retirement, or the estimated single social security benefit available to the individual at Full Retirement Age (FRA) as defined by social security law. Incentive payments shall be paid in monthly installments (annual incentive base divided by twelve) for a maximum of 6 years or until FRA as a bridge to future social security benefits. Early retirement incentive payments will cease the first day of the month following the 6-year period or the FRA, whichever occurs first.

3.3.3.2 The incentive for participants shall be adjusted annually at a rate determined by the University administration. This annual adjustment will normally be at

the same salary rate as that given to University employees performing at a satisfactory level. The early retirement incentive base may never exceed the estimated single Social Security benefit available to the individual at FRA.

3.3.4 Benefits

Benefits for which the retiring employee will be eligible during the six-year option of early retirement are:

3.3.4.1 Medical and dental insurance coverage on the University's group plans continued to the same extent and on the same terms that such coverage is available under applicable University policies to non-retired personnel. The premium rate will be based on the 12-month salary preceding the date of early retirement, except that an additional surcharge of 15% of the University's portion of premiums will be assessed to the early retiree. The retiree will have the applicable share of the medical and dental premiums, including the 15% surcharge, deducted from the monthly early retirement incentive payment. Upon reaching Medicare eligibility age, the early retiree will be removed from the University medical plan and is encouraged to apply for Medicare. Continuation of the dental plan is allowed for the duration of the early retirement agreement.

3.4 Benefits Applicable to Both the Five and Six Year Options

3.4.1 Participants in early retirement are eligible for the same benefits given to regular retirees. (See policy 361.4)

3.4.2 Accrued annual leave will be paid in a lump sum at the time of early retirement and at the salary rate as of the last date of regular employment.

3.4.3 In the event of an early retiree's death during the Early Retirement agreement, incentive payments will continue until the end of the calendar month following the month in which the early retiree died. The surviving eligible family member(s) may continue insurance benefits by paying the early retiree rate for the remainder of the eligible early retirement period provided the eligible family member(s) is not Medicare eligible. For information regarding the continuation of medical coverage, see Policy 347, Continuation of Insurance Coverage.

3.4.4 The Consolidated Omnibus Budget Reconciliation Act (COBRA) – COBRA runs concurrently with early retirement. An employee, whose early retirement incentive program ends prior to becoming eligible for Medicare, may elect to enroll in the University's Continuation of Coverage program (Policy 347) until he/she is Medicare eligible.

Note: No further contribution will be made by the University to the employee's basic retirement program.

349.4 RE-EMPLOYMENT

- 4.1 Employees who retire under the early retirement incentive program may be re-employed only on the recommendation and the approval of administration (Department Head/Director, Dean/Vice President and Provost/President). Re-employment of a previously tenured employee will always occur without tenure.
 - 4.1.1 Re-employment must be wage/hourly and non-benefitted.
 - 4.1.2 Reemployment, while on early retirement, at a percentage of time greater than 33 1/3% time on an academic year base appointment or 25% time on a fiscal year base appointment will not be allowed.
- 4.2 Engaging in a pre-arranged strategy for termination/retirement with a guarantee or promise of subsequent rehiring is not permitted.
- 4.3 For employees participating in the Utah Retirement System: There are restrictions with regard to receiving pension payments from Utah Retirement Systems (URS) when an employee is re-employed at any organization that participates in URS including Utah State University. Employees on early retirement agreements, who are receiving pension payments from URS, who wish to return to work at USU in any paid position, are highly encouraged to contact URS. Refer to URS for these restrictions.

349.5 RESPONSIBILITY

5.1 Department Heads and Supervisors

Responsible for notifying and coordinating with the Office of Human Resources of any approved request for early retirement in order to facilitate the necessary documentation to complete the process.

5.2 Employees

Responsible for receiving pre-approval from the department to begin drafting the agreement to participate in the early retirement incentive program.

5.3 Office of Human Resources

Responsible for advising the department and employee and drafting the Early Retirement Agreement.

ITEM FOR ACTION

RE: Proposal to Revise Policy 365 Sabbatical Leave

The attached policy is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University desires to revise Policy 365 Sabbatical Leave as shown in the attached redlined document. Consistent with USU Policy 201, the proposed policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee.

The following is a summary of the revisions to Policy 365 Sabbatical Leave.

- Section 365.2.6 – The current policy requires faculty to reimburse salary dollars when they do not return from sabbatical. This creates a wage overpayment for the faculty member.
 - Federal law treats wage overpayments the same as any other wages the employee might have received. As long as the employee repays the overpayment within the same taxable year that, the overpayment is made, all taxes may be refunded and the employee's W-2 may reflect the correction for the repayment of the overpayment. If, however, the repayment is received after the end of the tax year in which the overpayment is made, the W-2 cannot be changed for Federal income or Utah taxes. Only Social Security taxes can be refunded.
 - Because of these Federal, law circumstances, if the repayment is made in the same year as the overpayment, only the "net pay" amount must be reimbursed by the employee. If the repayment is not made until a later tax year, the "gross pay" amount must be reimbursed.
- Changing the salary repayment requirement to paying a penalty would allow the faculty member to reimburse only the "net" amount received even if the repayment was received after the end of the tax year.

RECOMMENDATION

The President and the Vice President for Business and Finance recommend that the Board of Trustees approve the revisions to Policy 365 Sabbatical Leave of the Utah State University Policy Manual.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 365 Sabbatical Leave, as shown in the document; and

WHEREAS, This policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee; and

WHEREAS, The procedures for revising policies outlined in Section 201 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approve revising Policy 365 Sabbatical Leave of the University Policy Manual effective 12 January 2018.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date



POLICY MANUAL

BENEFITS

Number 365

Subject: Sabbatical Leave

Covered Employees: Faculty

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 1999, [January 30, 2004](#), [January 12, 2018](#)

Date of Last Revision: January ~~12, 2018~~^{30, 2004}

365.1 POLICY

A sabbatical leave is a professional leave of absence with compensation for tenured faculty members for a year or fraction thereof as determined by the appropriate dean, director, or vice president, and the Provost, for the purpose of renewing, updating, and broadening the individual's teaching, research, or professional skills and knowledge.

Credit toward sabbatical leave begins the day the tenured or tenure-eligible faculty member is employed as an instructor or higher rank; but a sabbatical leave shall not be granted until tenure has been attained. A faculty member must be employed with the rank of instructor or higher for 6 years at the University to be eligible for a sabbatical leave. Additional sabbaticals are earned at the rate of 1 sabbatical leave for every 6 years of professional service to the University. Any leave period of one semester or more does not earn credit toward sabbatical leave privileges.

A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.

Faculty members are strongly encouraged to use sabbatical leave for advanced study or research at an institution with a distinguished reputation or for significant professional association with a reputable organization.

365.2 PROCEDURES

2.1 Application for Sabbatical Leave

Faculty members shall apply for sabbatical leave by completing an official form, available from the Office of the Provost, in which they provide justification, objectives, place, and other details of proposed activities during the leave period. Faculty members planning for sabbatical leave should consult with their department heads or supervisors to determine that their plans are feasible before any commitments are made involving the individual or the University. After consultation with the department head or supervisor the application for sabbatical leave shall be forwarded to the appropriate dean, director, or vice president for approval. After approval at this level, the application shall be forwarded to the Provost for approval.

Applications for sabbatical leave describing the proposed activity and specifying the personal, professional, and institutional benefits which will result shall be in the Provost's Office by February 14 for sabbaticals planned for the following full fiscal or academic year. Applications for sabbatical leaves of shorter durations must be submitted to the Provost's Office 6 months prior to the beginning of the proposed leave.

2.2 Sabbatical Leave and Scheduling

As far as possible, departmental schedules shall permit eligible faculty members to take sabbatical leaves. Departmental schedules shall minimize the disruption of departmental programs and activities caused by sabbatical leaves. Requests for leaves from faculty members of small or large departments shall receive equal consideration.

2.3 Sabbatical Leave Compensation

Compensation for sabbatical leave shall be calculated as a portion of the monthly base salary for the months taken as sabbatical leave under the following schedule:

12-month sabbatical	80% monthly base salary
Two-semester sabbatical	80% monthly base salary
One-semester sabbatical	100% monthly base salary

Sabbatical leave for one semester will be granted only in special circumstances where such leave is primarily in the interest of the University.

A faculty member is covered by benefits while on sabbatical leave, providing the usual premium deductions for same are made from his or her salary.

2.4 Sabbatical Leave and Other Employment

A faculty member who is on sabbatical leave may accept a fellowship, an assistantship, or professional employment in his or her field of specialization. The University shall not be obligated to pay more than that amount of sabbatical compensation which, when added to the outside source of compensation, will equal 110% of the faculty member's

full regular salary for the period of the leave, after adjustment for regional cost-of-living difference. If an allowance for transportation is provided by the outside source, the amount of this allowance will be disregarded in computing the contribution to be made by the University.

2.5 Sabbatical Leave and Employee Benefits

A faculty member on sabbatical leave is covered by all employee benefits, except for the accrual of annual and sick leave. Annual leave is not earned and sick leave is not allowed to a faculty member while on sabbatical leave. However, any annual leave and/or sick leave accrued by a faculty member at the commencement of sabbatical leave will remain to the faculty member's credit until he or she returns to professional service for the University, after which, unused annual or sick leave shall be subject to the annual leave and sick leave provisions of policies 345 and 363.

2.6 Responsibilities Upon Return from Sabbatical Leave

Acceptance of a sabbatical leave binds the faculty member to return and to remain in the service of the University for at least one academic year. If the faculty member fails to return to the service of the University, he or she will pay a penalty to ~~shall reimburse~~ the University equal to the ~~for the~~ sabbatical leave salary received based on a calculation to be made by the Payroll Office. At the conclusion of the sabbatical leave, a written report shall be presented to the department head or supervisor, dean or director, and Provost.

365.3 RESPONSIBILITIES

3.1 Provost, Deans, Vice Presidents

Responsible for approving/disapproving sabbatical leave requests according to the provisions of this policy and ensuring that the requested leave is in the best interest of the individual faculty member and the University.



POLICY MANUAL

BENEFITS

Number 365

Subject: Sabbatical Leave

Covered Employees: Faculty

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 1999, January 30, 2004, January 12, 2018

Date of Last Revision: January 12, 2018

365.1 POLICY

A sabbatical leave is a professional leave of absence with compensation for tenured faculty members for a year or fraction thereof as determined by the appropriate dean, director, or vice president, and the Provost, for the purpose of renewing, updating, and broadening the individual's teaching, research, or professional skills and knowledge.

Credit toward sabbatical leave begins the day the tenured or tenure-eligible faculty member is employed as an instructor or higher rank; but a sabbatical leave shall not be granted until tenure has been attained. A faculty member must be employed with the rank of instructor or higher for 6 years at the University to be eligible for a sabbatical leave. Additional sabbaticals are earned at the rate of 1 sabbatical leave for every 6 years of professional service to the University. Any leave period of one semester or more does not earn credit toward sabbatical leave privileges.

A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.

Faculty members are strongly encouraged to use sabbatical leave for advanced study or research at an institution with a distinguished reputation or for significant professional association with a reputable organization.

365.2 PROCEDURES

2.1 Application for Sabbatical Leave

Faculty members shall apply for sabbatical leave by completing an official form, available from the Office of the Provost, in which they provide justification, objectives, place, and other details of proposed activities during the leave period. Faculty members planning for sabbatical leave should consult with their department heads or supervisors to determine that their plans are feasible before any commitments are made involving the individual or the University. After consultation with the department head or supervisor the application for sabbatical leave shall be forwarded to the appropriate dean, director, or vice president for approval. After approval at this level, the application shall be forwarded to the Provost for approval.

Applications for sabbatical leave describing the proposed activity and specifying the personal, professional, and institutional benefits which will result shall be in the Provost's Office by February 14 for sabbaticals planned for the following full fiscal or academic year. Applications for sabbatical leaves of shorter durations must be submitted to the Provost's Office 6 months prior to the beginning of the proposed leave.

2.2 Sabbatical Leave and Scheduling

As far as possible, departmental schedules shall permit eligible faculty members to take sabbatical leaves. Departmental schedules shall minimize the disruption of departmental programs and activities caused by sabbatical leaves. Requests for leaves from faculty members of small or large departments shall receive equal consideration.

2.3 Sabbatical Leave Compensation

Compensation for sabbatical leave shall be calculated as a portion of the monthly base salary for the months taken as sabbatical leave under the following schedule:

12-month sabbatical	80% monthly base salary
Two-semester sabbatical	80% monthly base salary
One-semester sabbatical	100% monthly base salary

Sabbatical leave for one semester will be granted only in special circumstances where such leave is primarily in the interest of the University.

A faculty member is covered by benefits while on sabbatical leave, providing the usual premium deductions for same are made from his or her salary.

2.4 Sabbatical Leave and Other Employment

A faculty member who is on sabbatical leave may accept a fellowship, an assistantship, or professional employment in his or her field of specialization. The University shall not be obligated to pay more than that amount of sabbatical compensation which, when added to the outside source of compensation, will equal 110% of the faculty member's

full regular salary for the period of the leave, after adjustment for regional cost-of-living difference. If an allowance for transportation is provided by the outside source, the amount of this allowance will be disregarded in computing the contribution to be made by the University.

2.5 Sabbatical Leave and Employee Benefits

A faculty member on sabbatical leave is covered by all employee benefits, except for the accrual of annual and sick leave. Annual leave is not earned and sick leave is not allowed to a faculty member while on sabbatical leave. However, any annual leave and/or sick leave accrued by a faculty member at the commencement of sabbatical leave will remain to the faculty member's credit until he or she returns to professional service for the University, after which, unused annual or sick leave shall be subject to the annual leave and sick leave provisions of policies 345 and 363.

2.6 Responsibilities Upon Return from Sabbatical Leave

Acceptance of a sabbatical leave binds the faculty member to return and to remain in the service of the University for at least one academic year. If the faculty member fails to return to the service of the University, he or she will pay a penalty to the University equal to the sabbatical leave salary received based on a calculation to be made by the Payroll Office. At the conclusion of the sabbatical leave, a written report shall be presented to the department head or supervisor, dean or director, and Provost.

365.3 RESPONSIBILITIES

3.1 Provost, Deans, Vice Presidents

Responsible for approving/disapproving sabbatical leave requests according to the provisions of this policy and ensuring that the requested leave is in the best interest of the individual faculty member and the University.

12 January 2018

ITEM FOR ACTION

RE: Proposal to Revise Policy 368 Phased Retirement Program

The attached policy is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University desires to revise Policy 368 Phased Retirement Program as shown in the attached redlined document. Consistent with USU Policy 201, the proposed policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee.

The following is a summary of the revisions to Policy 368 Phased Retirement Program.

- Section 368.3
 - Changes the eligibility age to 55 as stated in the 401(a) plan document
 - Changes language to state that a phased retirement agreement will not extend beyond three years
 - Clarifies that employees on an academic year appointment may only enter the program on January 1 or July 1 unless a different date is mutually agreed upon by the Department Head/Director, Dean/Vice President, and Provost/President
- Section 368.5.6
 - Removes the one year trial option
- Section 368.7.C
 - Removes the section that suggests employees meet with TIAA or URS upon receiving tentative approval for phased retirement

RECOMMENDATION

The President and the Vice President for Business and Finance recommend that the Board of Trustees approve the revisions to Policy 368 Phased Retirement Program of the Utah State University Policy Manual.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 368 Phased Retirement Program, as shown in the document; and

WHEREAS, This policy was submitted to Faculty Senate and Staff Employees Association for review and comment; forwarded by the President to the Executive Committee; and approved by the Executive Committee; and

WHEREAS, The procedures for revising policies outlined in Section 201 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approve revising Policy 368 Phased Retirement Program of the University Policy Manual effective 12 January 2018.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date

POLICY MANUAL

GENERAL

Number 368

Subject: Phased Retirement Program

Covered Employees: Benefit Eligible Employees

Date of Origin: September 1, 2002

Date of Revision(s): January 12, 2018

Effective Date: January 12, 2018

368.1 I. PURPOSE POLICY

Where the University determines that there is sufficient benefit to a department, employees may be granted the opportunity to participate in the USU Phased Retirement Program. The purpose of the Phased Retirement Program of Utah State University is ~~(1)~~ to encourage staffing flexibility, consistent with overall University and individual department needs, and ~~(2)~~ to provide covered employees with ~~faculty and staff~~ an opportunity to ~~devote increased time to personal interests by~~ partially retiring, or retiring in planned stages, while continuing to provide service to the University in their area of ~~greatest~~ expertise.

368.2 II. REFERENCES

Utah State University Policy ~~Manual #361~~; Retirement Plans and Retirement Benefits

Utah State University Policy ~~Manual #349~~; Early Retirement Incentive Program

Utah Code Title 49-12-2046 "Higher Education Employees'" Eligibility Requirements

368.3 III. GENERAL POLICIES PROVISIONS

~~A.~~ The Phased Retirement Program is available to ~~"benefit eligible"~~ employees of the University who are at least ~~55~~8 years of age and have completed at least five years of continuous service for the University immediately prior to participation in the Phased Retirement Program. The term of the phased retirement period will be clearly defined in the Phased Retirement Agreement, but will in no case extend beyond ~~three years~~ the individual's Social Security Full Retirement Age (SSFRA) as defined by federal law.

~~B.~~ Participation in the Phased Retirement Program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria, but is subject to administrative approval. A. An employee individual who wishes to be considered for participation in the Phased Retirement Program must submit a written request to the Department Head or Director as soon as possible at least six months in advance of the date upon which partial retirement is to be initiated. After consultation with the cognizant Dean and/or Vice President, the Department Head or Director will advise the applicant whether the request to begin drafting the agreement has been tentative pre-approval. Denial of a request does not preclude the approval of a subsequent request. If it appears reasonably likely that the request will be approved, the applicant should be encouraged to proceed with the application. The terms and conditions reflected in a written Phased Retirement Agreement specifying the arrangements under which the individual will be placed in phased retirement status also requires administrative approval.

While University administrators will give consideration to all requests to participate in the Phased Retirement Program, the nature of the working assignment of the employee individual may not lend itself to a reduced schedule or a reduction in responsibilities, ~~and~~ In addition, other practical considerations (e.g., impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.) may preclude approval of Phased Retirement ~~requests~~ proposals (e.g., impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.).

~~C.~~ The employee individual who enters the Phased Retirement Program ~~on a permanent basis must~~ agrees to a reduced FTE (Full time equivalent) employment status with the University, with the ~~clear~~ understanding that the total FTE percentage for all services performed for the University ~~as an employee~~ cannot thereafter be increased, although it may be decreased. If the FTE drops below .5, benefits will cease.

The terms and conditions reflected in a written Phased Retirement Agreement specifying the arrangements under which the employee individual will be placed in phased retirement status also requires administrative approval by the Department Head/Director, Dean/Vice President, and Provost/President. Employees on academic year appointments may only initiate phased retirement on January 1 or July 1 unless a different date is mutually agreed upon in writing by the Department Head/Director, Dean/Vice President, and the Provost/President.

~~B.~~ In the case of joint appointments, all appropriate Department Heads/Directors must receive the written request and consult with their cognizant Dean or Vice President.

G. The agreement, or any subsequent amendments to the agreement, must receive the signed approval of the Department Head/Director, Dean/Vice President, and Provost/President, for faculty positions, or the Vice President for Business and Finance, for staff positions, as the final approval step before it can be initiated.

368.4 IV. TIME AND EFFORT FULL-TIME EQUIVALENT REQUIREMENTS

For an employee individual to enter a the Phased Retirement Program, ~~on either a one-year trial basis (see Section VI. below) or a permanent basis,~~ the FTE percentage assignment for that employee must be reduced by at least one-fifth (i.e., to a level of .80 FTE or less, depending on current FTE) over the same or a reduced appointment base period (i.e., an academic year base [nine month] appointment may not be extended to 10, 11, or 12 months, but a fiscal year base [12 month] appointment may be reduced to nine months). University assignments in addition to the appointment base period (i.e.g. one or two month summer semester assignments, extra contractual assignments paid by the University, extension course assignments, and any other ancillary assignment) will NOT be considered as part of the base period assignment for calculation of the Phased Retirement incentives described below. The FTE level initially agreed upon may later be reduced ~~in decrements of .20 FTE or as agreed~~ by an addendum to the contract. The FTE level cannot be increased. ~~Exceptions to the limitations specified in this paragraph must have the approval of the cognizant dean and Provost, or vice president.~~

368.5 V. PHASED RETIREMENT INCENTIVES

A.

5.1 Employee Benefits: ~~Unless specific provisions to the contrary are included in an individual's Phased Retirement Agreement with the University,~~ Participants in the Phased Retirement Program are ~~that person will be~~ entitled, for the duration of the agreement, to the same status and employment related benefits at the same level ~~he/she had~~ attained prior to the effective date of the agreement, except that annual and sick leave (if applicable) will be earned on a pro-rata basis according to FTE the percent of time in the phased retirement agreement.

5.1 B. 5.2 Financial Incentive: Participants in the Phased Retirement Program will receive ~~are entitled to~~ financial incentive payments to compensate for the reduced retirement contributions resulting from a reduction in the FTE assignment. The financial incentive is the difference between what the University contributes to the participant's retirement fund on the appointment base period, ~~as defined above in Section IV,~~ before and after the phased retirement takes effect. The financial incentive will be in the form of additional salary payment to be contributed ~~by agreement~~ to a University sponsored supplemental retirement account for those participants on a defined contribution retirement plan. ~~of choice for the individual participant. Phased retirements that drop below the .50 FTE level will only be~~

~~eligible for this incentive for one year from the time of reduction to below .50 FTE. The financial incentive amount will become part of the phased retirement agreement and will not be adjusted because of any subsequent salary increases unless a new formal agreement between the parties is executed. If the participant is part of the Utah Retirement System (URS) defined benefit plan, the participant will continue to earn service credit.~~ The phased retiree will ~~also~~ be allowed to begin withdrawals ~~and/or payments or annuities~~ from the ~~phased~~ retiree's ~~basic retirement~~ employer funded plan where such an arrangement is allowable under state and federal law.

~~—C. In unusual situations, and with the specific approval of the cognizant dean, vice president or Provost, an additional financial incentive amount may be granted to the employee in return for an accelerated phased retirement program. Such additional incentive amounts will not be treated as salary increases as referred to in paragraph B above.~~

~~**5.25.3 D. Salary Payments:** Salary payments during the phased retirement period will be the salary base ~~comprised of two components. The first is base salary (computed using the salary base defined above in Section IV)~~ just prior to phased retirement multiplied by the FTE percentage defined in the Phased Retirement Agreement. This portion of the salary may be increased during the period of phased retirement based on University guidelines for annual salary increases.~~

~~The second salary component is the financial incentive defined above in paragraph B. This component may not be increased during the period of phased retirement, except as covered in paragraphs B and C above.~~

~~*E. Limitations on Additional Earnings:* The salary components as defined above in paragraph D cover the phased retiree's total assignment for all services rendered to the University, regardless of funding source. However, the phased retiree will NOT be limited in salary payments or time spent for sporadic and/or occasional activities not related to the primary assignment, such as teaching extension courses.~~

~~VI. ONE-YEAR TRIAL OPTION~~

~~Phased Retirement may be approved on a one-year trial basis in the form of a partial leave of absence at reduced pay with the incentive and benefits described above. In such cases, however, the faculty or staff member will not be permitted to initiate payment or withdrawal of retirement benefits from the basic retirement program. The payment of the retirement benefits may be initiated only when the faculty or staff member enters upon either full or partial retirement on a permanent basis.~~

~~VII. PROCEDURES~~

~~A. An individual who wishes to be considered for participation in the Phased Retirement Program must submit a written request to the department head or director at least six months in advance of the date upon which partial retirement is to be initiated. After consultation with the cognizant dean and/or vice president, the department head or director will advise the applicant whether the request has tentative approval. Denial of a request does not preclude the approval of a subsequent request. If it appears reasonably likely that the request will be approved, the applicant should be encouraged to proceed with the application.~~

~~B. In the case of joint appointments, all appropriate department heads/directors must receive the written request and consult with their cognizant dean or vice president.~~

~~C. Upon receiving tentative approval, the applicant should make an appointment with the Office of Human Resources to obtain complete details of the Phased Retirement Program, including the various retirement options that may be elected. With the assistance of the Office of Human Resources, a formal request may be made to the appropriate retirement program (TIAA/CREF or Utah State Retirement) for specific financial estimates as to the amounts of retirement income under the option chosen.~~

~~D. Upon receipt of the necessary retirement data, the applicant should initiate discussions with the Office of Human Resources and the cognizant department head or director for the purpose of drawing up a contractual agreement between the individual and the University for phased retirement. Human Resources will provide a "template" Phased Retirement Agreement. The Phased Retirement Agreement should specify the percent of time (FTE), specific length of the contract, and include a specific work plan of how the time in position will be used.~~

~~E. Upon completion of the discussions described in paragraphs C and D above, a tentative contract should be completed. The tentative contract should then be submitted through reporting channels to the cognizant dean and Provost, or vice president for review and approval or modification.~~

~~F. After such modifications as may be necessary to obtain dean or vice presidential approval, a formal contractual agreement will be signed by the individual, the department head/director, and the cognizant dean and Provost, or vice president.~~

~~G. The agreement, or any subsequent amendments to the agreement, must receive the signed approval of the Provost, for faculty positions, or the Vice President for Business and Finance, for staff positions, as the final approval step before it can be initiated.~~

368.6 RESPONSIBILITY

6.1 Department Heads and Directors

Responsible for notifying and coordinating with the Office of Human Resources on any approved request for phased retirement in order to facilitate the necessary documentation to complete the process.

6.2 Employees

Responsible for requesting participation in the Phased Retirement Program, by notifying their appropriate Department Head or Director, in a timely manner, of their desire to engage in the Phased Retirement Program, and for coordinating with the Office of Human Resources in the completion of the Phased Retirement Agreement.

6.3 Office of Human Resources

Responsible for assisting the department and employee by advising, drafting, and implementing the Phased Retirement Agreement.

POLICY MANUAL

GENERAL

Number 368

Subject: Phased Retirement Program

Covered Employees: Benefit Eligible Employees

Date of Origin: September 1, 2002

Date of Revision(s): January 12, 2018

Effective Date: January 12, 2018

368.1 POLICY

Where the University determines that there is sufficient benefit to a department, employees may be granted the opportunity to participate in the USU Phased Retirement Program. The purpose of the Phased Retirement Program of Utah State University is to encourage staffing flexibility, consistent with overall University and individual department needs, and to provide covered employees with an opportunity to partially retire or retire in planned stages, while continuing to provide service to the University in their area of expertise.

368.2 REFERENCES

[Utah State University Policy 361 Retirement Plans and Retirement Benefits](#)

[Utah State University Policy 349 Early Retirement Incentive Program](#)

[Utah Code Title 49-12-204 Higher Education Employees' Eligibility Requirements](#)

368.3 PROVISIONS

The Phased Retirement Program is available to employees of the University who are at least 55 years of age and have completed at least five years of continuous service for the University immediately prior to participation in the Phased Retirement Program. The term of the phased retirement period will be clearly defined in the Phased Retirement Agreement, but will in no case extend beyond three years.

Participation in the Phased Retirement Program is not an entitlement or a right, but is subject to administrative approval. An employee who wishes to be considered for

participation in the Phased Retirement Program must submit a written request to the Department Head or Director as soon as possible in advance of the date upon which partial retirement is to be initiated. After consultation with the Dean and/or Vice President, the Department Head or Director will advise the applicant whether the request to begin drafting the agreement has been pre-approval. Denial of a request does not preclude the approval of a subsequent request.

While University administrators will give consideration to all requests to participate in the Phased Retirement Program, the nature of the working assignment of the employee may not lend itself to a reduced schedule or a reduction in responsibilities. In addition, other practical considerations (e.g., impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.) may preclude approval of Phased Retirement requests (e.g., impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.).

The employee who enters the Phased Retirement Program agrees to a reduced FTE (full time equivalent) employment status with the University, with the understanding that the total FTE percentage for all services performed for the University cannot thereafter be increased, although it may be decreased. If the FTE drops below .5, benefits will cease.

The terms and conditions reflected in a written Phased Retirement Agreement specifying the arrangements under which the employee will be placed in phased retirement status require administrative approval by the Department Head/Director, Dean/Vice President, and Provost/President. Employees on academic year appointments may only initiate phased retirement on January 1 or July 1 unless a different date is mutually agreed upon in writing by the Department Head/Director, Dean/Vice President, and the Provost/President.

In the case of joint appointments, all appropriate Department Heads/Directors must receive the request and consult with their Dean or Vice President.

Any subsequent amendments to the agreement, must receive signed approval of the Department Head/Director, Dean/Vice President, and Provost/President.

368.4 FULL-TIME EQUIVALENT REQUIREMENTS

For an employee to enter the Phased Retirement Program, the FTE percentage assignment for that employee must be reduced by at least one-fifth (i.e. to a level of .8 FTE or less, depending on current FTE) over the same or a reduced appointment base period (i.e. an academic year base [nine month] appointment may not be extended to 10, 11, or 12 months, but a fiscal year base [12 month] appointment may be reduced to nine months). University assignments in addition to the appointment base period (e.g. one or two month summer semester assignments, extra contractual assignments paid by the University, extension course assignments, and any other ancillary assignment) will NOT be considered as part of the base period assignment for calculation of the phased

retirement. The FTE level initially agreed upon may later be reduced by an addendum to the contract. The FTE level cannot be increased.

368.5 PHASED RETIREMENT INCENTIVES

5.1 Employee Benefits: Participants in the Phased Retirement Program are entitled, for the duration of the agreement, to the same status and employment related benefits at the same level attained prior to the effective date of the agreement, except that annual and sick leave (if applicable) will be earned on a pro-rata basis according to FTE.

5.2 Financial Incentive: Participants in the Phased Retirement Program will receive financial incentive payments to compensate for the reduced retirement contributions resulting from a reduction in the FTE assignment. The financial incentive is the difference between what the University contributes to the participant's retirement fund on the appointment base period, before and after the phased retirement takes effect. The financial incentive will be in the form of additional salary payment to be contributed to a University sponsored supplemental retirement account for those participants on a defined contribution retirement plan. If the participant is part of the Utah Retirement System (URS) defined benefit plan, the participant will continue to earn service credit. The phased retiree will be allowed to begin withdrawals from the phased retiree's employer funded plan where such an arrangement is allowable under state and federal law.

5.3 Salary Payments: Salary payments during the phased retirement period will be the salary base just prior to phased retirement multiplied by the FTE percentage defined in the Phased Retirement Agreement. This portion of the salary may be increased during the period of phased retirement based on University guidelines for annual salary increases.

368.6 RESPONSIBILITY

6.1 Department Heads and Directors

Responsible for notifying and coordinating with the Office of Human Resources on any approved request for phased retirement in order to facilitate the necessary documentation to complete the process.

6.2 Employees

Responsible for requesting participation in the Phased Retirement Program, by notifying their appropriate Department Head or Director, in a timely manner, of their desire to engage in the Phased Retirement Program, and for coordinating with the Office of Human Resources in the completion of the Phased Retirement Agreement.

6.3 Office of Human Resources

Responsible for assisting the department and employee by advising, drafting, and implementing the Phased Retirement Agreement.

12 January 2018

ITEM FOR ACTION

RE: Proposal to Adopt Policy 532 Scholarship Awarding

The attached policy is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University desires to add Policy 532 Scholarship Awarding as shown in the attached document. Consistent with USU Policy 203, the proposed policy was submitted to the Executive Committee and approved by the Executive Committee.

Policy 532 Scholarship Awarding is being adopted to achieve the following:

- Establish the framework to ensure that proper stewardship, guidelines, and internal controls are in place to achieve the highest level of public trust and to ensure that student needs are considered in the scholarship awarding process.

RECOMMENDATION

The President and the Vice President for Business and Finance recommend that the Board of Trustees approve the addition of Policy 532 Scholarship Awarding to the Utah State University Policy Manual.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to add 532 Scholarship Awarding, as shown in the document; and

WHEREAS, This policy was submitted to the Executive Committee and approved by the Executive Committee; and

WHEREAS, The procedures for adding policies outlined in Section 203 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approve adding was submitted to the Executive Committee and approved by the Executive Committee to the University Policy Manual effective 8 August 2017.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date

POLICY MANUAL
GENERAL

Number 532

Subject: Scholarship Awarding

Date of Origin: August 9, 2017

Date of Revision(s): August 9, 2017

Effective Date: August 9, 2017

532.1 PREFACE

Utah State University provides undergraduate and graduate scholarships to students through funds provided by donors, federal and state governments, and University general funds. This policy establishes the framework to ensure that proper stewardship, guidelines, and internal controls are in place to achieve the highest level of public trust and to ensure that student needs are considered in the process.

Scholarship awarding requires an understanding of best practices that foster accountability, protect employee integrity, and safeguard University funds. For purposes of this policy, scholarships include both qualified and non-qualified scholarship awards.

532.2 DEFINITIONS

Central Scholarship Committee: This committee will review and approve scholarship-awarding procedures proposed by each college and interpret scholarship language on existing donor agreements as necessary. Membership will consist of: two (2) standing representatives – the Director of the Scholarship Office and the Executive Director of Budget and Planning. In addition, there will be:

- one (1) academic dean or designee to be appointed by the Provost for a two (2) year term;
- one (1) financial officer to be appointed by the Vice President of Business and Finance for a two (2) year term; and
- three (3) rotating college representatives to be recommended by the Provost, approved by the two standing representatives, rotated annually.

The Central Scholarship Committee is the primary source of information, education, and assistance on the topics noted within this policy.

College Scholarship Committee: Interprets scholarship language on existing donor agreements, reviews recipient requirements, and determines recipients of awards. Ensures scholarship funds are utilized in accordance with appropriate intent or donor restriction. The structure and membership will be determined by each college.

Conflict-of-Interest: An action by an individual reviewing and/or recommending a scholarship that results in a direct financial benefit to a person closely affiliated to the individual making the recommendation. Conflict of interest may also occur if an individual exerts influence to select a recipient without considering and documenting objective criteria for the scholarship.

Financial Need-Based Scholarships: Scholarships awarded based on financial need as defined by the Free Application for Federal Student Aid (FAFSA).

Free Application for Federal Student Aid (FAFSA): The FAFSA is the basic student financial aid application form used by all two and four-year colleges, universities, and career schools for the awarding of federal student aid and most state and college aid. At USU, the Financial Aid Office administers Title IV aid, which is the aid available to students through filling out the FAFSA.

Non-Qualified Scholarship: Any portion of an award, scholarship, fellowship, or grant that does not directly pay for those items defined as a qualified scholarship. Non-qualified scholarships are includible in the gross income of the recipient and are subject to withholding. For non-degree nonresident candidates and nonresident post-doctoral research scholars, the entire award is non-qualified.

Qualified Scholarship: Under section 117 of the Internal Revenue Code, a qualified scholarship is one that is used to pay "tuition and fees paid to enroll in, or to attend, an educational institution" or "fees, book, supplies, and equipment required for the courses at the educational institution." Only qualified scholarship payments made to nonresident aliens are neither subject to withholding or IRS reporting.

Scholarship: A qualified or non-qualified grant or payment made to support a student's education, awarded on the basis of need or academic or other achievement. Scholarships are not repaid. Scholarships may be referred to by various titles (e.g. award, grant, fellowship, etc.). However, any titles that fall within the classification of non-qualified or qualified scholarships are considered "scholarships" for purposes of this policy.

Scholarship Office: The Scholarship Office collaborates with scholarship-awarding colleges on all scholarship processes and procedures, and provides guidance for maintaining appropriate internal controls.

Scholarship-Awarding College: Any college within Utah State University that issues, evaluates, or oversees scholarships as outlined by this policy. Each college determines how scholarships are processed within the college, and whether one procedure is sufficient for the entire college or if multiple procedures are necessary.

532.3 POLICY

Each scholarship-awarding college shall:

- 1) Recognize the Free Application for Federal Student Aid (FAFSA), or a similar need based calculating mechanism as approved by the Central Scholarship Committee, as the official resource when determining financial need for need based scholarships.
- 2) Create scholarship-awarding procedures, in collaboration with the Scholarship Office, that include but are not limited to:
 - College Responsibilities (Section 4.1)
 - Separation of Duties (Section 4.2)
 - Use of Funds (Section 4.3)
 - Reconciliation of Awards (Section 4.4)
 - Timely & Accurate Reporting (Section 4.5)

The Central Scholarship Committee will review and approve scholarship-awarding procedures proposed by each college. Approved procedures become the expectation for the college to follow. Changes to procedures should be submitted to the Scholarship Office for review prior to implementation.

Exemption for Intercollegiate Athletic Scholarships and Grants-in-aid Program

The Vice President and Director of Athletics, as designated by USU Policy 104.4.7(8), retains the supervision of “the intercollegiate athletic scholarship and grants-in-aid program and all athletic awards [scholarships] after consultation with and approval of the Athletic Council.” Therefore, the administration, internal controls, processes, and procedures for these scholarships are excluded from this policy.

532.4 SCHOLARSHIP-AWARDING PROCEDURES

4.1 College Responsibilities

Individuals involved in scholarship awarding should understand procedures in sufficient detail to maintain the effectiveness and integrity of the awarding process. Colleges should ensure that all employees involved in scholarship awarding receive relevant training from the Scholarship Office or other experienced individuals who can provide adequate knowledge, skills, and abilities to function within, and contribute to, an appropriate scholarship-awarding environment.

College responsibilities should include:

Documentation of the following:

- College Scholarship Committee membership selection process
- Application review and awardee selection process
- Scholarship notifications
- Point-of-contact information for coordination of information, activities, and data
- Interpretation of donor agreement language if unclear

Publication of the following:

- College application deadlines
- Scholarship appeal processes and procedures
- College Scholarship Committee member conflict-of-interest statement

4.2 Separation of Duties

Duties should be appropriately segregated such that no one person has control over all aspects of a particular transaction. If a college has questions about scaling college procedures to meet smaller operations, contact the Scholarship Office for guidance regarding compensating controls prior to establishing processes or compromising the separation of duties.

4.3 Use of Funds

Scholarship funds must be utilized in accordance with appropriate intent or donor restriction.

4.4 Reconciliation of Awards

Reconciliation of scholarship awards should be completed regularly by Business Services, and reviewed by college administrators.

4.5 Timely & Accurate Reporting

Scholarship-awarding reports must be accurate and should be made available to appropriate college personnel on a timely basis.

532.5 AUDITS

Internal auditors, external auditors, and Scholarship Office personnel have authority to review and measure the effectiveness of scholarship controls. Although college operations may influence when reviews occur, surprise reviews may be initiated on an awarding area with minimal or no notice.

532.6 CES

- IRS Scholarships, Fellowship Grants, and Other Grants [Topic 421](#)
- Utah Board of Regents Policy [R513, Tuition Waivers and Reductions](#)
- Utah Board of Regents Policy [R601, Board of Directors of the Utah Higher Education Assistance Authority](#)
- Utah Board of Regents Policy [R602, Bylaws of the Utah Higher Education Assistance Authority Board of Directors](#)
- Utah Board of Regents Policy [R649, Utah Higher Education Assistance Authority Privacy Policy](#)
- Utah Board of Regents Policy [R685, Utah Educational Savings Plan Trust](#)

- [Utah State University Policy 102 - The State System of Higher Education](#)
 - Section 4.8(24) Scholarship, Student Loans, and Tuition Waivers
 - Section 4.8(25) Educationally Disadvantaged
- [Utah State University Policy 104 - The University President and Other Officers](#)
 - Section 4.7(8) Vice President and Director of Athletics
- [Utah State University Policy 583 - Research](#)
 - Section 3.4 Scholarship and Fellowship Funds
- [Utah State Code 63G-12-402](#) - Receipt of state, local, or federal public benefits – Verification – Exceptions – Fraudulently obtained benefits – criminal penalties – Annual Report

12 January 2018

ITEM FOR ACTION

RE: Proposal to Adopt the Policy 533 Public Safety, Response, and Reporting

The attached policy is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act) requires institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking.

The University's Department of Public Safety under the direction of the Chief of Police developed the Public Safety, Response, and Reporting Policy to provide the campus community with information about the University's framework for complying with the Clery Act and for creating a safe and secure environment for students, faculty, staff, and campus visitors.

The Public Safety, Response, and Reporting Policy outlines:

- how to report crimes and other emergencies that occur on campus,
- to whom such crimes should be reported,
- who is required to report crimes that occur on campus, and
- how the University will use and disclose information about crimes reported, including campus alerts and safety notifications, such as timely warnings.

Policy 533 also provides information about the University's emergency response and fire safety measures.

This Policy was submitted to, and ratified by the President and the Executive Committee.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the new policy for Utah State University.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, the Department of Public Safety acting under the direction of the Chief of Police, serving as the University's Clery Act Compliance Officer, has developed and approved the Public Safety, Response, and Reporting Policy, as provided in the attached document;

WHEREAS, the Public Safety, Response, and Reporting Policy has received appropriate administrative review; and,

WHEREAS, the President and the Vice President for Business and Finance recommend approval of the Public Safety, Response, and Reporting Policy;

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees approve the addition of Policy 533 Public Safety, Response, and Reporting to the Utah State University Policy Manual.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

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POLICY MANUAL

GENERAL

Number: 533

Subject: Public Safety, Response, and Reporting

Covered Individuals: USU Employees, Students, Visitors

Date of Origin: January 12, 2018

Date of Revision(s): January 12, 2018

Effective Date: January 12, 2018

533.1 POLICY

The purpose of the Public Safety, Response, and Reporting policy is to provide the framework for creating a safe and secure environment for students, faculty, staff, and campus visitors. This policy also outlines the University's response to reports of crime and defines reporting guidelines, while complying with federal laws regarding safety on campus.

533.2 REFERENCES

- 20 USC § 1092(f), Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- 34 CFR Part 668, Violence Against Women, Final Rule & VAWA Reauthorization Act of 2013
- FBI UCR Program - National Incident-Based Reporting System
- Higher Education Opportunity Act (Public Law 110-315) (HEOA)
- Utah Code Ann. § 76-5-106, Harassment, Assault and Related Offenses
- Utah Code Ann. § 76-5-406, Sexual offenses against the victim without Consent of victim
- Utah Code Ann. § 76-9-702.1, Sexual, Offences Against Public Order and Decency Battery
- Utah Code Ann. § 77-36-1, Definitions, Cohabitant Abuse Procedures Act
- Utah Code Ann. § 78B-7-402, Definitions, Dating Violence Protection Act,
- USU Student Code Article II-1, Responsibility of Students
- USU Student Code Article II-3, Confidential Resources and Requests for Confidentiality
- USU Student Code Article II-4, Amnesty for Seeking Medical Attention and Reporting Sexual Misconduct
- USU Student Code Article V, Section V-3, University Standards of Student Conduct
- USU Policy 305, Discrimination Complaints

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- USU Policy 311, Corrective Action
- USU Policy 313, Drug and Alcohol-Free Workplace; Drug and Alcohol Testing
- USU Policy 321, Employee Rights
- USU Policy 325, Employee Grievances Procedures
- USU Policy 339, Sexual Harassment
- USU Policy 342, Violence in the Workplace
- USU Policy 407, Academic Due Process

533.3 DEFINITIONS

3.1 Annual Security Report (ASR): The annual report of crime statistics and other campus information that must be prepared and distributed in accordance with the Clery Act.

3.2 Business Day: Monday through Friday, excluding any day when the University is closed.

3.3 Bystander Intervention: A bystander is an individual who observes violence or witnesses the conditions that perpetuates violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. Bystander intervention includes interrupting situations that could lead to injury or harm to another person, before it happens or during an incident, speaking out against social norms that support sexual assault, domestic violence, dating violence, stalking, and other crimes; and having skills to be an effective and supportive ally to survivors.

3.4 Campus: Any building or property owned or controlled by the University and within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the University but controlled by another person, is frequently used by students, and supports University purposes (such as a food or other retail vendor).

3.5 Campus Security Authority (CSA): Any employee of the University's Public Safety Department.

Any individual or individuals who have responsibility for campus security but who are not employees of the Public Safety Department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into University property.

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Any individual or organization specified in section 4.1 of this policy as individuals to which students and employees should report criminal offenses.

An official of the University who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a Campus Security Authority when acting as a Pastoral or Professional Counselor.

3.6 Clery Geography: For the purposes of collecting statistics on the crimes required for submission to the U.S. Department of Education and inclusion in the University's Annual Security Report, Clery geography includes:

- 1) Buildings and property that are part of the University's Campus;
- 2) The University's non-campus buildings and property; and
- 3) Public property within or immediately adjacent to and accessible from the campus.

For the purposes of maintaining the crime log, Clery geography includes, locations identified in paragraph (1) of this definition and areas within the patrol jurisdiction of the Public Safety Department.

3.7 Coercion: The act of pressuring another person into doing something against his or her will without physical force, whether through manipulation, intimidation, or the use of alcohol and drugs.

3.8 Consent: For purposes of University policy, Consent means affirmative and freely given permission to engage in sexual activity. A person can express Consent, or lack of Consent, through words or conduct. A person has not given Consent when incapacitated due to alcohol or other drugs. Under Utah law, Consent is not given where the perpetrator overcomes the victim by application of force, violence, concealment, or surprise. A person has not given Consent where the perpetrator intentionally impairs the victim by administering any substance without the victim's knowledge. A person has not given Consent when he or she is unconscious, unaware that the act is occurring, or is physically unable to resist. Individuals under the age of 14 cannot consent to sexual activity. For a non-exhaustive list of situations in which consent has not been given. See *Utah Code Ann. § 76-5-406*.

3.9 Daily Crime Log: A log maintained by campus police that records reported criminal activity in accordance with the Clery Act.

3.10 Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type

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of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting under this Policy; though criminal prosecution of crimes must meet the definition of Utah law. Under Utah law, dating violence includes any criminal offense involving violence or physical harm, or threat of violence or physical harm, when committed by a person against a dating partner of the person; or any attempt, conspiracy, or solicitation by a person to commit a criminal offense involving violence or physical harm against a dating partner of the person.

3.11 Dating Partner: A person who is:

- 1) An emancipated person under Section 15-2-1 or Title 78A, Chapter 6, Part 8, Emancipation; or
- 2) 18 years of age or older;

And is, or has been, in a dating relationship with the other party.

Dating partner does not include an intimate partner, as defined herein.

3.12 Dating Relationship: A social relationship of a romantic or intimate nature, or a relationship, which has romance or intimacy as a goal by one or both parties, regardless of whether the relationship involves sexual intimacy. Dating relationship does not mean casual fraternization in a business, educational, or social context. In determining, based on a totality of the circumstances, whether a dating relationship exists, all relevant factors shall be considered, including:

- 1) whether the parties developed interpersonal bonding above a mere casual fraternization;
- 2) the length of the parties' relationship;
- 3) the nature and the frequency of the parties' interactions, including communications indicating that the parties intended to begin a dating relationship;
- 4) the ongoing expectations of the parties, individual or jointly, with respect to the relationship;
- 5) whether, by statement or conduct, the parties demonstrated an affirmation of their relationship to others; and
- 6) whether other reasons exist that support or detract from a finding that a dating relationship exists; and it is not necessary that all, or a particular number, of the factors described herein are found to support the existence of a dating relationship. (Utah Code Ann. § 78B-7-402)

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3.13 Disciplinary Referral: The referral of any person to a campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

3.14 Domestic Violence: A felony or misdemeanor crime of violence committed—

- 1) By a current or former spouse or intimate partner of the victim;
- 2) By a person with whom the victim shares a child in common;
- 3) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 4) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- 5) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Under Utah law, any criminal offense involving violence or physical harm or threat of violence or physical harm, or any attempt, conspiracy, or solicitation to commit a criminal offense involving violence or physical harm, when committed by one cohabitant against another. Domestic violence also means commission or attempt to commit, any of the following offenses by one cohabitant against another: aggravated assault, assault, criminal homicide, harassment, electronic communication harassment, kidnapping, child kidnapping, or aggravated kidnapping, mayhem, sexual offenses, stalking, unlawful detention, violation of protective order, any offense against property, or possession of a deadly weapon with intent to assault, or discharge of a firearm. (Utah Code Ann. § 77-36-1(4)).

3.15 Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental incapacity.

3.16 Hate Crime: A crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

3.17 Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

3.18 Non-Campus Building or Property:

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- 1) Any building or property owned or controlled by an officially recognized student organization, or
- 2) Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the university.

3.19 Pastoral Counselor: A person, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

3.20 Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the University's community and who is functioning within the scope of the counselor's license or certification.

3.21 Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

3.22 Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

3.23 Retaliation: An action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, assisted or participated in any manner in an investigation or proceeding under discrimination/harassment policies. This includes action taken against a bystander who intervened to stop or attempt to stop any crime or potential crime including discrimination and/or harassment. Retaliation includes intimidating, threatening, coercing or in any way discriminating against an individual because of the individual's complaint or participation. An action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the University. USU will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

3.24 Reasonable Person: A Reasonable Person is an individual who is under similar circumstances and has similar identities to the victim.

3.25 Sexual Assault:

- 1) An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting System. Any sexual

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- act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- 2) Any incident meeting this definition is considered a crime for purposes of Clery Act reporting, though criminal prosecution of crimes must meet the definition of Utah law.
 - 3) Under Utah law, a person is guilty of sexual battery (also called sexual assault) if the person, under circumstances not amounting to rape, sodomy, forcible sex abuse, aggravated sexual abuse, intentionally touches, whether or not through the clothing, the anus, buttocks, or any part of the genitals of another person, or the breast of a female person, and the person's conduct is under circumstances the person knows or should know will likely cause affront or alarm to the person touched. (Utah Code Ann. § 76-9-702.1)

3.26 Stalking:

- 1) Intentionally or knowingly engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - a) Fear for the person's safety or the safety of others; or
 - b) Suffer substantial emotional distress.
- 2) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- 3) A person is guilty of Stalking who intentionally or knowingly violates a stalking injunction issued pursuant to Utah Code section 77-3a, or a permanent criminal stalking injunction issued pursuant to Utah Code section 76-5-106.

3.27 Statutory Rape: Sexual intercourse with a person who is under the statutory age of Consent.

3.28 University Emergency Team: A team consisting of the University President, Provost, Vice President for Business and Finance, Public Relations Director, General Counsel, University Police Chief and designees as appointed by the President.

533.4 POLICY

4.1 Reporting of Crimes and Other Emergencies

4.1.1 Student Reporting of Crimes

Students and others who become aware of criminal actions or other emergencies on campus should report these activities for assistance, to prevent crime, to help the University to make timely warning reports, to improve safety, and for

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purposes of including the activities in the ASR. Reports may be in any form desired, including via phone, in writing, or in person.

- 1) To report a crime or emergency, individuals should call the University Police at (435) 797-1939 or 911. In addition, individuals may report an emergency or a crime using any emergency phone, located in select parking lots and public areas on campus, or in person at the University Police located at 1250 North 850 East, Logan, Utah. University Police respond to reports in accordance with law enforcement protocol. University Police may make disciplinary referrals to other organizations of the University when appropriate.
- 2) Criminal actions and other prohibited conduct may also be reported to the individuals or offices listed below.
 - Office of Student Affairs
 - Department of Human Resources
 - University Housing
 - Campus Security Authorities (CSA)
 - Affirmative Action/Equal Opportunity (AA/EO) (Title IX) Office

Information for how to report to these offices can be found online or by contacting each office directly. Reports made to these persons or offices, and not made to the University Police, may be included in the statistical report in the ASR but may not necessarily be investigated by the police.

- 3) Although the University strongly encourages all members of the University community to report crimes to law enforcement, it is the victim's choice whether or not to make such a report and the victim has the right to decline involvement with the police or other campus officials, subject to the reporting requirements in section 4.1.2. The University will assist any victim with notifying the police, if they so desire.

4.1.2 Campus Security Authority's Responsibility to Report

Any Campus Security Authority who becomes aware of an alleged or actual crime that is required to be reported under the Clery Act and which occurs within the Clery Geography must report all information known about the crime to the University Police, in accordance with his/her Clery Act obligations.

4.1.3 Reporting Crimes on a Voluntary, Confidential Basis

To the extent possible, the University desires to support individuals who have been the victim of, or witnessed a crime, and are concerned about identifying information being shared with others. In particular, the University encourages those who have been the victim of sexual violence and other crimes to talk to someone about what happened in order to get needed support. However, certain

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policies and laws prevent the University from guaranteeing confidentiality in some instances, as more fully described below.

- 1) Under USU Policies 305 Discrimination Complaints and 339 Sexual Harassment, unless specifically exempted, all employees are Responsible Employees and are required to report information to the AA/EO Office regarding discriminatory harassment, which includes reports of sexual assault, dating violence, domestic violence, stalking, etc.
- 2) All employees who are Campus Security Authorities, as defined herein, must report criminal activities in accordance with this policy and the Clery Act.
- 3) University Police, the AA/EO Office, and other University authorities must comply with applicable law in determining whether certain crimes must be investigated or disclosed further to others. The University may be required to disclose information beyond the University under federal law, state law, or court order.
- 4) Disclosure of information is always limited to those who need to know in order to keep the campus community safe and to comply with applicable law.
- 5) Individuals who witness or are the victim of a crime, but who are concerned about identifying information being shared with others should make those concerns known prior to reporting to a University employee. Employees responsible for reporting such information should alert individuals of their reporting responsibilities as soon as possible. If the employee is required to make a report to other University officials, such employees should communicate the desires of the witness or victim regarding confidentiality.
- 6) Even if confidentiality or no action on a report of crime is requested, the occurrence of the crime (but not identifying information) will be included in the University's Annual Security Report and the information available will be evaluated to determine if there is a pattern of crime with regard to a particular location, method, or suspect. In appropriate circumstances, University Police will alert the campus community of the occurrence of the crime (but not identifying information) pursuant to section 4.7 of this policy.
- 7) Individuals may file an anonymous report of a crime. However, such anonymous reports are not considered notice by the University and may limit the ability of the University Police to provide specific assistance, or to investigate, or solve a crime.

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- 8) Professional and pastoral counselors are not required to report crimes disclosed to them for inclusion in the annual disclosure of crime statistics. However, professional and pastoral counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of how to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

4.1.4 Preservation of Evidence

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order. As time passes, evidence may dissipate, become lost, or unavailable, thereby making investigations, possible prosecutions, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the University Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

4.1.5 False Accusations

Individuals who intentionally and knowingly make false accusations of criminal activity or provide false information to University officials in connection with an accusation and/or investigation of criminal activity, are subject to discipline under University policy as well as criminal and/or civil penalties under applicable law.

4.2 Daily Crime Log and Annual Security Report

4.2.1 Daily Crime Log

University Police shall keep a Daily Crime Log in accordance with the requirements of the Clery Act.

4.2.3 The Annual Security Report (ASR)

In order to comply with the Clery Act, the University Police Chief or appointed designee will fill the role of Clery Compliance Officer and shall prepare, and distribute the ASR that includes a disclosure of crime statistics, disciplinary referrals, and other information required by the Clery Act for the three most recent calendar years. This report is prepared in cooperation with the University Police, Campus Security Authorities, and local law enforcement agencies.

The Clery Compliance Officer will carefully analyze all crimes reported. All crimes subject to the Clery Act will be accurately reported and published on an annual basis in the ASR. The ASR will include statistics by location for the three most recent calendar years that occurred on the University's Clery geography.

4.2.4 Collection of Statistics from Local Law Enforcement Agencies

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Prior to the preparation of the ASR, the Clery Compliance Officer will undertake a good faith effort to collect crime statistics from any law enforcement agency having jurisdiction over Non-Campus Property that is subject to reporting under the Clery Act. This includes any criminal activity by students at Non-Campus locations of student organizations officially recognized by the University, including student organizations with non-campus housing.

4.2.5 Distribution of the Annual Security Report (ASR)

The Clery Compliance Officer shall distribute the ASR and Annual Fire Safety report annually in accordance with the requirements of the Clery Act. Appropriate notice will be provided to current students and employees, incoming students and employees, and prospective students and employees.

4.3 Security of and Access to Campus Facilities Building Access

Utah State University manages building access according to the building type and purpose and considers security in maintenance of campus facilities. Residence halls are locked twenty-four hours per day except for some common areas that are open to the general public. Access to the residence halls is restricted to residents, their guest(s), and other approved members of the campus community.

4.4 Campus Law Enforcement

4.4.1 Enforcement Authority

University Police officers are fully trained and certified Utah peace officers, and have the same arrest, detention, and police authority as any other police officer in Utah. (Utah Code Ann. §53-13-101, *et. seq.*) Additionally, University Police officers have the authority to enforce Utah State University regulations. (Utah Code Ann. § 53B-3-105)

4.4.2 University Police and Other Law Enforcement Agencies' Relationship

University Police maintains a close working relationship with the Logan City, North Park, Smithfield, Price, Carbon County, and Cache County law enforcement agencies. University Police have primary jurisdiction on Utah State University campuses, including University housing and various events centers. University Police share responsibility with the Logan City Police for roadways adjoining campus. Off-campus offices, clinics, and remote campus sites receive police services from the local jurisdictions in which the sites are located. The University endeavors, where possible, to enter into Memoranda of Understanding with state and local police agencies regarding reporting and investigation of alleged criminal offenses.

4.5 Alcoholic Beverages and Illegal Drugs

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Possession, use, and sale of alcoholic beverages by students and employees are addressed in USU Student Code and USU Policy 313 Drug and Alcohol-Free Workplace; Drug and Alcohol Testing. University Police enforces state alcohol laws, including those regarding underage drinking, and federal and state drug laws.

4.6 Emergency Response and Evacuation

First responders, the first responders' on-duty supervisor, the Chief of Police, and/or University Communications are responsible for carrying out the actions described in the Public Safety Emergency Response & Evacuation procedures located in the Public Safety building.

4.6.1 Confirmation Process

In the event of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees, those with immediate information regarding the event (“first responders”) will contact the Chief of Police or designee, who will confirm the existence of the emergency situation. In consultation with first responders as needed, the Chief of Police or designee will determine the appropriate segment or segments of the campus community to receive a notification and will determine the content of the notification.

4.6.2 Campus Alerts

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University will utilize multiple avenues for alerting the campus community. These may include contacting media, posting alerts on the University homepage (<http://www.usu.edu>), other websites, electronic bulletin boards on campus, and/or sending alerts through phone, email, and text messaging via Code Blue.

The University Emergency Team, without delay, and taking into account the safety of the community, will determine the content of the notification and initiate the campus alert systems, unless issuing such a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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4.6.3 Disseminating Information to the Larger Community

The University may disseminate emergency information to the larger community in a variety of ways. Some non-university organizations located in close proximity to the University may receive notifications sent via the campus alert systems. Additionally, information received by University Police Dispatch may be shared with Cache Dispatch Services. The University may also place information about emergencies online at www.usu.edu. University Public Relations may disseminate information to various news media outlets.

4.6.4 Follow-up Messages/Notifications

Follow-up messages/notifications will be disseminated in the same manner the original message/notification was administered. Follow-up notifications will take place during the emergency and when the emergency is terminated.

4.6.5 Testing Emergency Response and Evacuation Procedures

On at least an annual basis, the University will test the emergency response and evacuation procedures. The University will publicize its emergency response and evacuation procedures in conjunction with this test, and will document, for each test, a description of the exercise, the date and time of the exercise, and whether the exercise was announced or unannounced. The documentation will be published with the ASR. Emergency response and evacuation procedures are published in the Public Safety procedures contained in the Public Safety building.

4.7 Timely Warning

The University shall provide timely warnings to the campus community when certain crimes (as defined by federal law) are reported to Campus Security Authorities or local police agencies, considered by the University to represent a threat to students and employees, and where notification will aid in the prevention of similar crimes. Anyone with information warranting a timely warning should report the circumstances to University Police. The University may issue these warnings via postings on campus, through the campus alert systems, through local news media, or in other ways. Timely warnings will withhold personally identifying information (i.e., names and identifying information of victims).

Determinations regarding the need for a timely warning will be made by the Chief of Police or designee, on a case-by-case basis. The Chief of Police will create procedures to guide when and how timely warnings are made. Timely warnings may not need to be made when the University follows its emergency notification procedures, as described herein, regarding the same circumstances. The University will provide adequate follow-up information to the community as needed.

4.8 Missing Student Notification

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If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify University Police at 435-797-1939. University Police will generate a missing person report and initiate an investigation. If someone believes that a student living in off-campus housing is missing, they should notify local authorities.

4.8.1 Reporting a Missing Student

When a student has been missing for 24 hours, students, employees, and other individuals must report this to University Police at (435) 797-1939. Any person to whom a missing student report is made should immediately refer the matter to University Police.

4.8.2 Emergency Contact

Students who reside in on-campus student housing facilities may designate an emergency contact of their choice. The University will notify this contact person within twenty-four hours of the disappearance of the student. This emergency contact is confidentially registered and accessible only to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation.

4.8.3 Students Under 18

If a student is under 18 years of age and not emancipated, the law requires the University to notify a custodial parent or guardian within twenty-four hours of the determination that the student is missing. In addition to the custodial parent or guardian notice, the University will notify any contact person designated by the student.

4.9 Fire Safety Policies

The University has created fire safety education and training programs for students and employees, including procedures that students and employees should follow in the case of a fire. Fire safety policy and procedures are located in the Public Safety Department and in the Housing and Resident Life buildings.

The University Fire Marshal and Housing/Residence Life staff provide training to employees and housing residents regarding emergency evacuation procedures, general fire safety, and conduct fire drills or fire safety programs. When requested/mandated, all occupants must immediately evacuate a residence hall. Interfering with or noncompliance may result in disciplinary action, including monetary fine. Employees and on-campus residents are also required by the fire marshal to keep hallways, stairwells, and balconies clear of obstructions at all times to facilitate proper access and egress.

4.10 Dating Violence, Domestic Violence, Sexual Assault, Stalking

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4.10.1 Procedures for Reporting a Complaint

Reports of Dating Violence, domestic violence, sexual assault, and stalking should be reported as described above, and the complainant should consider seeking medical attention and other help as needed. Reports of dating violence, domestic violence, sexual assault, and stalking should also be reported to the AA/EO Office.

4.10.2 Written Explanation of Procedures

When dating violence, domestic violence, sexual assault, or stalking is reported to the University, whether the offense occurred on-campus or off campus, the University will provide the student or employee a written explanation of the reporting options, services, and accommodations that may be available for victims and procedures for University disciplinary action, if applicable.

4.10.3 University Policies and Processes

Acts of violence, including sexual assault, dating violence, domestic violence, stalking, and other violent, threatening, or destructive acts may violate one or more University policies, including USU Policies 303 Affirmative Action/Equal Opportunity, 305 Discrimination Complaints, 339 Sexual Harassment, 342 Violence in the Workplace, and 407 Academics Due Process: Sanctions and Hearing Procedures. These policies set standards of conduct for students, faculty, and staff and describe the processes for responding to claims that violate these standards.

When it is complained that acts are motivated by discriminatory intent (animus based on sex/gender/sexual orientation/gender identity, race/ethnicity, religion, age, disability, and other protected classifications), rights and processes described in USU Policies 303 Affirmative Action/Equal Opportunity, 305 Discrimination complaints, 339 Sexual Harassment, 342 Violence in the Workplace, and 407 Academic Due Process: Sanctions and Hearing Procedures are applied regardless of the status of the accused as staff, faculty, or student, with appeal rights through the policies described above. In all instances, informal procedures may be used, but, ultimately, formal hearings are available to resolve these disputes. The steps involved, including how to make a complaint, anticipated timelines, and decision-making processes are described in said policies.

In addition, standards of review, timeframes, protective measures and accommodations, individual protective orders, resources, and retaliation process and procedures related dating violence, domestic violence, sexual assault, and stalking are found within USU Policies 303 Affirmative Action/ Equal Opportunity, 305 Discrimination Complaints, 339 Sexual Harassment, 342 Violence in the Workplace, and 407 Academic Due Process: Sanctions and Hearing Procedures.

4.11 Education and Prevention Programs

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The University will make available educational programs and campaigns regarding campus security that are designed to prevent domestic violence, dating violence, sexual assault, and stalking, in accordance with the Clery Act, on a regular basis, and at a minimum annually. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees as described by the Clery Act. These programs and campaigns will be designed to:

- 1) Inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others;
- 2) Inform students and employees about the prevention of crimes;
- 3) Identify and promote awareness of domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- 4) Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking according to federal and state law;
- 5) Define what behavior and actions constitute consent to sexual activity;
- 6) Describe safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- 7) Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- 8) Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act; and
- 9) Describe procedures the University will follow when dating violence, domestic violence, sexual assault, and stalking are reported, rights and options regarding procedures victims should follow, confidentiality, services, and accommodations that may be available for victims, and procedures for University disciplinary action, if applicable.

4.12 Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires convicted sex offenders to register with the jurisdiction in which they reside. Offenders are required to submit to the registry if they are working, volunteering or attending Utah State University. For additional information relating to the sex offender registry provided by the Utah Department of Correction is available at: <https://corrections.utah.gov/index.php/victim-resources/sex-offender-kidnap-offender-registry>

533.5 RESPONSIBILITY

5.1 All University Police, individuals responsible for campus security, individuals officially designated as those to whom students and

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employees should report criminal offenses, officials who have significant responsibility for student and campus activities, including student housing, student discipline, and campus judicial proceedings

Responsible for reporting to University Police all information known to them when they become aware of an alleged or actual crime that is required to be reported under the Clery Act and which occurs on Clery geography. Responsible for assisting any victim with notifying the University Police, if they so desire.

5.2 University Police

Responsible to follow, report, and coordinate all obligations related to the Clery Act and within the timeframe provided by law.

5.3 Office of Student Affairs, Department of Human Resources, University Housing, Campus Security Authority (CSA), AA/EO Office

Responsible for coordinating applicable criminal actions reported to the individuals or offices are included in the statistical report in the ASR even if criminal actions were not investigated by the University Police. Responsible for assisting any victim with notifying the University Police, if they so desire.

5.4 University Community

Responsible for reporting crimes to the University Police or other CSA's and assist any victim with notifying the University Police, if they so desire. It is the victim's choice whether or not to make such a report and the victim has the right to decline involvement.

5.5 Victims

Responsible for reporting crimes to respective assistance units including University Police, Office of Student Affairs, Department of Human Resources, University Housing, Campus Security Authority (CSA), or AA/EO Office. It is the victim's choice whether or not to make such a report and the victim has the right to decline involvement with the University Police or other campus officials.

January 12, 2018

ITEM FOR ACTION

Re: Utah State University Research Foundation

- Recommendation for appointment to Research Foundation Board

EXECUTIVE SUMMARY

Utah State University Research Foundation Board submits to the President of Utah State University and the Utah State University Board of Trustees recommendations to appoint individuals to the Research Foundation Board. These recommendations are consistent with Article VI of the Amended and Restated Articles of Incorporation and Article II, Sections 4 and 5, and Article III, Sections 1 and 2, of the Amended Bylaws of the USU Research Foundation. These recommendations were made by a resolution of the majority of the USU Research Foundation Board after appropriate review and discussion.

RECOMMENDATIONS

- 1) The USU Research Foundation Board recommends the appointment of Dr. Mary L. Cleave as a trustee to the Utah State University Research Foundation Board for a three (3) year term beginning with the February, 2018 Board meeting. The appointment of Dr. Cleave will strengthen the Board as they move the Foundation forward in new ways.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, the Utah State University Research Foundation has vacancies on the Foundation Board,

AND WHEREAS, Dr. Mary L. Cleave has experience and knowledge that will lend strength to the Board,

NOW, THEREFORE, BE IT RESOLVED, that the President of Utah State University and the Utah State University Board of Trustees hereby approve Dr. Mary L. Cleave's appointment to the Utah State University Research Foundation Board for a three (3) year term beginning February 2018.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____ Date

Mary L. Cleave

NASA, ret.

Telephone: (443) 254 0573

Email: mcleave@verizon.net

Education:

1969: B.S. (Biological Sciences), Colorado State University

1975: M.S. (Microbial Ecology), Utah State University

Thesis: “Carbon, Nitrogen and Algal Biomass in Cold Desert Soil Crusts”

Advisor: Prof. Ray Lynn

1979: Ph.D. (Civil and Environmental Engineering), Utah State U.

Dissertation: “Effects of Oil Shale Leachate on Phytoplankton Productivity”

Advisor: Prof. Don Porcella

Professional Employment:

2007-2017- For Profit and Not for Profit Boards

Cubesat projects

OPAL- NSF funding

HAWKEYE- Moore Foundation funding

Air LUSI- NASA funding

NASA Headquarters:

2005-2007 Associate Administrator for Science

2004 Director, Sun Earth Systems Division

2000-2004 Deputy Administrator for Earth Science

1999 Special Assistant to the Chief Scientist for Earth Science

NASA Goddard Space Flight Center:

1995-1998 Project Manager for SeaWiFS

1991-1994 Deputy Project Manager for SeaWiFS

NASA Johnson Space Center:

1980-1990 Astronaut

Utah State University:

1979 Research Engineer, Utah Water Research Laboratory

Awards:

NASA Engineer of the Year

NASA Exceptional Achievement Medal

NASA Space Flight Medals

American Astronautical Society Flight Achievement Award

Explorers Club Lowell Thomas Award

Friend of Mongolia

Member:

American Academy of Arts and Sciences

Tau Beta Pi

Sigma Xi

Association of Space Explorers

WRITTEN REPORTS

1. Academic and Instructional Services
2. Advancement
3. Business and Finance
4. Executive Vice President and Provost
5. Extension and College of Agriculture and Applied Sciences
6. Faculty Senate
7. Public Relations and Marketing
8. Research and Graduate Studies
9. Staff Employee Association (SEA)
10. Student Affairs
11. USU Eastern
12. USUSA

Academic & Instructional Services USU Board of Trustees Activities Summary

October

Blind Instructor Now Uses Amazon Alexa to Manage Her Classroom

Using the Amazon Echo, Teaching & Learning Technologies wrote a custom skill called Classroom Assistant, allowing a blind graduate instructor to easily control all classroom technology by voice.

Department: Teaching & Learning Technologies

Faculty Provided Resources to Adopt OERs at ETE Seminar

Faculty gained a better understanding of how to implement Open Education Resources (OER) at a recent Empowering Teaching Excellence seminar. Dr. Rajiv Jhangiani, open studies teaching fellow and faculty member in the Department of Psychology at Kwantlen Polytechnic University, delivered the keynote address.

Department: Center for Innovative Design & Instruction

CHaSS Leverages Analytics to Pilot New Faculty Mentoring Program

College of Humanities and Social Sciences (CHaSS) is partnering with Academic & Instructional Services (AIS) to use analytics tools to determine which students will have the greatest potential to benefit from a new mentoring program. Selected students will have an opportunity to meet with faculty in an informal setting to gain insights, guidance, access to research opportunities, and more.

Department: Academic & Instructional Services

Faculty Can Now Request Peer Reviews for Online and Blended Courses

Using an online form, faculty teaching online or blended courses can request a formal peer review. This continues to be an important benchmark for online and blended courses in distance education. Peer reviews help the instructor with his or her own research, improvement, and documentation efforts.

Department: E-Learning & System Support

AIS Staff Recognized by School of Veterinary Medicine

USU's School of Veterinary Medicine (SVM) has recognized seven AIS staff members for their continued support and efforts over the last five years.

Department: Academic & Instructional Services

SMAC Wins National Marketing and Design Awards

The University Professional and Continuing Education Association (UPCEA) awarded Student Marketing & Communications (SMAC) three marketing awards. Each of the competition's categories had hundreds of high-quality submissions from universities across North America.

Department: Student Marketing & Communications

November

ETE Faculty Seminar Breaks Down Truth

As part of the ongoing Empowering Teaching Excellence (ETE) Faculty Seminar series, an October 17 panel of USU faculty discussed the curriculum and processes used to help students make informed judgements in areas of objective and subjective truth in the classroom.

Department: Center for Innovative Design & Instruction

USU Hosts Intermountain Regional Testing Association Conference

Attendees from around the Intermountain West met at Utah State University October 11 to gain insights on innovative testing practices through the Intermountain Regional Testing Association (IRTA) biannual conference.

Department: E-Learning & System Support

USU Presents Learning Analytics and Canvas Data to International Audience

In response to the high demand of requests from educational institutions throughout the world, Utah State University (USU) partnered with CanvasLIVE to present a webinar on using learning analytics and Canvas data.

Departments: Teaching & Learning Technologies, Center for Innovative Design & Instruction

Courses Are Now Viewable Three Weeks Before Registration

Summary – Thanks to the hard work and proactivity of Utah State University (USU) faculty and staff, courses are now viewable three weeks before priority registration begins.

Department: E-Learning & System Support

December

Implement Academic Integrity

Thanks to a new website, USU faculty can assist in holding USU students to a higher, Aggie standard.

Department: E-Learning & System Support

USU Reignites Vital Collaboration with Universities Nationwide

Utah State University (USU) hosted a two-day summit for the Northern Rockies Consortium of Higher Education (NORCHE), reinvigorating the organization from a brief hiatus. Participants formulated the organization into a higher education think-tank where innovators can collaborate on forward-thinking ideas.

Department: Academic & Instructional Services

Vice President for University Advancement

Name: Neil Abercrombie, David T. Cowley
 Telephone: 797-0257, 797-1146
 E-mail: neil.abercrombie@usu.edu, dave.cowley@usu.edu
 Date: January 12, 2018
Events, Actions, or Issues since Last Trustee's Meeting

Advancement:

- Fundraising progress at November 30, 2017 was \$10.4 million. That is a 43% decline compared to the same period in fiscal year 2016-17. Cash received was down 11% with \$13.7 million received this year compared to \$15.4 million for the same period last year.
- In November 2017, we celebrated the 50th anniversary of the Old Main Society. This year we inducted 104 new members into this prestigious group. The 2017 honorees were selected based on the number of years they have given to Utah State University. The awardees were Reed Merrill, Spirit of Old Main award; Lynn and Irma Janes, Old Main Emeriti award; and Jason and Melanie Pond, Old Main Next Generation award.
- IRA Charitable rollovers continue to be a popular way to give for alumni and friends who are over 70 ½ years old. This fiscal year to date 48 individuals made gifts totaling \$265,791 to USU using this vehicle.
- Advancement staff made 1390 visits to 955 alumni and friends in fiscal year 2017-18 through November 30, 2017. Sixteen new endowments were established – 13 for new scholarships, two for programs, and one for a fellowship.

FUNDRAISING PROGRESS FY2017/18 July - November 30, 2017

	2017	2018		2017	2018	
Donor Type	Donors		% change	Progress		% change
Alumni	2,238	2,238	0.0%	\$2,730,533	\$2,172,918	-20.4%
Corporation	330	385	16.7%	\$5,903,789	\$2,809,359	-52.4%
Foundation	82	78	-4.9%	\$6,349,863	\$4,350,042	-31.5%
Individual	1,174	1,118	-4.8%	\$1,002,234	\$806,132	-19.6%
Other Organization	47	38	-19.1%	\$740,453	\$68,844	-90.7%
Parent	223	166	-25.6%	\$1,670,871	\$202,611	-87.9%
Student	64	53	-17.2%	\$3,793	\$7,007	84.7%
TOTAL	4,158	4,076	-2.0%	\$18,401,536	\$10,416,913	-43.4%

Major Gifts Received in October and November 2017

Amount	Purpose	Division
\$150,000	S. J. & Jessie E. Quinney College of Natural Resources Deans Fund	Quinney College of Natural Resources
\$498,295	Quinney Graduate Scholarship	Quinney College of Natural Resources
\$40,000	Dr. Ivan G. Palmblad Scholarship	College of Science
\$25,000	Chase Fine Arts Center Renovation & Expansion	Caine College of the Arts
\$25,000	J. Fish Smith Professorship	Jon M Huntsman School of Business
\$66,950	Organ Program	Caine College of the Arts
\$300,000	ICON Sports Performance Center	Athletics
\$30,000	Sherrie A. Labrum Scholarship	Jon M Huntsman School of Business
\$25,000	Janet Quinney Lawson Chair in Colorado River Studies	Quinney College of Natural Resources
\$378,000	BUILD Dairy ID Dairy Comm Main	College of Agriculture & Applied Sciences
\$525,000	Life Sciences Building Quasi	College of Science
\$64,409	Shirly & Marian Howard Scholarship Endowment	Jon M Huntsman School of Business
\$40,000	Altra Running Lab	College of Agriculture & Applied Sciences
\$50,000	Mehdi Heravi Endowed Scholarship in Social Work	College of Humanities & Social Sciences

Vice President for Business and Finance

Name: David T. Cowley
Telephone: 797-1146
E-mail: dave.cowley@usu.edu
Date: 12 January 2018

Events, Actions, or Issues since Last Trustee's Meeting:

FINANCE

- The State Appropriated Funds budget at 30 September 2017 totaled \$393,467,457, up \$15,507,070 (4.10%) over the same 2016-2017 period. The year-to-date state appropriated funds expenditures totaled \$84,995,312, up \$2,744,582 (3.34%) over the same 2016-2017 period and represented 22% of the total budget. The percent of budget expended, 22%, was 3% less than would be expected to be spent on a strict time of budget year expired basis. Total expenditures for all funds totaled \$201,939,192, up \$6,567,622 (3.36%) over the same 2016-2017 period.
- Report of Investments for September 2017 is included in the Trustees Consent Agenda. Included in the Report of Investments are schedules reporting the investment activity for September 2017 and comparative year-to-date totals for FY2017-2018 and FY2016-2017. The schedules include the Cash Management Investment Pool, Endowment Pool, Other Investments, Endowment Trusts, and Plant Fund Trusts. Also included is the Summary of Investment Transactions. The University's average daily fair value invested for the month of September was \$662,386,123. Purchases totaled \$43,060,664 and sales totaled \$12,146,789. From this activity the University realized net gains of \$2,191 and earnings of \$1,567,816. The Cash Management Investment Pool trailing 12-month rate of return, was 0.42% at 30 September 2017. The Endowment Pool trailing 12-month rate of return, was 12.20% at 30 September 2017.

FACILITIES

Capital Improvement Priority List for FY2018-19

- Annually Utah State University is required by Board of Regents policy R701, Capital Facilities to submit to the Board of Regents and the Utah State Building Board a prioritized list of projects for funding through the state capital improvement program. For the Board of Trustee's information, following is a copy of the University's prioritized list.

Fine Arts Addition and Renovation

- Sparano Mooney was selected as the architect
- Gramoll Construction was selected as the Construction Manager / General Contractor (CMGC)
- The Daines Concert Hall and Lobby, Tippetts Gallery, Scene Shop and court yard are complete.
- Nora Eccles Harrison Museum addition is under construction

Kaysville Education Center Classroom Addition

- CSRA Architects was selected as the design team
- R&O Construction was selected as the CMGC
- Davis County Extension received funding to assist with the project
- Construction is complete and building is occupied

Valley View Housing Replacement

- Method Studio was selected as the design team
- Rimrock Construction was selected as the Construction Manager / General Contractor
- Programing and design are complete and construction is underway

Sorenson Legacy Foundation Center for Clinical Excellence

- Jacoby Architects was selected as the design team
- R&O Construction was selected as the CMGC
- Programing and design are complete and construction is underway

Space Dynamics Lab

- CRSA Architects was selected as the design team
- R&O Construction was selected as the CMGC
- Programing and design are complete
- Construction complete

Life Sciences

- CRSA Architects / Payette completed the programing
- VCBO was selected as the design team
- Jacobsen Construction was selected as the CMGC
- Design is complete and construction is underway

Dairy Barn and Robotic Milking Parlor

- Sunrise Engineering was selected as the design team
- Lundahl Construction was selected as the CMGC
- Building is complete and equipment is tested

INFORMATION TECHNOLOGY

IT Provides In-house Solution for Student Portal my.usu.edu

- Working closely with the office of the Vice President for Student Affairs, IT created an in-house replacement for the my.usu.edu student portal saving \$400,000 worth of external software contract fees over 5 years. The portal allows students to create their own customized list of links to USU and non-USU resources, rapidly link to their key student information, receive notice of holds on their account, get important information about USU resources and happenings, report concerns, get help, and more. This website is consistently near the top of the list for website page views for Utah State University, letting us know that students are using this resource to make the connections they need during their time here. The my.usu.edu portal, though tailored to student needs and interests, is also available to anyone with a USU A#, including faculty and staff.

Dedicated leadership positions for ServiceNow (electronic business process platform) and the IT Service Desk (desktop, technical, and call in support for students, faculty, and staff)

- Steve Funk has led the IT Service Desk for over 20 years, and in the last 5 years also built a strong team developing more efficient electronic business processes on the ServiceNow platform. As the scale of both continue to grow, it is now time to have dedicated leadership in each of the areas. IT has opened a new Service Desk Manager position and Steve Funk will transition into full-time ServiceNow team and project management in the new year.

- Here are a few of the projects the ServiceNow team is working on today:
 - Purchasing Card Transaction Approval process
 - Student Debt Collection – (CRM) tracking and notification
 - Residency Application – application and tracking process for the year long process of becoming a resident.
 - FMLA – Family Medical Leave Act application
 - Scholarship Acceptance
 - Fire Marshall – code violation and extinguisher tracking/notification

Utah State University Capital Improvement Priority List for FY 2018-2019

Priority	Building Name	Project Name	Project Description	Requested Amount	Cumulative Total
1		Medium Voltage Upgrade	North overhead to underground conversion. Oil switches and circuit breakers. Underground cable and switch replacement at Measer, Animal Science, Geology, and University Inn.	\$ 1,500,000.00	\$1,500,000
2		Planning and Design Fund	Funds to be used for general programming, designs and studies for current or future projects. Preliminary design work for estimating future project requests.	\$ 175,000.00	\$1,675,000
3		Campus-Wide Health, Life Safety, Code Compliance & Asbestos Abatement	To include but not limited to: handrails, hardware, ADA, asbestos abatement, mold abatement, code compliance and misc. safety issues, etc.	\$ 150,000.00	\$1,825,000
4		Campus Concrete Replacement	Replacement of exterior concrete campus-wide. Priority areas include the south side Old Main Hill, North Core area, Stadium area, and other steps and sidewalks that pose a safety hazard.	\$ 550,000.00	\$2,375,000
5		Campus-Wide Bike Racks & Site Furnishings	Install and replace bike racks, benches, handrails and other fixed outdoor furnishings and infrastructure.	\$ 60,000.00	\$2,435,000
6		Campus-Wide Electronic Access Control	Expand electronic card access system to existing buildings, (Education, Animal Science, NR, Geology) to improve building security and security for classrooms with technology.	\$ 200,000.00	\$2,635,000
7		Campus Sign System	Plan, install and/or replace way-finding signage across campus.	\$ 50,000.00	\$2,685,000
8		Campus Wide Classroom	Upgrade classrooms across campus. Upgrades include HVAC, blinds, paint, floor coverings, electrical, infrastructure, and pathways for classroom IT equipment.	\$ 250,000.00	\$2,935,000
9		Parking Lot Paving	Various locations across campus are in need of parking lot improvements/repairs. Priorities: lot between Facilities and LOAM, south entry to Aggie Terrace parking lot, West Aggie Village.	\$ 750,000.00	\$3,685,000
10	Communicative Disorders	Com D HVAC Upgrade	Replace HVAC on the south end of the Com D Building.	\$ 675,000.00	\$4,360,000
11	Education	Education Atrium	Replace clear glass portions of existing skylight with insulated translucent panels. This would reduce the heat load created by direct sunlight through the existing atrium structure. This project would improve comfort throughout the building and save energy. Existing glazing is now leaking.	\$ 750,000.00	\$5,110,000
12	Water Lab	Lab 339 fixed lab benches, fixtures, cabinetry and utilities	Replace all Chem top fixed lab benches and cabinetry with utilities.	\$ 100,000.00	\$5,210,000
13	Tooele	Tooele Classroom Building Reroof	Reroof the classroom building on Tooele campus.	\$ 175,000.00	\$5,385,000
14	Merrill Cazier Library	MC Library 121 & 034 Reheat Coils	Installation of under floor reheat coils in room 121 and 034 to solve a long standing issue with these rooms getting too cold in the summer. There is no reheat for these two spaces. The air handler is freezing them out.	\$ 50,000.00	\$5,435,000
15	800 East	800 East Blue Square / Stadium Pedestrian Crossing.	Align Stadium entrance with Blue Square entrance and provide a pedestrian crossing light.	\$ 400,000.00	\$5,835,000
16	Data Center	Fire Sprinkling Upgrade	Upgrade and replace Halon fire sprinkling system to contain hot/cold isles.	\$ 200,000.00	\$6,035,000
17	Reservoir	USU Reservoir Pump Station	Improvements to the pump station at the reservoir.	\$ 350,000.00	\$6,385,000
18	Technology	Technology Building Roof	Existing PUF roof needs to be recoated.	\$ 300,000.00	\$6,685,000
19	Ray B. West	Ray B. West Roofing phase 2	Ray B. West will require structural, seismic and attic insulation upgrade with last years roofing funding	\$ 420,000.00	\$7,105,000
20	Utah Water Research Lab	UWRL Hot water hydronic heating system	Replace pumps, piping and insulation the building hydronic heating system.	\$ 175,000.00	\$7,280,000

Utah State University Capital Improvement Priority List for FY 2018-2019

Priority	Building Name	Project Name	Project Description	Requested Amount	Cumulative Total
21	Merrill Cazier Library	MC Library 201 & 301 Floor Covering Replacement	Merrill Cazier Library rooms 201 and 301 (large book rack storage areas) replace floor covering. We calculate the cost of just the carpet replacement at \$130,000.00 then including moving of books/racks and soft cost rounded it up to \$200,000.00.	\$ 200,000.00	\$7,480,000
22	NEHMA	NEHMA Glazing	Replace and fill in east and north glazing in the Nora Eccles Museum	\$ 450,000.00	\$7,930,000
23	HPER	HPER Swimming Pool	Re-grout both swimming pools at the HPER. To include repair of rusted gutter areas.	\$ 350,000.00	\$8,280,000
24		Main irrigation line replacement from Mtn. Aire park to Fine Arts Pump Station	This section of pipe is beyond its usable life and undersized causing reduced water schedules.	\$ 375,000.00	\$8,655,000
25	Nutrition & Food Sciences	Dairy Lab Mechanical Upgrade	Replace HVAC system, mechanical and process piping, drainage and ceilings.	\$ 950,000.00	\$9,605,000
26	USU Eastern Fire Lanes	Price Campus Fire Lane Improvements	Widen the fire lane north of the new CIB building to the BDAC building and install outdoor lighting and landscape improvements.	\$ 500,000.00	\$10,105,000
27	USU Eastern Utility System	Utility Upgrades USU Eastern	Replacement of steam and condensate lines from tunnel to BDAC, replacement chilled water linge to Reeves, Replace main domestic water service to MCC Building. Leak detection survey and replacement of other chilled water lines on campus.	\$ 750,000.00	\$10,855,000
28	USU Eastern Parking Lots	Slurry Seal Parking Lots	Slurry seal 5 parking lots across campus.	\$ 62,000.00	\$10,917,000
29	USU Eastern MCC Building	Steam and condensate piping replacement	Replacement of steam and condensate lines in MCC shops going to unit heaters.	\$ 75,000.00	\$10,992,000
30	USU Eastern BDAC Building	Sky light and window replacement	Replacement of skylight and windows in the BDAC entries.	\$ 350,000.00	\$11,342,000
31	USU Eastern - Blanding	Slurry Seal Parking Lots	Slurry seal parking lots across campus.	\$ 29,000.00	\$11,371,000
32	USU Eastern Outdoor Lighting	Outdoor Lighting Upgrade	Replacement of existing campus outdoor lighting as well as extending to poorly lit areas.	\$ 350,000.00	\$11,721,000
33	Fine Arts Center	Concrete Panel Replacement @ FAC	Existing concrete panels at the roofline are deteriorating and crumbling. Some panels have been replaced. Replacement of remaining panels needs to be completed.	\$ 450,000.00	\$12,171,000
34		Rock Garden Landscape	Landscape and restore the Laval Morris Garden.	\$ 250,000.00	\$12,421,000
37	Space Dynamics Lab	SDL Chiller Replacement	Replace chiller at SDL. Existing chiller is 24 years old and showing signs of possible failure.	\$ 450,000.00	\$12,871,000
35		New Lathe house and equipment shed near Greenhouse	Relocate and rebuild equipment sorage and Lathe house. We allow valuable equipment to stay in the weather due to lack of storage. Some equipment is not secure and risks vandalism and theft. Replacement of the Lathe house that is old and is starting to rot and lose stability.	\$ 500,000.00	\$13,371,000
36	Business Building	Business Building HVAC Floors 5-9	HVAC upgrade floors 5-9. Also fire sprinklers.	\$ 1,250,000.00	\$14,621,000
38	Morgan Theater	Stage Rebuild	Rebuild the stage area in Morgan Theater.	\$ 150,000.00	\$14,771,000
39	SER, Old Main	SER, Old Main renovation	Remodel 4th floor Computer Science are to relocate Computer Science to the SER building.	\$ 1,500,000.00	\$16,271,000
40	Geology	Geology Greenhouse	Replace the Geology Greenhouse.	\$ 2,200,000.00	\$18,471,000
41	LARC	Laboratory Ventilation System upgrade	Replace and upgrade the laboratory ventilation system and controls.	\$ 1,400,000.00	\$19,871,000
42		Site & Safety Lighting	Campus-wide site and safety lighting upgrade. Priority locations: North Campus area.	\$ 350,000.00	\$20,221,000
43	Business Building	Business Building Window Replacement	Replace exterior windows on all floors.	\$ 950,000.00	\$21,171,000
44	Business Building	Business Building HVAC Floor 1-4	HVAC upgrade floors 1-4.	\$ 1,300,000.00	\$22,471,000

12 January 2018

Events, Actions, or Issues Since the Last Trustee's Meeting

Curriculum designers for the Navy's Language, Regional Expertise and Culture (LREC) program invited Jeannie Johnson, assistant professor in the Department of Political Science, to facilitate cultural analytic training for a group of Navy SEALs at the Naval Special Warfare Center. Johnson is a former CIA intelligence officer and currently leads the CIA's cultural analytics training. Johnson's ability to demonstrate the operational relevance of culture training (with examples from counterinsurgency interviews with Marines and Special Forces) was a missing piece Navy curriculum designers were looking for. The Under Secretary of Defense for Policy plans to implement best practices from the LREC course into training curriculum for all Special Operations Forces (SOF).

A ribbon-cutting and open house celebrating the new Utah State University Extension Davis County office and expanded Kaysville Education Center was held on Thursday, September 28. The new addition, located on the USU Botanical Center property in Kaysville, provides office space for USU Kaysville, Davis County Extension, and seven additional classrooms for credit and Extension classes. President Cockett, Vice President and Dean Ken White, Dean Tom Lee, and Extension Regional Director Justen Smith participated along with local officials and state legislators. The building was jointly funded with USU funds and state legislative funding obtained by Davis County.

As a member of the Music Department's Organ Studio, Samantha Bunderson has excelled and gained recognition. On November 11, Samantha joined other well-known, professional recitalists to honor Asper's memory at the Frank Asper Memorial Concert held at the Salt Lake Tabernacle. Samantha is pursuing a degree in piano performance and was the only undergraduate student invited to play at the concert. Asper was a Mormon Tabernacle organist for more than 40 years and conducted the McCune Symphony Orchestra for more than 30 years.

USU's \$30.3 million GEAR UP grant, led by the College of Education, involves many business and education partners and serves 2,955 low-income students from middle school through their first year in college. In support of the USU STARS! GEAR UP program, the Center for Women and Gender will provide summer leadership camps and mentor middle school girls from partner school districts throughout the school year. The U.S. Department of Education Gaining Early Awareness and Readiness for Undergraduate Education (GEAR UP) grant program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education, and GEAR UP grants fund partnerships to provide services at high-poverty middle and high schools.

A team of undergraduate students organized the Computer Science Department's third-annual HackUSU Hackathon which took place on November 17 and 18. The 36-hour invention marathon and career fair drew 250 college students from across Utah. The Hackathon gives participants an opportunity to learn from professionals as they develop 'hacks' (e.g. apps, websites, data insights, games) designed to solve everyday problems with technology and programming.

To reinforce USU's commitment to build a new campus approximately three miles south of Moab, President Noelle Cockett visited Moab on Thursday, November 9. While there, President Cockett met with Utah legislators, Moab City and Grand County representatives, USU-Moab administration, and USU-Moab's advisory council to discuss needs and a strategy to build the campus. She also signed a memorandum of understanding with Grand County and Moab City affirming USU's commitment.

Courtney Flint, a professor of Sociology, has been reappointed to the Environmental Protection Agency's (EPA) Board of Scientific Counselors (BOSC). The board is a federal advisory committee that provides information and recommendations to the EPA's Office of Research and Development. During her first term on the board beginning in 2014, Courtney reviewed EPA's community environmental health and sustainability programs. Now in her second term, Courtney serves as chair of the Sustainable and Healthy Communities subcommittee and is a member of the BOSC Executive Committee.

Dr. Peter Adler, professor in USU's Department of Wildland Resources and Ecology Center, was included on Clarivate Analytics "2017 Highly Cited Researchers" list. The list includes researchers who ranked in the top 1% of citations in Web of Science and is based on publication and citation figures drawn from Essential Science IndicatorsSM (ESI). ESI tracks papers published in the last decade that by citations rank in the top 1% for their respective years of publication and subject fields. Dr. Adler studies the effects of biodiversity on ecosystem processes.

By restructuring molecules with computational modeling, USU chemistry professor Alex Boldyrev and colleagues from Russia's Southern Federal University designed a new, metastable, ultralight form of crystal aluminum. The team's material design breakthrough could pave the way for improved applications in spaceflight, medicine, and automotive parts. The team's research is supported by the National Science Foundation and the Russian Ministry of Science and Education, and their findings are published in the September 18, 2017 online edition of *The Journal of Physical Chemistry C*.

Each year the University Honors Program invites honors students to nominate faculty for the Honors Outstanding Professor distinction, and the selected professor delivers the Annual Last Lecture—an imagined "last lecture" of his/her life. Honors students selected Dr. Brian McCuskey from the Department of English as the 2017 Honors Outstanding Professor. And this fall, Dr. McCuskey delivered the 42nd Annual Last Lecture entitled, "Alice in Wonderland vs. Sherlock Holmes: Who Knows Best?" to several hundred captivated students, faculty, and community members at the Caine Performance Hall. Dr. McCuskey's lecture and insightful analysis of these two literary characters is available on the USU Media Production website.

On Tuesday, November 7, Snow College and USU announced a partnership agreement that allows students who complete an associate's degree in business at Snow College to seamlessly transition into the Jon M. Huntsman School of Business at USU. Beginning fall 2018, students will be able to complete a bachelor's degree in either business administration or marketing through USU while remaining at Snow College. The Huntsman School hired Dr. Chalon Keller, assistant professor of professional practice, to teach courses and serve as the liaison between USU's Logan campus and students in Ephraim.

Every year interior design students from USU's Department of Art + Design are encouraged to design and submit projects to the Daltile scholarship competition co-sponsored by the American Society of Interior Designers (ASID). In previous years USU interior design students placed in the competition and won the \$10,000 grant for having the most participants from a school. This year, USU interior design students swept the competition with all four Daltile awards as well as the \$10,000 grant, totaling \$27,500.

The American Choral Directors Association, Utah Chapter, kicked off its 2017 State Conference on November 17 with the American Festival Chorus, and USU Music Education graduate, Jaron Putnam, conducted. With renowned American composer Morten Lauridsen at the piano, Jaron directed premieres of two Lauridsen' compositions. The American Festival Chorus brings together more than 200 talented singers from a 90-mile radius, including singers from Cache Valley, USU faculty, and outstanding USU students.

USU Extension

USU Extension Receives Grant for Nearly \$600,000 for Training Next Generation of Farmers

USU Extension recently received a grant worth \$599,615 from the Beginning Farmer and Rancher Development Program to help increase the number of beginning farmers in the Mountain West. The grant, provided by the U.S. Department of Agriculture's National Institute of Food and Agriculture, will be used to establish three farm incubator sites across Utah that will include space for demonstration gardens.

Increasingly, farmers nationwide are reaching retirement without a transition plan to keep their businesses operating, and in Utah, the average specialty crop farmer is 60 years old—four years older than the national average. The grant will cover workshops and training designed to increase understanding, knowledge and success for future and current farmers.

The project places a special focus on Native American and refugee beginning farmers as well as high school students involved in FFA and 4-H. A total of 65 new refugee farmers, 16 Native American farmers and 250 agricultural students will be served by the project.

USU Extension will partner with New Roots, an agriculture and food access program that provides farmer training for refugees and immigrants. USU Extension will use this grant to further expand New Roots by providing additional land and the resources needed to make the program accessible to more refugee farmers in the Salt Lake area.

College of Agriculture and Applied Sciences

Top-Notch Aviation Maintenance Teams

Two teams of students in Utah State University's Aviation Maintenance Management program recently took first and second place honors in the school division of the first Regional Aerospace Maintenance Competition.

The competition—part of the Department of Defense Maintenance Symposium, and hosted by the Society of Automotive Engineers International—consisted of six timed events. The students used safety wire to secure bolts, operated a state-of-the-art spectrometric engine oil analyzer, completed written tests about aircraft hydraulic systems, used computers to troubleshoot aircraft airspeed indicators and more, often working with military equipment they had no experience with in their training at the university.

USU students Jordan Kington, Hayden Monroe and Jordan Bankhead placed first among all the school teams present, and beat all but one of the military teams, while Justin Frandsen, Jason Bistline and Kaden Fratto placed second in the school division.

The students are preparing to compete in the 2018 Aerospace Maintenance Competition in Orlando in April, which will provide opportunities for awards, scholarships and contacts with commercial airlines and potential employers.



FACULTY SENATE REPORT TO THE BOARD OF TRUSTEES
October – November – December 2017

Submitted on behalf of Kimberly Lott, President of the Faculty Senate

The Utah State University Faculty Senate held its regularly scheduled meetings October 2, November 6 and December 4, 2017

EVENTS, ACTIONS OR ISSUES SINCE THE LAST TRUSTEES MEETING:

The Faculty Senate accepted the annual reports from the following University and Faculty Senate Committees and Councils: Honors Program, Parking Committee, Libraries Advisory Council, Faculty Evaluation Committee, USUSA, and Retention and Student Success.

The Faculty Forum was held on November 13, 2017 in Library-154.

KEY ISSUES AND ACTION ITEMS:

The Faculty Senate approved education policy actions as follows:

- Seventy four course requests (approved 66) – October 5, 2017
- One hundred twenty one course requests (all approved) – November 2, 2017.

Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to establish a Hunger Solutions Institute.

Request from the Jon M. Huntsman School of Business to establish the Stephen R. Covey Center for leadership.

Request from the Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services to offer an Interfaith Leadership Certificate of Proficiency.

Request from the Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services to discontinue the Early Childhood Development Certificate Program.

Request from the Department of Kinesiology and Health Sciences in the Emma Eccles Jones College of Education and Human Services to discontinue the Master of Science in Health and Human Movement.

Request from the Department of Kinesiology and Health Sciences in the Emma Eccles Jones College of Education and Human Services to discontinue the Master of Health Promotion.

Request from the Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences to offer a Masters in Communications Studies.

Request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences to offer a Social Work Minor.

Request from the Department of Physics in the College of Science to restructure the PhD in Physics by reducing the number of research credits.

- The following courses or syllabi were approved:

LAEP 2300	(BHU)
GEOG 3100	(CI)
WILD 5560	(CI)
PHIL 3990	(DHA)
CCA 3070	(QI)

EVENTS, ACTIONS AND ISSUES:

N/A

UTAH STATE UNIVERSITY

Media Highlights (September 26, 2017 – December 13, 2017)

IN THE NEWS

USU Extension Partnership Builds Healthy Communities – UBMedia.biz – September 26, 2017

Utah State University Extension was recently chosen as one of five Extension programs to lead the rest of the country in a new community health initiative. The National 4-H Council partnered with the Robert Wood Johnson Foundation with a goal to improve the health of 1,000 communities across the nation over the next 10 years. They plan to accomplish this goal by helping local health councils implement action plans that ensure community members can be healthier at every stage of life. ... According to the National 4-H Council, USU Extension was selected based on the program’s preparedness to drive innovation for other communities. “Being selected for this incredible initiative is a testament to the many Extension and 4-H faculty and staff who have done so much great work in the area of health already,” said Sandra Sulzer, USU Extension assistant professor of health and wellness. ... The partnership will focus on designing a sustainable network structure to promote health and well-being in communities across the nation, as well as creating tools for healthier communities and launching a training curriculum for local community advocates.

USU Eastern Hires New Associate Vice Chancellor – ETV News – September 28, 2017

Utah State University Eastern has hired Dr. Jaime Cano to serve as Associate Vice Chancellor of Professional and Technical Education. Dr. Cano replaces Dr. Gary Straquadine, who held the position until recently moving to the role of Vice Chancellor for Academic Advancement at USU Eastern and Vice Provost for USU. ... “Dr. Cano is an exciting addition to the faculty and administration here in Price, and is going to be a great advocate and leader for our campus. And not just for the programs he will be working directly with, but for all of our academic endeavors,” commented Dr. Joe Peterson, Chancellor for USU Eastern. “I’ve been very lucky to work in a field that I enjoy, and with some great people at excellent schools. I’ve known Dr. Straquadine for many years, and am very excited for the opportunity to work with him again, and to be involved with some exciting programs at USU Eastern,” said Dr. Cano on his new role. ... USU Eastern’s Professional and Technical Education programs are one of the cornerstones of the Price campuses offerings, allowing students to gain a university education and degree while learning valuable work and trade skills like welding, automotive technology, health professions, and more. Students attend these programs from all over the state, and even from across the country, to take advantage of the combination of career and technical education and a university degree.



USU Secures \$4M Grant for Web-Based Hydrological Service –
Herald Journal – September 29, 2017

Researchers seeking to find how water moves through Earth’s environments and human homes may soon have access to more powerful tools for sharing their data, thanks to a USU-led initiative. Utah State University recently helped secure a \$4 million grant from the National Science Foundation to continue building HydroShare, a worldwide data-sharing program for hydrological research. While a previous NSF grant allowed for HydroShare’s creation, David Tarboton, USU professor of civil and environmental engineering, said the latest \$4 million will allow for “continuing development” of the web-based for hydrologists and share data. ... Tarboton said HydroShare makes it easy to publish data and models that substantiate hydrologic research. ... Jerad Bales, executive director of the Consortium of Universities for the Advancement of Hydrologic Science, said HydroShare has been used for several noteworthy projects. ... “HydroShare is providing a platform in which scientists from across the country, indeed globally, can collaborate on the development of new algorithms for the NWM,” Bales wrote in an email to The Herald Journal.

USU Student Collects Ag Products for Texas –
Herald Journal – September 30, 2017



In what started out as a class project, a Utah State University student delivered nearly 25,000 pounds of supplies to a small Texas town still struggling with the effects of Hurricane Harvey. Hayden Mickelson, a marketing student, was tasked with developing a project that required 12 hours of service for his MHR 3800 class, but he quickly realized it was spiraling into something bigger than he ever imagined. “A few days after the idea, it was no longer about the school grade. It was about helping people,”

Mickelson said. ... Sticking to his Lewiston roots, Mickelson used the cattle connections of his father, Marty, to begin collecting consumable supplies for the small town of Mont Belvieu that sits 30 miles East of Houston and is primarily an agriculture community. ... During his trip to Texas, Mickelson realized that many of the farmers and ranchers lost everything in their homes and barns. After returning to class at USU, he went to work on planning another trip, scheduled for the end of October. ... Continuing his partnership with FFA, Mickelson is reaching out to Utah and Idaho chapters to have them collect items to “give schools an opportunity to give back.”

USU Unveils New ‘Idea Factory’ for Students –
Herald Journal – October 5, 2017

Utah State University President Noelle Cockett loves to tend to her home garden, so some students decided to help out — without getting their hands into the earth’s soil. On Thursday, they put the finishing touches on a gardening belt using equipment from the new “Idea Factory” on campus. A giant laser cutter housed there burned the Idea

Factory logo into the belt, which also bore the USU seal. ... Thursday was the public unveiling of The Idea Factory, a one-stop shop for students within the college who want to turn their projects into reality. "What we want to do is to empower students to bring ideas on projects to life," said Leo Alfonseca Perez, Idea Factory manager. "This is the place where you come with that idea and then we help you nurture that idea." ... Cockett praised the creation of the Idea Factory. "I think the more we can give students the real experience, from it's just not the thinking and designing but all the way to the end, it's going to be so beneficial," she said. "One of the things we're thinking about USU as a tagline is, 'We're doers.' This is the perfect example." The Idea Factory is similar in nature to another open space on USU's campus: The Classroom Innovation Lab, where students and professors can try different equipment to see if they want to use it in their classes. The lab space opened at the start of the school year in USU's Distance Education Building.



USU Students Looking to Create, Fix Local Business Websites –
Herald Journal – October 5, 2017

A group of Utah State University business students has a fall service project that's a pretty far cry from the typical leaf-raking. Huntsman Marketing Association students are looking for up to 40 valley businesses who want to build a website or spruce up their current ones. "One of the pillars of the Huntsman School is service," said Jill Richardson, HMA president. ... Jamie Andrus, president and CEO of the Cache Chamber of Commerce, appreciated the students' efforts reaching out to local businesses. ... Eric Schulz, HMA club adviser and senior lecturer in the Huntsman School, said working with businesses on websites gives students "real-world experience." ... Business owners who are interested can inquire to the HMA via email. Once business owners apply they will receive an initial consultation from the HMA. HMA is hosting at least one meeting in November to help business owners one-on-one with their website. Businesses will have to cover the ongoing costs of their new website: Domain names cost \$13 a year, and hosting fees will be \$9 a month, according to HMA.

Utah State University Gives an Extreme Makeover to its Main Concert Hall –
Salt Lake Tribune – October 8, 2017



Craig Jessop was in the audience when Utah State University dedicated its new Chase Fine Arts Center, with its centerpiece Kent Concert Hall, on Oct. 18, 1967. Jessop, then a senior at Sky View High School in nearby Smithfield, thought it was one of the greatest things that had happened in the Cache Valley. Fifty years later to the day, USU will rededicate its renovated arts center with a gala concert in the brand-new Newel & Jean Daines Concert Hall, which shares a physical location — but not much else — with its predecessor. ... Lynn Thomas, director of production services and of

organ studies at USU, was more direct, calling the old hall a Jack of all trades and master of none. ... “The hall’s been completely reimagined and redone. It was gutted from stem to stern — walls, floors, ceilings.” Designed by the Salt Lake City architecture firm of Sparano + Mooney with California-based Newson Brown Acoustics (whose projects include the Los Angeles Philharmonic’s Disney Hall) and built by North Salt Lake contractor Gramoll Construction, Daines Hall will be unrecognizable to anyone who attended Utah State in the past half-century. ... The public will get a chance to check out the improvements during an open house Saturday afternoon, in the middle of USU’s homecoming celebrations.

Couple Showing USU Pride as Homecoming Grand Marshals – Herald Journal – October 13, 2017



When Utah State University alumni Willie and Patty Halaufia met more than 40 years ago, their first date started with a motorcycle ride up Tony Grove and ended with dinner at Sherwood Hills. All these years later, they are still happily married and proud to say they still have the Aggie spirit. They joined Old Main Society, attend football games religiously and, now, are being honored as the Grand Marshals for USU’s 2017 Homecoming. ... The couple sat down with The Herald Journal outside the Stan L. Albrecht Agricultural Sciences Building on Thursday to talk about their life, Homecoming and their advice for the Aggies of today.

USU Launches New Interactive ‘Thrive’ Website for Students – Herald Journal – October 17, 2017

Utah State University launched a new website on Monday aimed mainly at providing students resources and tips they need to thrive in school. The website, thrive.usu.edu, tells students, “Don’t just survive. Thrive.” It features tabs for freshmen, sophomores, juniors and seniors to click on and learn how to navigate college and provide links to specific campus resources for help. The website includes several short videos with USU students. ... The nearly 2-minute clip is just a sample of what the site offers, according to Heidi Kesler, USU’s director of retention. Kesler came up with the idea for the website, which has been in the works for about a year. ... “If they feel like they’re not thriving, they can go there and either feel encouraged by the stories of others or informed about the resources that can help them so they don’t feel like the only option is to give up,” she said.

‘Clothesline Project’ at USU Visualized the Discussion on Domestic Violence – Herald Journal – October 18, 2017

Among the many T-shirts hung on display inside USU’s Taggart Student Center this week is one that tells the story of someone who was abused with finger paint. “We were covered in finger paint. You put us in a tub,” the shirt reads. “It took years to feel clean after what you did with your fingers.” That was just one sample of many stories in Utah State University’s version of The Clothesline Project, a nationwide effort to raise awareness of domestic violence. ... USU’s Center for Women and Gender collaborates with the Sexual Assault and Anti-



Violence Information Office each year on USU’s Clothesline Project. Coinciding with October’s Domestic Violence Awareness Month, The Clothesline Project was just one of many activities open to the public throughout the week. ... You can see the Clothesline Project on display in the International Lounge on the second floor of the TSC through Oct. 19.

USU Professor Hopes Robotic Hives will Help Honeybees –
Deseret News – October 29, 2017



As a beekeeper, Vladimir Kulyukin is worried about the plight of the honeybee. As a computer scientist, he hopes to help curb colony failures by creating robotic hives. The associate professor of computer science has been with Utah State University for 16 years and has spent half of that time as a beekeeper in Cache Valley. After a reading an article in Time magazine in 2013 about colony collapse, Kulyukin set out to find a way to incorporate his technical background to collect a dataset to help evaluate the health of a hive. ... That winter, Kulyukin put the BeePi into two of his overwintering hives on private property in Cache Valley to fine-tune the device and test its systems. Since the initial testing, Kulyukin has collected hundreds of gigabytes of information as he has improved the design. ... While the BeePi is still in its infancy, Kulyukin organized a Kickstarter campaign to source funds to build two additional monitors to be used at another beekeeper’s hives in the valley. ... Kulyukin hopes as they dial in the BeePi and get more backers, the project will attract biologists, entomologists and event climate scientists, as well as those who may not realize what contributions computer science can make on honeybee research.

New Utah State University Study Suggests Climate Change May Already be Pushing Plants to Their Limits –
Salt Lake Tribune – November 6, 2017

If you have a garden, there’s a good chance it is filled with signs of climate change, though they might not always be what you would expect. It seems obvious that as global temperatures increase, flowers might be inclined to bloom earlier. But Will Pearse, an assistant professor in Utah State University’s Department of Biology, had a hunch that the effects of a changing climate could be more profound. So Pearse, who has a background in evolutionary ecology, used unconventional statistical techniques to show that flowering plants may indeed be struggling to adapt — not just blossoming earlier in some cases but becoming less



consistent overall in when they bloom. Those findings were published Monday in the journal *Nature Ecology & Evolution*. “Our work provides new insights into how human activities have altered today’s climate by contrasting the time a flower bloomed in the past to observation in the present-day,” Pearse said in a statement. ... Pearse said his next research project involves using analysis of plant data to develop a model for predicting when plants will bloom

should the climate continue to warm — an important tool to help humans adapt to climate change, given that most people food starts out as a flower.

Snow College Announces Partnership with USU – The Pyramid – November 9, 2017



Students studying business will soon have additional opportunities to complete a degree because Snow College and Utah State University (USU) recently announced a new partnership to begin with the fall 2018 class schedules. The new partnership between the USU Jon M. Huntsman School of Business and the Snow College Business Department will provide a way for Snow College students to remain in Ephraim while earning a USU bachelor’s degree in either business administration or marketing. Students who complete their two-year Associate of Science Business degree at Snow can seamlessly move into their third and fourth years as they complete a USU bachelor’s degree. ... Snow College President Gary Carlston applauds the partnership: “Snow College is pleased to join with Utah State University in offering this exciting opportunity for students. Working together, we can provide a great benefit to students and increased support for economic development in our six-county service area.” In addition to the two bachelor’s degrees in business administration and marketing, the Huntsman School will also deliver minors in entrepreneurship and technical sales. Both minors could be valuable additions to the business-related majors and also to the two bachelor programs at Snow College in commercial music and software engineering.

County, City Sign New Agreement with USU – The Times Independent – November 16, 2017

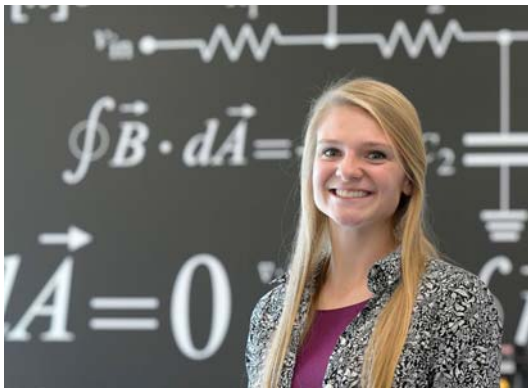
A memorandum of understanding (MOU) to set the stage for the development of a satellite campus of Utah State University (USU) in Moab was signed on Thursday, Nov. 9 by Grand County Council Chair Jaylyn Hawks, Moab City Mayor Dave Sakrison and USU President Dr. Noelle Cockett. The memorandum, which calls for a \$5 million fundraising effort to be undertaken by county and city leaders, was signed during a meeting of the USU-



Moab advisory council at the campus of USU-Extension. The MOU, while offering the promise of a new campus in Moab, is non-binding, stating, “It is understood and agreed that this letter of intent is a preliminary expression of our general intentions. The parties intend that no party shall have any contractual obligations to the others ... until a definitive agreement has been fully executed and delivered.” According to Grand County Councilmember Curtis Wells, the MOU, which expires Dec. 31, 2018, is a “formal handshake to move forward in good faith on the infrastructure

development of the future campus.” ... The campus will be part of a larger complex that includes zoned housing areas that will help address the affordable housing needs of the community.

USU, Tech Council Encouraging More Women to Graduate with STEM Degrees –
Herald Journal – November 23, 2017



When Joanna Boyd arrived at Utah State University several years ago, she thought she wanted to major in statistics because she enjoyed it so much in high school. But her thoughts about that subject later changed. ... So Boyd switched her major to mechanical engineering. Set to graduate next year, she has her mind set on a job in the field at a time when women make up less than a quarter of STEM (science, technology, engineering and math) jobs in Utah. Not only that, but advocacy organizations, including the Women Tech Council, say retaining young women like Boyd in STEM majors and getting them to graduate with such

a degree is difficult. Cydni Tetro, co-founder of WTC — an organization of women and men focused on the economic impact of women in the technology sector — said there’s a significant number of women who initially pursue a STEM degree and later switch to another program of study. Though some state and national data doesn’t show a lot of good news for women in STEM, there are some bright spots. ... USU’s enrollment of women in STEM degrees is seeing an increase of 21 percent over the last three years, according to data provided by the school.

USU Names New Chief Fundraiser –
Deseret News – November 27, 2017

Utah State University has selected Mathew T. White to be its new chief fundraiser as vice president for advancement and president of the USU Foundation. ... His fundraising experience includes major gifts, endowments, principal gifts and annual giving. ... White will spearhead a new university wide fundraising campaign that builds off a previous endeavor in which the university raised \$512 million — more than doubling its original goal by the time the campaign ended in 2012. White replaces Dave Cowley and Neil Abercrombie, who have been acting vice presidents for advancement since April 2016.



Seeking the Source of the Vanishing Great Salt Lake –
New York Times – November 28, 2017

The Great Salt Lake in Utah is roughly the same area as 75 Manhattans. It feeds and houses millions of birds of hundreds of species, provides the namesake of Utah’s capital city and some credit it for the state’s trademarked claim to “the greatest snow on earth.” And it’s vanishing. ... “Do we want to in 50 years change the name of our city to Salt City because the lake has gone away?” asked Wayne A. Wurtsbaugh, a retired aquatic ecologist at Utah State University. He and his colleagues reported in an analysis published in Nature Geoscience last month that human consumption — not seasonal fluctuations or climate change — is primarily to blame for the Great Salt Lake’s



desiccation. They hope that creating a better understanding of water flowing into and out of the lake may serve as a model for managing salt lakes that face similar threats. ... In the case of the Great Salt Lake, the researchers warn that another 30 square miles of lake bed could be exposed in the next 30 to 50 years if planned development and overuse continue. ... To save bodies of water like Great Salt Lake, reducing consumption will be critical in arid basins, the authors argue. They recommend a careful analysis of how lake water is moving in and out

of lake systems to identify distinct sources of declines, as they have with Great Salt Lake. Doing so will help regulators better weigh trade-offs between water use and maintaining lakes at sustainable levels.

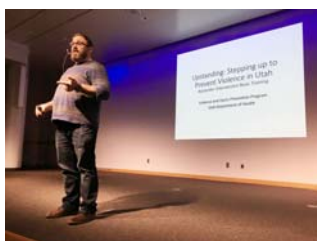
USU Extension Awarded Grant from Yamaha for Sage-Grouse Conservation –
Cache Valley Daily – November 30, 2017

Utah State University Extension’s Utah Community-based Conservation Program (CBCP) was recently awarded a \$12,500 grant and two ATVs from the Yamaha Motor Corporation. The grant will support field research designed to balance recreation on public lands with sage-grouse conservation, and was awarded as part of Yamaha’s Outdoor Access Initiative to promote safe, responsible off-road vehicle riding and open, sustainable riding areas. USU



Extension CBCP and the Yamaha Motor Corporation, along with the Bureau of Land Management (BLM), the Utah Public Land Policy Coordination Office, the Utah Division of Wildlife Resources and Cache Honda Yamaha, of Logan, Utah, partnered to create The Sheeprock Sage-grouse Management Area Sage-grouse Conservation Initiative. ... “The work USU Extension is doing is a great example of institutions and agencies coming together to find ways to create and protect access to public land for all types of recreation,” said Steve Nessl, Yamaha’s ATV/SxS marketing manager. ... Terry Messmer, USU Extension wildlife specialist and CBCP director said that innovative partnerships are the future of wildlife management and conservation. ... Through partnerships like this, Messmer said USU Extension has a long history of serving the citizens of Utah and the West by providing the best information on the management of western lands.

USU Teach Teams to be ‘Upstanders’ Against Violence, Bullying –
Herald Journal – December 2, 2017



“What we’d like to do, as a state and as a community, is to get more people to be that interventionalist; more people to be the one who steps in, inviting others to help,” Marty Liccardo, a specialist with the Utah Department of Health said. “When we are that person, the diffusion of responsibility disappears and bystander intervention comes in.” ... That was the main message of the Upstanding Youth Leadership Conference at Utah State University on Saturday. The conference —

sponsored by the Logan-based nonprofit Citizens Against Physical and Sexual Abuse, partnering with USU and others — sought to teach teenagers how to effectively conduct bystander intervention, and become what event organizers called “upstanders” in their schools and communities. ... Jill Anderson, executive director of CAPSA, hopes teens who attended the conference learned how to be “up standers” in their schools and communities. ... Whether it’s skills he can use in high school or college, Ames is “grateful” for the Upstanding Youth Leadership Conference.

Virtual Reality Lab Opens to Students in Merrill-Cazier Library – Herald Journal – December 11, 2017

Study Room 113 in Utah State University’s Merrill-Cazier Library isn’t just a space to hit the books — since last Tuesday, it also functions as a virtual reality lab. ... “I think it’s going to be really popular,” said Todd Hugie, director of library information technology at the Merrill-Cazier Library. It’s no Holodeck — the VR Lab is a small study room with a powerful PC connected to a Vive headset. The Vive is a “room-scale VR” platform from Taiwanese electronics manufacturer HTC and the U.S.-



based Valve Corporation, which runs the popular Steam video gaming service. With more traditional VR headsets like the Oculus Rift, users stay in one spot but can look around at a virtual world completely surrounding them. With room-scale VR, users can move as well as look around. Two sensors up in the corners of the room track the position and motion of the headset and the two handheld controllers, and when a user approaches a wall, a green grid appears in the virtual world to show its location. And while an onlooker can’t see the 3D virtual world surrounding someone using the VR Lab, they can see a 2D version on a flatscreen monitor. ... The study room can only be reserved by USU students, but Hugie said students are free to bring interested faculty and family members.

USU Extension Receives Grant for Training Next Generation of Farmers – UB Media – December 12, 2017



Utah State University Extension recently received a grant worth \$599,615 from the Beginning Farmer and Rancher Development Program to help increase the number of beginning farmers in the Mountain West. The grant, provided by the U.S. Department of Agriculture’s National Institute of Food and Agriculture, will be used to establish three farm incubator sites

across Utah that will include space for demonstration gardens. The grant will also cover workshops and training designed to increase understanding, knowledge and success for future and current farmers. According to Kynda Curtis, USU Extension food and agricultural marketing specialist, this grant comes at an important time for Utah agriculture. ... USU Extension will partner with New Roots, an agriculture and food access program that already provides farmer training for refugees and immigrants. USU Extension will use this grant to further expand New Roots by providing additional land and the resources needed to make this program accessible to additional refugee farmers

in the Salt Lake area. ... "This project will lead to increased understanding of small-scale farming systems and provide important economic development and access to fresh produce in rural areas," Curtis said.

President Noelle Cockett Gives Cookies to Stressed Students for Finals –
Fox 13 News – December 13, 2017

Do you remember finals week? Ugh. Oh, don't do that, why would you do that? Good night everybody, no. The President of Utah State University wanted to make sure that students had a "sweet" finals week. Take a look at this... Hi, how are you? So, I am the President and I just want to wish you well on your finals. So, if you would like here is a cookie for some nourishment. Wow, I appreciate it. ... Isn't this great? President Noelle E. Cockett made the rounds on campus providing a little sugar boost for anyone who needed it. The cookies had white icing with a grey 'A' for 'Aggies'.



**Vice President for Research and
Dean of the School of Graduate Studies**



Name: Mark R. McLellan
Telephone: 797-1180 Email: Mark.mclellan@usu.edu
Date: October thru December 2017

Events, Actions or Issues Since Last Trustee's Meeting:

- **Search Committee for Open RGS Position**
Dr. Jeff Broadbent, Associate Vice President and Associate Dean, will be retiring from USU in February 2018. The RGS Office will be hiring his replacement from internal campus candidates. A search committee has been identified and we hope to have the position filled by March 1, 2018.
- **VP for Advancement Search Committee** (Search Committee Chair – Mark McLellan)
After an extensive outreach to over 170 potential candidates, USU received 23 applications for this position. Based on qualifications and experience, the committee selected a top tier group and conducted video interviews October 10-11, 2017. From this group, two finalists were selected for campus interviews November 6-9. A summary of each candidate's strengths and weaknesses were compiled by the Search Committee and presented to President Cockett shortly thereafter. President Cockett selected Matthew White and formally announced her selection on November 27, 2017.
- **2017 Faculty Visits to Washington DC – Interface with Federal Agencies**
Each year the RGS Office coordinates with colleges to identify and select USU junior faculty to travel to Washington D.C. to visit with agencies and foundations. This opportunity gives each of them time to interface and discuss research and funding opportunities, and to better understand how their research might fit within the priorities and scope of particular programs. Twenty-four faculty traveled this year from December 2-5, 2017, and their feedback about their experiences has been positive.
- **Presented at Council of Graduate Schools Annual Meeting** (December 6-8, 2017 – Scottsdale, AZ)
Presented on efforts by RGS to support students and faculty struggling with stress and possible mental issues. Outlined the state of the issue nationally and converted that to likely numbers of incidence here at USU. Discussed removing barriers to getting support and guidance. Also presented on actions and programs that RGS was doing to support graduate students in need.
- **Office of Research and Graduate Studies**
 - Monthly Graduate and Research Councils
 - Graduate Training Series (GrTS Sept. 25, Oct. 18 and Nov. 15)
 - Training for Research Faculty (TRF Sept. 27 and Nov. 29)
 - USU Safety Committee Meeting (Oct. 16)
 - World Food Prize Annual Meetings in Des Moines, IA (Oct. 18-22)
 - TEDxUSU 2017 (Oct. 27)
 - Grant Writing Workshop for
 - Sunrise Session at Little America in Salt Lake City (Nov. 7)
 - Featured Presenter: Dr. Jed Hancock, "Protecting Our Planet and Mapping Our Future with USU Space Technology"
 - Annual APLU Meetings, Washington D.C. (Nov. 11-14)
 - RGS Department Head Forum (Aug. 8)
 - USU Research Foundation Board Meetings (Nov. 16)
 - FDA/FERN monthly teleconferences

Future Events, Actions, or Issues:

- Sunrise Session at Little America in Salt Lake City (Feb. 9)
 - Featured Presenter: Dr. Lisa Berreau, College of Science
 - Presenting at CDC's 15th International Symposium on Biosafety, Atlanta, GA (Feb. 12-13)
- Council of Research Executive Meeting in Washington, D.C (Feb. 26-27)
- Oak Ridge Associated Universities Annual Meeting in Knoxville, TN (Mar. 6-8)
 - 2018 theme: *Public Health Security and Biological Threats*
- Research Week 2018: April 6-13

Utah State University Sponsored Awards Report

FY 2018, Quarter 2



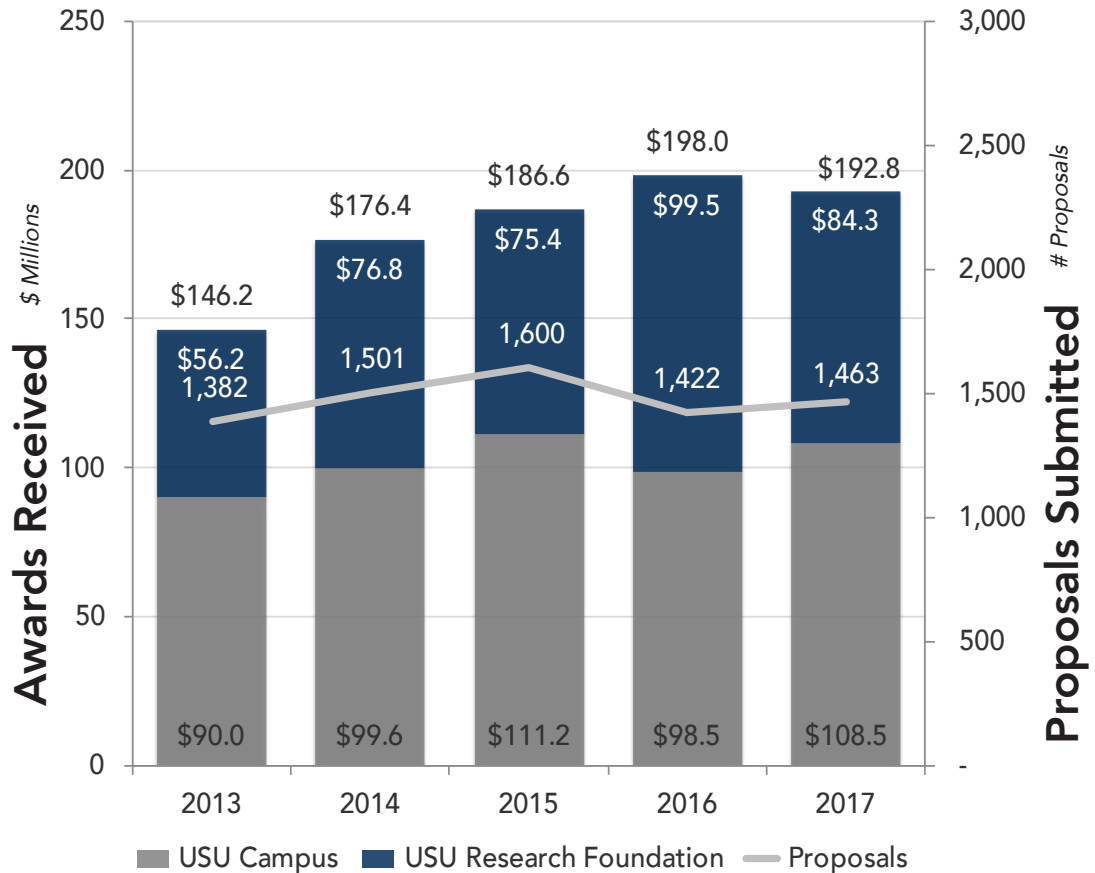
Evening view of Old Main on the Logan main campus.

Main Takeaways

- USU is exploring a change of cognizant agencies from the Office of Naval Research to the Department of Health and Human Services for indirect cost negotiations.
- USU research expenditures increased by \$5M from FY16 to FY17, and according to the latest NSF HERD report is ranked 114 out of 640 institutions.
- The College of Education leads all campus units with \$23M in award funding in FY18 and the College of Engineering has submitted the most proposals (110)
- USURF has already received \$56.3M in awarded funding, including 12 awards over \$1M.
- In FY17, USU received \$64M in research awards, \$35M in other sponsored activities, and \$9M in instruction and training.

RESEARCH *and*
GRADUATE STUDIES
UtahStateUniversity

USU Awards 2013-2017



USU Awards 2018 YTD (through November 30)

	#	Amt.	LY Change*
USU Campus	575	\$67.7 M	9.48%
USU Research Foundation	203	\$56.3 M	95.53%
YTD Total	778	\$124.0 M	36.36%

USU Proposals 2018 YTD (through November 30)

	#	Amt.	LY Change*
USU Campus	541	\$134.9 M	-28.09%
USU Research Foundation	102	\$129.6 M	-30.91%
YTD Total	643	\$264.5 M	-29.50%

*percentages based on change in \$ amount

Notable New Grants

MSHA Mine Training Grant 2017

PI: Ethan T. Migliori

Dept: USU-Eastern Academics & Student Services

Source: US Department of Labor: Mine Safety and Health Administration (MSHA)

Amount: \$225,688

This project will provide needs assessment relating to new or existing business in conjunction with other public or private economic development programs or initiatives and provide business incubator space.

Sibling Socialization of Alcohol and Drug Use from Early through Late Adolescence

PI: Shawn D. Whiteman

Dept: Family Consumer & Human Development

Source: National Institutes of Health

Amount: \$481,848

By identifying specific mechanisms of sibling influence, this study will provide important information about new targets for family-based interventions to reduce adolescent substance use.

Cyber-infrastructure for Advancing Hydro-logic Knowledge through Collaborative Integrations of Data, Science, Modeling, and Analysis

PI: David G. Tarboton

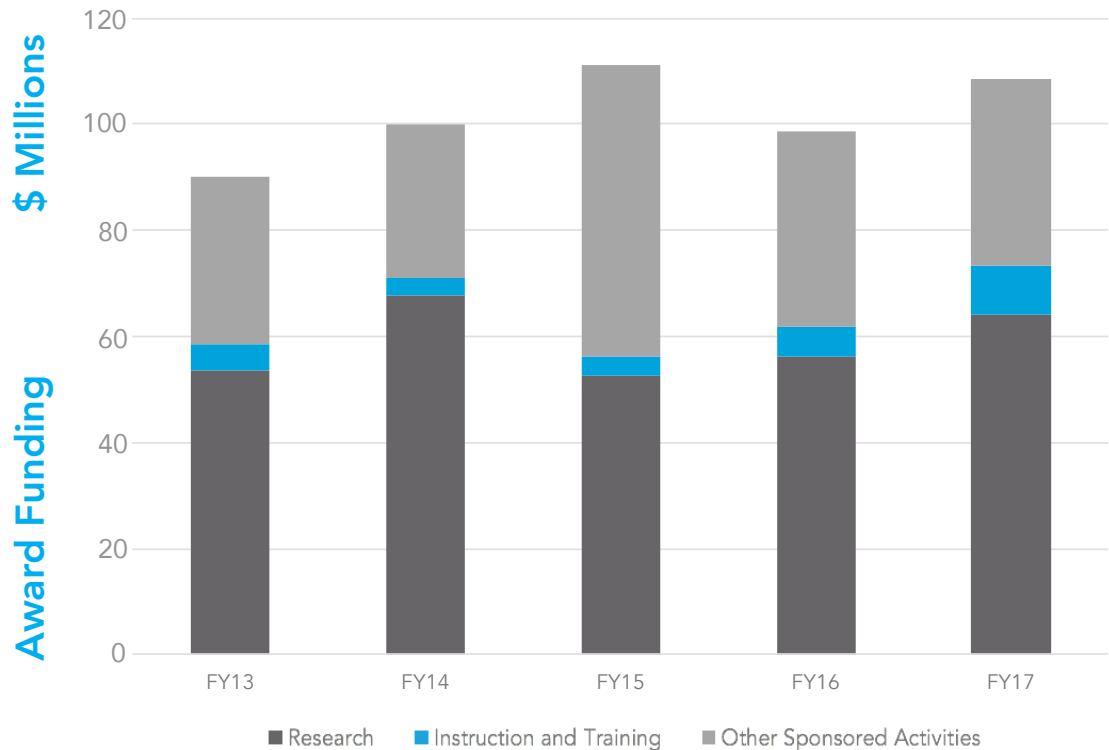
Dept: Civil & Environmental Engineering

Source: US National Science Foundation

Amount: \$2,760,000

The goals of this project are cyber-infrastructure for advancing hydrologic knowledge through collaborative integrations of data, science, modeling, and analysis.

USU Award Type: FY13-FY17 Campus Only



Provisional FY18 F&A Rates

From	To	Category	On-Campus	Off-Campus
7/1/17	6/30/18	Research	42.60%	21.81%
		Other Sponsored Activities	26.00%	18.40%
		Instruction	50.40%	26.00%

Total Research Expenditures FY 2012-2016

	2012	2013	2014	2015	2016
USU total expenditures (in millions)	\$157.40	\$158.40	\$169.60	\$175.40	\$180.59
Rank among 640 research-performing academic institutions	119	118	115	110	114
Rank among public institutions (398 total)	89	86	79	75	78
Rank among Regents Peers (9 total)	6	6	6	6	6



SEA President: Christine Ballard
Telephone: (435)797-9441
E-Mail: christine.ballard@usu.edu

SEA President Elect: Steve Funk
Telephone: (435)797-8181
E-Mail: steve.funk@usu.edu

Date: December 15, 2017

Fiscal YTD Employees of the Month:

- June: Shara Gibbons
- July: Adam Leestma
- August: Michael Bishop
- September: Craig Kelley
- October: Bryan Arnell

Events, Actions or Issues since last Trustee's Meeting:

The SEA website is located at <http://sea.usu.edu/>. Our PR team is continually working to keep all information updated. Our first newsletter for the year was sent in October to all SEA Employees.

Our Fall Social was held on October 25th, 2017. Approximately 300 people enjoyed doughnuts and a hot beverage and had the chance to mingle with their fellow USU employees.

We updated our bylaws to make the President of Utah State University and the Executive Director of Human Resources, ex-officio members of the SEA.

Several members of the SEA attended the Academic & Student Affairs committee meeting as well as the Financial/Facilities committee meets at the Board of Regents meeting held on the USU campus in November.

Upcoming Events, Activities, or Issues:

Our Educational and Professional Development scholarships application opened December 1st and will close on March 30th.

STUDENT AFFAIRS

Name: James D. Morales
Telephone: 797-9250
e-mail: james.morales@usu.edu
Date: December 12, 2017

Focus of Student Affairs

As a standard part of this report, a page will be included providing updates on enrollment and recruitment activities. The first page of this report will focus on programs and activities relating to the efforts being provided by the many outstanding and supportive departments within the Division of Student Affairs.

Department Reports

Center For Civic Engagement & Service-Learning (www.usu.edu/ccesl)

In summer 2013, the staffs of the Aggie Blue Bikes, Education Outreach, Service-Learning, Student Sustainability Office (Blue Goes Green Fee), Utah Conservation Corps, and Val R. Christensen Service Center came together to form the Utah State University Center for Civic Engagement and Service-Learning (CCESL) with a mission to develop engaged citizens through service and education.

CCESL is currently leading the effort to gain the Carnegie Community Engagement Classification for USU in 2020.

In 2016 CCESL mobilized 3436 USU students that contributed 68,662 hours of service and also hosted the most AmeriCorps members (345) of any higher education institution in Utah. The following are individual accomplishments from CCESL programs in 2016.

Aggie Blue Bikes

- 1,261 students used the open access tool-boards.
- 594 students used three month bike check outs.
- 195 people used day check outs.

Education Outreach

- 157 America Reads Tutors served a total of 54,777 hours earning \$479,307 in Work Study wages mentoring an average of 1,226 students per day.
- 114 AmeriCorps members received more than \$151,803 in AmeriCorps education awards to use towards their education expenses at USU.

- Seven USU student volunteers participating in Uncommon Collective served 245 hours and raised \$1,300 for the “My Young Mother” scholarships and an afterschool art camp.

Service-Learning (S-L)

- 2,477 students took 36 courses that were designated as service-learning in 2016.
- There were a total of 40 students were enrolled in Service-Learning Scholars program. The program graduated 10 Service-Learning Scholars in the 2015-2016 academic year.
- The program tripled in size in accepting 29 new scholars in 2016.

Student Sustainability Office (SSO)

- 27 student-proposed grants were awarded a total of \$65,196 to increase sustainability on campus.
- The SSO launched a well-received Campus Farmers Market that offered affordable local produce to students.

Utah Conservation Corps

- 126 AmeriCorps members placed on conservation field crews constructed or maintained 117 miles of trail and 7.7 miles of fence. Members also restored 1,019 acres of habitat.
- 53 AmeriCorps members individually placed at non profit organization provided environmental education to 33,883 K-12 students and recruited 3,761 volunteers serving 9,456 hours.
- The UCC sent out two separate crews to aid in the disaster response efforts in Louisiana. UCC currently has disaster response crews deployed in Texas and Florida.

Val R. Christensen Service Center

- 771 students volunteered 24,894 hours of service with 13 programs in the Service Center.
- The Student Nutrition Access Center (SNAC) had 1,820 visits by USU students.

UNDERGRADUATE ENROLLMENT SUMMARY (Dec. 7, 2017)

Fall 2018 Summary (Dec. 7, 2017)

USU SYSTEM HEADCOUNT (Freshman & Transfer)

	Logan (Main)			Eastern (Price)			Eastern (Blanding)			Regional Campus			TOTALS		
	Apps	Admits	Enrolled	Apps	Admits	Enrolled	Apps	Admits	Enrolled	Apps	Admits	Enrolled	Apps	Admits	Enrolled
New Freshman	9,484	6,035	N/A	302	147	N/A	118	34	N/A	200	91	N/A	10,104	6,307	N/A
Domestic	9,457	6,029		300	147		118	34		196	91		10,071	6,301	0
International	27	6		2	0		0	0		4	0		33	6	0
Transfer	437	185	N/A	8	2	N/A	0	0	N/A	36	21	N/A	481	208	N/A
Domestic	431	183		8	2		0	0		36	21		475	206	0
International	6	2		0	0		0	0		0	0		6	2	0
TOTALS	9,921	6,220	N/A	310	149	N/A	118	34	N/A	236	112	N/A	10,585	6,515	N/A

Fall 2017 Day 15 Summary

LOGAN HEADCOUNT BREAKDOWN (Freshman & Transfer)

	2017		2016		% of 2016	
	Admitted	Enrolled	Admitted	Enrolled	Admitted	Enrolled
New Freshman	12,053	3,414	12,049	3,630	100.0%	94.0%
Domestic	11,920	3,382	11,884	3,605	100.3%	93.8%
Resident	7,890	2,317	7,988	2,492	98.8%	93.0%
Nonresident	4,030	1,065	3,896	1,113	103.4%	95.7%
International	133	32	165	25	80.6%	128.0%
New Transfer	1,743	894	1,835	986	95.0%	90.7%
Domestic	1,715	883	1,792	970	95.7%	91.0%
Resident	1,038	617	1,097	660	94.6%	93.5%
Nonresident	677	266	695	310	97.4%	85.8%
International	28	11	43	16	65.1%	68.8%

USU SYSTEM HEADCOUNT (AAA)

	LOGAN MAIN			LOGAN ONLINE & BROADCAST			REGIONAL CAMPUS			EASTERN (Price & Blanding)			OTHER*			TOTAL USU (Unduplicated)		
	2017	2016	% Diff	2017	2016	% Diff	2017	2016	% Diff	2017	2016	% Diff	2017	2016	% Diff	2017	2016	% Diff
New Freshman	3,473	3,685	-6%	474	411	15%	238	225	6%	523	536	-2%	24	19	26%	4,259	4,474	-5%
Transfer	985	1,113	-12%	378	356	6%	293	346	-15%	93	107	-13%	187	161	16%	1,573	1,731	-9%
Continuing	10,635	10,703	-1%	5,291	4,851	9%	1,668	1,877	-11%	757	826	-8%	1,075	1,051	2%	14,372	14,560	-1%
Returning	802	695	15%	410	292	40%	210	191	10%	125	113	11%	62	46	35%	1,275	1,081	18%
HS Concurrent/Other	9	1	800%	915	885	3%	1,195	1,139	5%	560	479	17%	163	145	12%	2,835	2,649	7%
Non-Matriculated	55	75	-27%	28	38	-26%	136	128	6%	17	30	-43%	79	79	0%	304	343	-11%
TOTALS	15,959	16,272	-2%	7,496	6,833	10%	3,740	3,906	-4%	2,075	2,091	-1%	1,590	1,501	6%	24,618	24,838	-1%

* Int'l Programs, Special Programs, Out-of-State Online, Etc.

+ Highlighted areas are a focus for the USU recruitment team.

Trustees Report, USU Eastern, December 2017

Faculty Publication: Faculty members Mike Christiansen (USU Uintah Basin) and John Weber (USU Eastern, Price) co-hosted a symposium for the American Chemical Society, which resulted in the recent publication of a book which they co-edited, *Teaching and the Internet: The Application of Web Apps, Networking, and Online Tech for Chemistry Education*.

Progress on Health Program Accreditation: The Accrediting Bureau of Health Education Schools (ABHES) recently made a site-visit evaluation of the Blanding and Price Campus Medical Assisting (MA) and Nurse Assisting (CNA) programs. Overall the examiners were very impressed with the programs and indicated that rarely does a school applying for accreditation their first time have so few recommendations. In their preliminary report, the examiners proposed a three-year accreditation (the longest allowable for a new program) and expressed general satisfaction with the distance delivery model, suggesting that the programs should serve as the distance delivery model for the nation. The programs have already responded to the small number of recommendations and submitted reports back to ABHES. As per normal procedure, a final decision goes for approval to the ABHES Commission in January 2018, and in February the final report, with accreditation, will likely be received by USU.

USU Eastern YEAR OF THE ARTS Events: In keeping with the Year of the Arts, this fall semester the Price campus has or will have presented theatre productions *Wait until Dark* and *Blithe Spirit*; choir performances *Fall Sing* and *Festival of Carols*; visual art exhibits including John Welch Mixed Media, Ryan Trimble Photographs, John Westenskow Ceramics, and Andrew McAllister Photographs at Gallery East. Planned spring semester events include theatre productions *Steel Magnolias* and *Guys and Dolls*; choir performances of a Pre-Tour Concert and *Spring Sing*; visual art exhibits at Gallery East, Utah Watercolor Society Paintings, Mike King Photographs, and Lori Wait Photographs. At the end of spring semester, renowned conductor and composer Mack Wilberg, current director of the Mormon Tabernacle Choir and a Price native, is scheduled to be the speaker at USU Eastern's Commencement.

In addition to these events, performing arts faculty are working to schedule the Odyssey Dance Theater and keyboardist Kurt Bestor as grand opening jubilee performers for the Geary Events Center in October of 2018.

The Year of the Arts is a focus in campus curricula, with visiting artists. A guest choreographer and a guest costume designer will work with theatre during spring 2018 semester. Visiting artists John Westenskow, Ryan Trimble, Andrew McAlliser, and locally based, nationally known potter Kathleen Royster will present works and demonstrate techniques to art classes. Visual art faculty have also overseen the installation and the corresponding contextual display of a replica of Michelangelo's "Pieta" in the Central Instructional Building's foyer. The music program is working

closely with campus advancement to purchase a new Steinway piano for the Geary Events Center, with half of the funding already in place.

Art Faculty Accomplishments: Christopher Kanyusik (Assistant Prof., Sculpture & Ceramics) became a member of ARTAXIS, a juried online showcase of contemporary ceramic art and attended the National Council on Education for the Ceramic Arts (NCECA) conference in Portland in May. He also showed his work in two exhibitions last year: The Annual Statewide Competition at the Bountiful Davis Art Center in Bountiful, during which two of his sculptural pieces were exhibited from May through June, and “Relative Visions” at the Nicolet College Art Gallery, Rhinelander, Wisconsin, in which a sculptural piece was shown. Noel Carmack (Associate Prof., Drawing & Painting) was appointed associate editor of *Fate in Review*, the biennial publication of Foundations in Art: Theory and Education, a national organization for professors who teach art foundations courses and studio disciplines. He will serve a two-year term.

USUSA Report to the Board of Trustees 2017-2018

Homecoming Week

October 9-14

This year our homecoming programming included classic activities like Street Painting, True Aggie Night, and the Homecoming Dance. Other notable and well-attended events included our Mr. USU Pageant in the TSC Ballroom on Wednesday, a well-attended Artober Fest event hosted by the Caine College of the Arts Student Council on Thursday, and the Powderpuff Tournament hosted by the HURD on Tuesday. The week finished up with the Homecoming Parade and Aggie Football game vs. Wyoming on Saturday the 14th.

President Pro Tempore

October 9

As required by the USUSA Constitution, the Academic Senate elected Senator Heather Lieber of the College of Agriculture of Applied Sciences as President Pro Tempore of the Academic Senate.

Phi Gamma Delta

October 24

Representatives from the Phi Gamma Delta fraternity finished their formal recruiting process this week. They recruited ~30 new members and are now the newest colonized fraternity on campus.

Meet The Candidates

October 25

The Government Relation's Council (GRC) organized an event to encourage USU students to interact with city council and mayoral candidates. The day kicked off with a political fair open to local and campus political-focused organizations in the TSC International Lounges and concluded with a meet and greet with candidates in the evening.

USU Eastern Exchange

October 27

Student body officers from the USU Eastern campus joined our USUSA officers for a formal exchange on Friday, October 27th. Officers exchanged ideas and presented to each other about the setup of each group. USU Eastern students were then invited to participate in the HOWL later that evening in the TSC.

The HOWL

October 27

This year's HOWL event sold out three days before the event, and an estimated 5500 participants and 200 volunteers filled campus on October 27th. Participants enjoyed entertainment options including a hypnotist, local musicians, and the famous HOWL dance in the fieldhouse. Thanks to help from student and staff volunteers, the entire event was cleaned up by 2:30 AM on Saturday morning.

Our Schools Now

August - November

Utah State University led the other USHE institutions in amount of signatures collected for the Our Schools Now initiative. Learn more about the initiative: [Our Schools Now](#)

Aggie Heroes

November 1

In life, we are faced with challenges and mountains to climb. We become heroes as we strive to overcome these difficulties and help others do the same. Noelle Cockett and the USUSA President's Cabinet hosted

this event to for USU Aggies share their empowering experiences as everyday heroes. Eight students spoke on sexual assault, mental illness, international differences, physical disabilities and more (See the videos on YouTube: [USU Aggie Heroes](#)).

Mount Logan Middle School Leadership Conference

November 3

Partnership between the USUSA President's Cabinet and Spirit Squad at USU to host Mount Logan Middle School for a leadership conference. The 70 students were taught leadership principles and team-oriented games.

College of Science Week

November 3-10

This year the USUSA Science Week featured a talk on sharks by USU Ecologist Trisha Atwood and a presentation by Ohio State's Bern Kohler on his investigation into the biochemistry of DNA. Other notable events included Elemental Bingo and an open-mic night in the TSC Hub.

Emma Eccles Jones College of Education and Human Services Week

November 13-16

Beginning on November 13, CEHS Week included a viewing of Ferris Bueller's Day Off in the HPER pool, an Alumni Networking Night, and a scholarship fundraising event on Wednesday, November 15 that featured a taco cook-off between the CEHS Student Council and the LatinX Association on the TSC Patio.

Thank You Week

November 27 - December 2

This fall the USUSA Blue Crew organized a week of events to promote gratitude. Lunchtime activities took place each day in the TSC Hub and students were encouraged to write thank you letters for different groups, including faculty, staff, and veterans. The week finished off with the monthly Poetry and a Beverage event that was attended by over 1000 students.

2018 Election Bylaw Updates

In discussions with representatives from the USU Student Services Office and the USU Legal Department, our USUSA Elections Committee has rewritten many long-standing rules and regulations in order to reflect the forthcoming USU policy meant to better protect first amendment rights at the university. These changes include the removal of parameters that once outlined permissible campaigning timelines for online and on-campus campaigning by candidates and their committees.

Dodgeball Tournament

December 1

The USUSA President's Cabinet is hosted the fifth annual Dodgeball Tournament. \$400 prize to the winning team!

De-Stress Fest

December 6-10

The USUSA President's Cabinet provided a variety of self-care workshops to help student de-stress in preparation for finals week. Food and activities were provided in the library throughout the week including cotton candy, stress balls, therapy dogs, popcorn, CAPS counselors, free tacos, cookies, hot cocoa, and holiday caroling.

ACTION AGENDA

Executive Vice President and Provost Office Items

New Minor, Emphasis, Certificate

1. Minor in Social Work – Department of Sociology, Social Work and Anthropology
2. Adding School and Community-based Emphases to BS in Agricultural Education – School of Applied Sciences, Technology & Education
3. Certificate of Proficiency – Department of Sociology, Social Work and Anthropology

New Center

4. Establish the Stephen R. Covey Center for Leadership – Jon M. Huntsman School of Business

Program Restructure

5. Reduce the Number of Research Credits in the Physic PhD – Department of Physics

Program Discontinuation

6. Discontinue the Early Childhood Development Certificate Program – Human Development and Family Studies
7. Discontinue the Family and Consumer Science Bachelor's Degree – Human Development and Family Studies
8. Discontinue the Master of Health Promotion – Kinesiology and Health Science
9. Discontinue the MS Health and Human Movement Specialization Plan A & B – Kinesiology and Health Science

Business and Finance Items

10. Real Property Acquisition – Taylorsville
11. Review and Acceptance of External Audit Reports

12 January 2018

ITEM FOR ACTION

Utah State University's Department of Sociology, Social Work and Anthropology, in the College of Humanities and Social Sciences proposes offering a Minor in Social Work, in the manner described below.

EXECUTIVE SUMMARY

The Department of Sociology, Social Work and Anthropology, in the College of Humanities and Social Sciences proposes offering a Minor in Social Work.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Minor in Social Work in the College of Humanities and Social Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences proposes offering a Minor in Social Work, and

WHEREAS, The proposed Minor will provide students with a basic understanding of social work concepts that will enhance their employment prospects, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Minor in Social Work in the College of Humanities and Social Sciences' Department of Sociology, Social Work and Anthropology and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

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

Section I: The Request

Utah State University requests approval to offer the following Minor: Social Work Minor effective Fall 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 Department of Sociology, Social Work and Anthropology (SSWA) proposes to create a minor in Social Work to be offered on the Utah State University Campus in Logan and its Regional campuses and centers throughout the state, including the USU Eastern campuses in Price and Blanding. This minor will consist of a mix of 18 credits of essential social work classes including one elective from an array of existing electives. These classes will provide basic knowledge of social work and will allow non social work majors to qualify for the Social Service Worker (SSW) state licensing exam and will also complement other majors/minors such as Criminal Justice, Family, Consumer and Human Development, Psychology, and Kinesiology and Health Science.

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).

A Social Work minor is needed to give non-social work majors, such as those graduating in psychology, family, consumer and human development (FCHD), sociology, and criminal justice, the ability to obtain social work licensure (SSW). Social work licensure is required for employment with Utah's Department of Child and Family Services and other agencies that bill Medicaid and Medicare, and is an asset in other related fields, e.g. mental health, criminal justice, substance abuse treatment, long-term care. The minor will also provide students in these other majors a very basic understanding of social work concepts that will enhance their employment prospects.

National and regional studies indicate strong growth in demand for social workers. Job growth is expected to be fueled by several factors including retirement, voluntary turnover, and increasing recognition of the value social workers add to organizations. A relatively large percentage of the professional social work workforce is now reaching retirement age—a study conducted by the National Association of Social Workers (NASW, 2005, Assuring the sufficiency of a frontline workforce: A national study of licensed social workers. Washington, D.C.: National Association of Social Workers, Center for Workforce Studies) places this number at 30%. The need for social workers in Utah reflects these national projections. Community and Social Services positions are listed on the Utah Department of Workforce Services' list of occupations with the largest number of openings (<https://jobs.utah.gov/wi/data/occupation/jobdemand.html>) and the number of openings is expected to grow by 3% over the short and long-term (<https://jobs.utah.gov/wi/data/employment/shorttermocccproj.html>; <https://jobs.utah.gov/wi/data/employment/occcprojections.html>).

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/.

Offering a minor in Social Work to students across the state is consistent with USU's land-grant mission and, more specifically, its goal to "strengthen the recruitment, retention, graduation, and placement of students." It is expected that there will be a growing number of students who will take this minor specifically for the ability to qualify for the SSW license thereby improving their employment opportunities.. The courses required for the SSW license already exist, are approved by the Utah Department of Occupational and Professional Licensing (https://dopl.utah.gov/forms/SSW_Education_Courses.pdf), and are offered frequently throughout the academic year. There will be no change in administrative structure; no need for additional faculty or modified facilities or equipment. While the social work major is available at the University of Utah, Utah Valley University, and Weber State University, the social work minor is not offered at other USHE institutions.

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 is no anticipated financial impact of this new minor. No new resources are needed to implement this minor. Instructional support for the Social Work Minor will be provided through existing instructional offerings. The technology, infrastructure, and structure to deliver the program are in place. There will be no change in administrative structure and no additional faculty.

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					0
Required Courses					
+	-	SW 1010		Introduction to Social Work	3
+	-	SW 2100/SW5901		Human Behavior in the Social Environment	3
+	-	SW 2400		Social Work with Diverse Populations	3
+	-	SW 5902		Generalist Social Work Practice	3
+	-	SW 5903		Social Policy and Social Change	3
+	-				
+	-				
+	-				
+	-				
+	-				
Required Course Credit Hour Sub-Total					15
Elective Courses					
+	-	Choose One		Choose One	
+	-	SW 3250		Substance Abuse	3
+	-	SW 3350		Child Welfare	3
+	-	SW 3360		Adolescents: Theories, Problems & Ideas	3
+	-	SW 3450		School Social Work	3
+	-	SW 3550		Social Gerontology	3
+	-	SW 3650		Mental Health	3
+	-	SW 3750		Medical Social Services	3
+	-	SW 3850		Spirituality in Social Work Practice	3
+	-	SW 4900		Topical Issues Seminar	3
+	-	SW 5550		Family Violence: Interpersonal and Intergroup Conflict	3
Elective Credit Hour Sub-Total					3
Core Curriculum Credit Hour Sub-Total					18

Program Curriculum Narrative

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

The proposed requirements for a minor in Social Work include six courses totaling 18 credit hours, including five required core courses (15 credits). All students pursuing the minor will take at least one course (3 credits) selected from a list of elective courses.

The first required course is SW 1010: Introduction to Social Work. It is designed to give students a broad understanding of the social work profession. The second required course, SW 2100/SW 5901: Human Behavior in the Social Environment focuses on human behavior and development theories relevant to social work practice. The third required course, SW 2400: Social Work with Diverse Populations, prepares students to engage diversity and difference in practice. The fourth required course, SW 5902: Social Work Practice, prepares students to engage individuals, families, groups, organizations, and communities. The fifth required course, SW 5903: Social Policy and Social Change, prepares students to engage in policy practice. The 5900-series courses are particularly designed to qualify students for the Utah Social Service Worker (SSW) License. The elective course provides students with the opportunity to obtain more specialized knowledge and skills relevant to their educational and vocational plans.

SW 1010, 2100, and 2400 are already offered online and via interactive video conference (IVC) Fall, Spring, and Summer. SW 5901, 5902, 5903 are currently offered via IVC in the summer but will be offered more often and in an online format beginning Fall 2018. Several electives, including Child Welfare, Adolescents: Theories, Problems & Ideas, Substance Abuse, Mental Health, School Social Work, Spirituality in Social Work Practice, Social Gerontology, Family Violence: Interpersonal and Intergroup Conflict, and a Topical Issues course on Forensic Child Welfare are offered every year via IVC and/or online.

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

The required courses are also offered in the summer to provide students with increased scheduling flexibility.

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
SW 1010	3	SW 2100/5901	3
		SW 2400	3
Total	3	Total	6
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
SW 5902	3	SW 5903	3
		Elective	3
Total	3	Total	6
Four Year Map			

12 January 2018

ITEM FOR ACTION

Utah State University's School of Applied Sciences, Technology and Education, in the College of Agriculture and Applied Sciences proposes adding school-based and community-based emphases to the Bachelor of Science in Agricultural Education, in the manner described below.

EXECUTIVE SUMMARY

The School of Applied Sciences, Technology and Education, in the College of Agriculture and Applied Sciences proposes adding school-based and community-based emphases to the Bachelor of Science in Agricultural Education.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to add school-based and community-based emphases to the Bachelor of Science in Agricultural Education in the College of Agriculture and Applied Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences proposes adding school-based and community-based emphases to the Bachelor of Science degree in Agricultural Education, and

WHEREAS, The proposed emphases in the areas of school-based and community-based provide additional opportunities for student in extension, community, non-formal, and corporate education roles, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to add school-based and community-based emphases to the Bachelor of Science in Agricultural Education in the College of Agriculture and Applied Sciences' School of Applied Sciences, Technology and Education and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

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

Section I: The Request

Utah State University requests approval to offer the following Degree: Add school-based and community-based emphases to the Bachelor of Science degree in Agricultural Education with emphases effective Fall 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.

USU requests approval to add the emphasis areas of school-based and community-based to the Bachelor of Science in Agricultural Education effective Fall 2018. The current focus is teacher licensure for public schools, which will be encompassed by the proposed school-based emphasis. Based on labor market demand and student interest, a community-based emphasis without a focus on teacher licensure requirements is necessary and can provide additional opportunities for students in extension, community, nonformal, and corporate education roles.

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).

A significant shortage of high school agriculture teachers exists in Utah and across the nation. The school-based emphasis will continue to address this need. Utah and several surrounding states have expressed concern that a majority of current university extension faculty are nearing retirement age. The community-based emphasis can help address needs for extension educators, government agency workers, and private and corporate educators. A USDA report from 2015 predicted a shortage of 7,200 positions nationally in the education, communication, and government services by 2020.

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/.

These emphasis areas are consistent with USU's land-grant mission of education and outreach. Both the school-based and community-based education emphases prepare students to serve "the public through learning, discovery and engagement." Because of USU's unique mission, the proposed emphasis areas do not overlap or conflict with any other USHE institution. This program will not be delivered outside of the designated service area. While some coursework may be offered online, most will be delivered at USU campuses.

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 will be no changes required to implement the school-based emphasis as this is the program currently offered. The community-based emphasis will require the development of a few new courses, which could be offered using current faculty resources.

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.

Can students complete this degree without emphases? Yes or <input checked="" type="checkbox"/> No				
	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				22
Required Courses				
+	-			
Choose of the following courses:				
+	-			
+	-			
Required Course Credit Hour Sub-Total				0
Elective Courses				
+	-			
Elective Credit Hour Sub-Total				
Core Curriculum Credit Hour Sub-Total				22

	Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			School-based Agricultural Education	
+	-		APEC 1600 Natural Resources and American Economic Institutions (BAI)	3
+	-		APEC 3010 Introduction to Agricultural Economics and Agribusiness (DSS)	3
+	-		ASTE 1010 Introduction to Agricultural Systems Technology	3
+	-		ASTE 3030 Metal Welding Processes and Technology in Agriculture	3
+	-		ASTE 3080 Compact Power Units for Agricultural and Turfgrass Applications	3
+	-		ADVS 1110 Introduction to Animal Science	4
+	-		ADVS 2080 Beef and Dairy Herd Health and Production Practices	3
+	-		ADVS 2500 Feeds and Feeding	3
+	-		ADVS 4560 Principles of Animal Genetics and Breeding (QI)	3
+	-		PSC 3000 Fundamentals of Soil Science	4
+	-		PSC 1800 Introduction to Horticulture (BLS)	3
+	-		PSC 4050 Greenhouse Management and Crop Production	4

	Course Number	NEW Course	Course Title	Credit Hours
+ -	WILD 4000		Principles of Rangeland Management	3
+ -	ASTE 3050		Technical and Professional Communication Principles (CI)	3
+ -	ASTE 3100		Personal and Team Leadership	3
+ -	CHEM 1110		General Chemistry I (BPS)	4
+ -	BIOL 1610		Biology I	3
+ -	BIOL 1615		Biology I Lab	1
+ -	ASTE 2710		Orientation to Agriculture Education	2
+ -	ITLS 5500		Integration and Innovation of Technology in Education	3
+ -	SCED 5100		Motivation and Classroom Management	3
+ -	SCED 3210		Educational and Multicultural Foundations (DSS/CI)	3
+ -	ASTE 3620		Managing the FFA and SAE Programs	2
+ -	ASTE 3300		Clinical Experience I in Agricultural Education	1
+ -	ASTE 3240		Teaching in Laboratory Settings (CI)	3
+ -	SCED 5200		Language, Literacy and Learning in the Content Areas (CI)	3
+ -	ASTE 4150		Methods of Teaching Agriculture (CI)	3
+ -	ASTE 4210		Cognition and Evaluation of Student Learning in CTE	3
+ -	ASTE 4300		Clinical Experience II in Agricultural Education	1
+ -	SPED 4000		Education of Exceptional Individuals	2
+ -	ASTE 5630		Agricultural Education Student Teaching in Secondary Schools	10
+ -	ASTE 5500		Agricultural Education Secondary Curriculum Seminar	2
Choose of the following courses:				
+ -				
+ -				
Emphasis Credit Hour Sub-Total				97
Total Number of Credits to Complete Program				119
Remove this emphasis				

	Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			Community-based Agricultural Education	
+ -	APEC 1600		Natural Resources and American Economic Institutions	3
+ -	APEC 3010		Introduction to Agricultural Economics and Agribusiness (DSS)	3
+ -	ASTE 1010		Introduction to Agricultural Systems Technology	3
+ -	ASTE 3030		Metal Welding Processes and Technology in Agriculture	3
+ -	ASTE 3080		Compact Power Units for Agricultural and Turfgrass Applications	3
+ -	ADVS 1110		Introduction to Animal Science	4
+ -	ADVS 2080		Beef and Dairy Herd Health and Production Practices	3
+ -	ADVS 2500		Feeds and Feeding	3

	Course Number	NEW Course	Course Title	Credit Hours
+ -	ADVS 4560		Principles of Animal Genetics and Breeding (OI)	3
+ -	PSC 3000		Fundamentals of Soil Science	4
+ -	PSC 1800		Introduction to Horticulture (BLS)	3
+ -	PSC 4320		Forage Production and Pasture Management	3
+ -	ASTE 5260		Environmental Impacts of Agricultural Systems (CI)	3
+ -	ASTE 3050		Technical and Professional Communication Principles (CI)	3
+ -	ASTE 3100		Personal and Team Leadership	3
+ -	CHEM 1110		General Chemistry I (BPS)	4
+ -	BIOL 1610		Biology I	3
+ -	BIOL 1615		Biology I Lab	1
+ -	ASTE 2710		Orientation to Agriculture Education	2
+ -	ITLS 5500		Integration and Innovation of Technology in Education	3
+ -	ASTE 5220/6220		Volunteer Programs and Partnerships	3
+ -	ADVS 5650		Science Communication	3
+ -	ASTE 5XXX	×	4-H and Youth Development	3
+ -	ASTE 3XXX	×	Internship I in Agricultural Education	1
+ -	ASTE 5XXX	×	Outreach and Nonformal Teaching Methods	3
+ -	ASTE 4150		Methods of Teaching Agriculture (CI)	3
+ -	ASTE 4XXX	×	Internship II in Agricultural Education	1
+ -	ASTE 5150/6150		Assessment and Program Evaluation	3
+ -	ASTE 4250		Occupational Experiences in Agriculture	6
Emphasis Credit Hour Sub-Total				86
Total Number of Credits to Complete Program				108
Remove this emphasis				

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.

Both emphasis areas require the same core courses in technical agriculture. Twenty-two credits of general education coursework are not included in the required coursework. The primary differences between the two emphasis areas are in the pedagogy coursework areas.

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

The degree map below is for the community-based agricultural education emphasis. The degree map for the school-based agricultural education emphasis is the existing degree program found at http://catalog.usu.edu/preview_program.php?catoid=12&poid=9270&returnto=3800

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ADVS 1110 - Intro Ani Sci	4	ASTE 2900 - Food Matters (BSS)	3
ASTE 2710 - Orientation to Ag Ed	2	CHEM 1110 - General Chemistry (BPS)	4
ENGL 1010 - Intro to Writing (CL1)	3	APEC 1600 - Nat Res and Am Econ Inst (BAI)	3
ASTE 1010 - Intro Ag systems	3	PSC 1800 - Intro to Horticulture (BLS)	3
Breadth Humanities (BHU) course	3	MATH 1050 - College Algebra (QL1)	4
Total	15	Total	17
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
APEC 3010 - Intro to Ag Econ (DSS)	3	ADVS 2080 - Beef and Dairy Herd Production	3
ASTE 3030 - Metal Welding Processes	3	ASTE 3080 - Compact Power Units	3
BIOL 1610 - Biology I	3	ASTE 3100 - Personal and Team Leadership	3
BIOL 1615 - Biology I Lab	1	Breadth Creative Arts (BCA) course	3
ENGL 2010 - Intermediate Writing (CL2)	3	Exploratory Breadth Course	3
ADVS 2500 - Feeds and Feeding	3		
Total	16	Total	15
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
PSC 4320 - Forage and Pasture Management	3	PSC 3000 - Fundamentals of Soil Science	4
ADVS 4560 - Principles of Animal Genetics (QI)	3	ITLS 5500 - Integ and Innov of Tech in Ed	3
ASTE 5260 - Environmental Impacts of Ag (CI)	3	ASTE 5XXX - 4-H and Youth Dev	3
ASTE 3050 - Tech and Prof Communication (CI)	3	ASTE 3XXX - Internship I	1
Elective course	3	ASTE 5XXX - Outreach and Nonformal Teaching	3
Total	15	Total	14
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
ASTE 4150 - Methods of Teaching Agriculture	3	ASTE 4250 - Occupational Experiences in Ag	6
ASTE 4XXX - Internship II	1	ASTE 5220 - Volunteer Programs and Partnerships	3
ASTE 5150 - Assessment and Prog Eval	3	Elective course	3
ADVS 5650 - Science Communication	3	Elective course	3
Elective course	3		

Total	13	Total	15
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12 January 2018

ITEM FOR ACTION

Utah State University's Department of Sociology, Social Work and Anthropology, in the College of Humanities and Social Sciences proposes offering a Certificate of Proficiency in Interfaith Leadership, in the manner described below.

EXECUTIVE SUMMARY

The Department of Sociology, Social Work and Anthropology, in the College of Humanities and Social Sciences proposes offering a Certificate of Proficiency in Interfaith Leadership.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Certificate of Proficiency in Interfaith Leadership in the College of Humanities and Social Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences proposes offering a Certificate of Proficiency in Interfaith Leadership, and

WHEREAS, The proposed certificate of proficiency will provide students with professional skills and understandings in dealing with others who orient around religion differently, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Certificate of Proficiency in the College of Humanities and Social Sciences' Department of Sociology, Social Work and Anthropology and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

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

Section I: The Request

Utah State University requests approval to offer the following Certificate of Proficiency: Interfaith Leadership Certificate effective Fall 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 department of Sociology, Social Work and Anthropology (SSWA) in the College of Humanities and Social Sciences (CHaSS), proposes to create a certificate in Interfaith Leadership to be offered on the Utah State University Campus in Logan and its Regional campuses and centers throughout the state, via face-to-face and on-line instruction. The certificate will require six courses which will provide students with the professional skills and appreciative knowledge to interact with others who orient around religion differently and to develop an in depth understanding of interfaith cooperation in civic and organizational settings.

The field of interfaith studies promotes cooperation between people who orient around religion differently from one another. It builds capacity for doing so through providing students with the appreciative knowledge, the vision, and the necessary skills to engage with people of differing world views and faith-commitments. Given the relative religious homogeneity at USU (70% of incoming freshmen self-identified as LDS on the Interfaith Diversity Experiences and Attitudes Longitudinal Survey that was administered during fall 2016) and the lack of sustained exposure to people of other religious traditions (only 30% of students surveyed had lived in a region where their faith tradition was not the majority religion for longer than 12 months at any period in their lives), USU students come from one of the least religiously diverse regions in the country and would be especially well served by learning how to interact in positive ways with people of other faith traditions as they move beyond this region for careers or future study. Student interest in religion/spirituality is high (70% of students surveyed in that same study expressed at least some interest in incorporating conversations about religion and spirituality into their university studies).

A key component of the proposed program gets students out of the classroom to engage with religious communities in community-settings which will give them skills and practice applying classroom based knowledge to "real" world challenges. The interdisciplinary nature of this proposed certificate uses classes already being offered in religious studies, philosophy, history, and anthropology but adds both a core set of courses that teach the theory and method of interfaith cooperation as well as supervised practical experiences for applying these concepts. A certificate in interfaith leadership will benefit students looking to bolster their resumes in an increasingly religiously diverse world. It will also contribute to increased student enrollment in the department and the college as students take advantage of the certificate to become more prepared as 21st Century citizen-scholars.

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).

In today's increasingly complex and religiously diverse world, there is an urgent need for interfaith cooperation in virtually every sector of employment. Interfaith cooperation is characterized by respect for individual religious or non-religious identities, mutually inspiring relationships, and common action for the common good. When individuals, organizations, and communities are able to recognize their shared values and effectively engage in interfaith dialogue, the potential for growth is limitless. In wide ranging professions, from education to health care to business, there is a need for interfaith leaders who can listen, understand, and mobilize the capacity of a religiously diverse workforce. Employers recognize the value of employees who are

equipped with interfaith skills, yet there is currently a lack of expertise and training on these issues within the workforce. Utah's Department of Workforce Services, for example, completed a study of "difficult to fill jobs" in 2015 and found that "soft-knowledge, skills, and abilities" including "Teamwork, People Skills or Social Intelligence" as well as "Professionalism, Conduct, Ethics, and Honesty" were reasons given that jobs went unfilled in STEM Occupations (30% of the time) as well as non-STEM occupations (56% of the time). Additionally, the Arthur Vining Davis Foundation recently prioritized "Religious Literacy" and "Interfaith Leadership" as priority areas for their strategic giving, noting that "it is essential that leaders are prepared to model meaningful engagement among different faith traditions. This may include those who serve in clerical roles as well as leaders in civic, academic, business, professional and non-profit sectors. We are interested in supporting programs that prepare leaders with the knowledge to foster mutual respect for religious beliefs and traditions and that address the ways in which our multi-religious society magnifies the need for civil discourse and tolerance" (<http://www.avdf.org/Programs/InterfaithLeadershipReligiousLiteracy.aspx>). USU is the only institution proposing such a program within the region even though the need for skilled interfaith leaders continues to grow as the state becomes increasingly religiously diverse. The proposed certificate will offer students in a wide range of majors the opportunity to become interfaith leaders in their respective fields of study and bring skills of interfaith cooperation to every corner of our state.

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 higher.utah.gov/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higher.utah.gov/policies/policyr315/.

Utah State University's mission includes cultivating diversity of thought and culture as well as serving the public through learning, discovery and engagement. Interfaith Leadership is consistent with that mission because its focus is on preparing undergraduate students with the knowledge base, the vision, and the skill-set to promote positive relationships among people who orient around religion differently. Promotion of interfaith cooperation is more important now than ever before because religious diversity is a fact of life--both at home and abroad. But interreligious cooperation must be cultivated. The Interfaith Leadership Certificate program will do just that by increasing student religious literacy, increasing capacity for civic (and civil) dialogue, improving written and oral communication as well as critical thinking and capacity for self-reflection and improving marketability in a religiously diverse landscape--regardless of the career that a student may prepare for. With more than 30 institutions around the nation who have created course sequences, certificates, and minors in Interfaith studies over the last two years, USU is one of only four public universities anywhere in the United States to be engaged in this work.

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 is no anticipated financial impact for this new certificate program. No new resources are needed to implement the certificate. Instructional support for the Interfaith Leadership Certificate Program will be provided through existing instructional offerings. An introductory on-line course that is required for all students is currently in development, thanks to support from AIS and from a small grant obtained through Interfaith Youth Core. It will be piloted in Spring 2018 and will be submitted for EPC review via Curriculum later this fall. It will be cross-listed as ANTH/SW/RELS/IFL [Interfaith Leadership] 1090 to draw-in students in these programs. An interfaith leadership specific practicum course (modeled on ANTH 5190) with the suggested number IFL 5191 will also be submitted for EPC approval via Curriculum later this fall. This course will NOT be cross-listed with any other programs so that ONLY students who are enrolled in the certificate program are eligible for enrollment in this course. This will allow us to add a pre-requisite to the course so that all students doing the practicum have the necessary foundation in Interfaith Leadership method and theory. The practicum component for the certificate program will be supervised by the Interfaith Leadership Certificate Coordinator. For example, Prof. Glass-Coffin expects to serve in this role for the first two years of the program and then other faculty with interest in the program will provide this supervision on a rotating basis. Monies remaining from an Interfaith Youth Core grant designed to off-set program development costs will be used during 2017-2018 academic year to market the program and to provide incentives to faculty who have interest in participating.

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					
<input type="radio"/>	<input type="radio"/>	ANTH/SW/RELS/IFL 1	X	Introduction to Interfaith Leadership	3
<input type="radio"/>	<input type="radio"/>	IFL 5191	X	Applied Anth Practicum (Interfaith Leadership Practicum)	3
Choose 1 of the following courses:					
<input type="radio"/>	<input type="radio"/>	RELS 1010		Intro to World Religions	3
<input type="radio"/>	<input type="radio"/>	ANTH/3160		Anthropology of Religion	3
<input type="radio"/>	<input type="radio"/>				
Required Course Credit Hour Sub-Total					9
Elective Courses					
<input type="radio"/>	<input type="radio"/>				

		Course Number	NEW Course	Course Title	Credit Hours
Choose 2 of the following courses:					
+ -				Appreciative Knowledge of Religious Traditions:	
+ -		RELS 3010		Intro to Buddhism	3
+ -		RELS 3020		Intro to Hinduism	3
+ -		RELS 3030		Intro to Islam	3
+ -		RELS 3050		Intro to Christianity	3
+ -		RELS 3060		Intro to Judaism	3
+ -		RELS 3090		Intro to Shamanism	3
+ -		RELS 3210		Classical Mythology	3
+ -		RELS 3820		Hindu Sacred Texts	3
+ -		RELS 4560		Women in Islam	3
+ -		RELS/HIST 4795		Joseph Smith	3
+ -		RELS/HIST 4910		Women in Buddhism	3
+ -		ARTH/RELS 5740		Pilgrimage	3
+ -					
+ -				History of Religious Conflict and Cooperation:	
+ -		RELS 2050		Historical Jesus	3
+ -		RELS 3270		Crusades	3
+ -		RELS 3410		Modern Middle East	3
+ -		RELS 3470		Religion and Politics of South Asia	3
+ -		RELS/HIST 4565		Early Islamic History	3
+ -		RELS/HIST 4566		Modern Islamic Thought	3
+ -		RELS 4790		American Religious History	3
+ -		ANTH 4800		Material Culture and Religious Conflict	3
+ -		HIST???		Reformation	3
+ -					
+ -				Ways of Knowing, Being, and Interacting in the World	
+ -		RELS 2060		Science and Religion	3
+ -		LING 2500		Language and Religion	3
+ -		PEP 2900		Presence and Community Building	3
+ -		RELS 3040		Religion, Evil and Suffering	3
+ -		RELS 3420		Gods and Goddesses of India	3
+ -		ENG 3385		Sacred World Literature	3
+ -		PHIL 3600		Philosophy of Religion	3
+ -		PE/RELS 4010		Yoga Theory	3
+ -		RELS 4910		Religion and Time	
+ -					
Choose 1 of the following courses:					
+ -				Religious Engagement Beyond the Classroom	
+ -		ANTH/RELS 3165		Bridging Religious Difference in Theory and Practice	3
+ -		SW 3850		Spirituality and Social Work	3
+ -		SW 4160		Community Practice	3
+ -					

		Course Number	NEW Course	Course Title	Credit Hours
Choose of the following courses:					
<input type="radio"/>	<input type="radio"/>				
<input type="radio"/>	<input type="radio"/>				
Elective Credit Hour Sub-Total					9
Core Curriculum Credit Hour Sub-Total					18

Program Curriculum Narrative

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

The proposed requirements for a certificate in Interfaith Leadership include six courses totaling 18 credit hours. There are 3 required core courses (9 credits) and 3 elective courses (9 credits). Required courses include the following: a) ANTH/SW/RELS/IFL 1090, b) one of 2 courses (either ANTH 3160 or RELS 1010), and c) IFL 5191 . ANTH/SW/RELS/IFL 1090: Introduction to Interfaith Leadership is designed to give students a broad understanding of the background and context as well as rationale for Interfaith Leadership as a professional practice. It is being developed during Fall 2017 and will be piloted Spring 2018. ANTH 3160 or RELS 1010 (students choose 1) introduces students to engagement beyond the classroom and deepens their appreciation for the role that is played by religion in people's lives. IFL 5191 is a semester-length supervised practicum experience that allows students to apply what they have learned to solve real world problems. A new number is being sought for this practicum experience so that only students enrolled in the Interfaith Leadership Certificate enroll in this particular practicum course.

Additional courses (totaling 9 credits) include 2 courses from 3 areas (including Appreciative Knowledge of Religious Traditions, History of Religious Cooperation and Conflict, or Ways of Knowing, Being, and Interacting in the World) and 1 course from the area called "Religious Engagement Beyond the Classroom." These courses help students broaden their knowledge of religious traditions and introduce them to the ways that interfaith conflict and cooperation have unfolded on the world stage in both historical and contemporary moments as well as introducing students to engagement beyond the classroom, deepening their appreciation for the role that is played by religion in people's lives.

Ideally, students would enroll in the introductory course, then in elective courses that introduce the variety of religious traditions practiced in the world today as well as the way that these traditions impact the religious, then in an applications course that asks students to engage with religious adherents beyond the classroom, and finally in a semester-length independent studies practicum experience, supervised by the acting Interfaith Leadership Certificate Program director (this assignment will rotate between core faculty but will be part of Dr. Glass-Coffin's load during the first 2 years of the program). In her role as adviser, Dr. Glass-Coffin will encourage students to follow this sequence, yet the certificate program is flexible so that students may participate in any of the courses, except the practicum experience, at any time during their tenure in the program. The practicum experience will have, as a pre-requisite, the ANTH/SW/RELS/IFL 1090 course so that students have the necessary background in interfaith leadership method and theory before engaging in the in-depth community-engaged scholarship that is one of the certificate program's strengths.

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.
ANTH/SW/RELS/IFL 1090	3	Elective #1	3
RELS 1010 or ANTH/RELS 3160	3	Elective #2	3
Total	6	Total	6
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
ANTH/RELS 3165 or SW 3850 or SW 4160	3	IFL 5191	3
Total	3	Total	3
Four Year Map			

12 January 2018

ITEM FOR ACTION

Utah State University's Jon M. Huntsman School of Business proposes establishing the Stephen R. Covey Center for Leadership, in the manner described below.

EXECUTIVE SUMMARY

The Jon M. Huntsman School of Business proposes establishing the Stephen R. Covey Center for Leadership.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to establish the Stephen R. Covey Center for Leadership in the Jon M. Huntsman School of Business.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Jon M. Huntsman School of Business proposes establishing the Stephen R. Covey Center for Leadership, and

WHEREAS, The proposed **Center for Leadership will better help prepare students for leadership roles**, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to establish the Stephen R. Covey Center for Leadership in Jon M. Huntsman School of Business and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

New Unit Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to establish Stephen R. Covey Center for Leadership effective . This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a new administrative unit or change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit or unit change.

In 2014, the World Economic Forum suggested that deep-seated problems on a global scale, gridlock within our institutions, corruption among leadership, and a lack of values in leaders had contributed to a lack of trust in leaders in both the private and public sectors. In 2015, it found that 86% of respondents believed there was a leadership crisis in the world. Moreover, according to the 2017 Deloitte Human Capital Survey, the need for younger, more agile leaders at all levels of organizations is consistently a significant concern for business leaders. The skills needed to lead today are however evolving. A study of 64,000 men and women in 13 countries found that values and skills of selflessness, empathy, collaboration, and flexibility are the most important for leadership, contrary to the masculine attributes, so called heroic leadership theories, and command and control paradigms of leadership which have in the past been associated with effective leadership (Spend Shift: How the Post-Crisis Values Revolution is Changing the Way We Buy, Sell, and Live, Gerzema & D'Antonio 2010). As a result, there is a need to educate and train students on the skills required to lead within the organizations of today. Leadership skills benefit all types of organizations such as for-profits, nonprofits, governments, and educational institutions. Learning and mastering these skills will prepare students for successful careers at all levels within organizations.

The Stephen R. Covey Center for Leadership in the Jon M. Huntsman School of Business Center will offer a comprehensive program of developmental activities that allow students to bridge the gaps between formal classroom education (knowing), real-world experience (doing), and embedding principle based leadership into their core attitudes and behaviors (becoming), providing transformational experiences that challenge, inspire, and develop leaders. Students will discover their leadership voices, and develop the courage, character, and competence to make a difference in their homes, communities, and workplaces. The Center will offer an integrated leadership development experience for students through curriculum, co-curricular activities, and coaching programs. It will also assist with the development of curriculum for an undergraduate minor in leadership and management and graduate level curriculum in leadership. Some of the resources offered will be a leadership orientation for incoming students, coaching and mentoring, tools for assessing leadership skills and building self-awareness, a leadership speaker series, and service learning opportunities to practice leadership. The Center will emphasize new paradigms of leadership, a shift from singular, positional leadership, to shared, emergent leadership at all levels.

To meet the growing need for Leadership training, more than 100 similar centers have been established across the United States. Five institutions in the the State of Utah have already established organizations

to foster leadership development in students:

University of Utah - Goff Strategic Leadership Center
Brigham Young University - Weidman Center for Global Leadership
Weber State University - HERS Leadership Institute
Utah Valley University - Center for Advancement of Leadership
Southern Utah University - Leadership Engagement Center

The Stephen R. Covey Center for Leadership will complement existing state-wide leadership training. It will be widely inclusive across the university, with significant efforts being made to include and support students campus wide and within the Regional Campus system. The focus of the Center will be on student development, particularly at the undergraduate level, unlike other centers that typically focus on graduate and executive education and on consulting for external stakeholders.

Stephen R. Covey was an internationally renowned authority on leadership, and was the first Jon M. Huntsman Presidential Professor of Leadership in the last years of his life. His name gives the Center a unique and globally recognizable brand in the domain of leadership that will enable it to position itself at the forefront of Leadership education. The Center seeks to foster Stephen R. Covey's legacy.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

The mission of the Jon M. Huntsman School of Business is to develop leaders of distinction in commerce and public affairs. The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery and engagement. The goals of the Stephen R. Covey Center for Leadership align with the missions of both USU and the Huntsman School of Business by building a foundation of principle-based leadership and accelerating the lifelong leadership development of its students.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

The work of the Center will be carried out by faculty in the Jon M. Huntsman School of Business as part of their faculty roles:

Bret Crane, Ph.D.
Julena Bonner, Ph.D.
Steven Hanks, Ph.D.
Alexander Romney, Ph.D.
Brad Winn, Ph.D.

Should additional faculty resources be needed, these will be funded by the Huntsman School of Business. The only staffing need is for administrative support. This and support for daily operations of the Center will be funded by the Huntsman School of Business. The Center will be housed in Huntsman Hall in the Jon M. Huntsman School of Business. Space has already been allocated to the Center.

The Center will benefit from a gift from the Franklin Covey Company. This gift, valued at \$3 million, provides access to intellectual property to support the activities of the Center for a period of ten years. A fund raising plan has also been established to seek longer term financial support for the Center. No university funds will be required to establish and operate the Center nor will resources be diverted from other units and programs within the Huntsman School of Business.

12 January 2018

ITEM FOR ACTION

Utah State University's Department of Physics, in the College of Science proposes reducing the number of research credits in the Physics PhD, in the manner described below.

EXECUTIVE SUMMARY

The Department of Physics, in the College of Science proposes reducing the number of research credits in the Physics PhD.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to reduce the number of research credits in the Physics PhD in the College of Science.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Physics in the College of Science proposes reducing the number of research credits in the Physics PhD, and

WHEREAS, The proposed **reduction of credit hours toward the PhD will normalize degree requirements and improve the department's ability to recruit and retain graduate students in the program**, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to reduce the number of research credits in the Physics PhD in **the** College of Sciences' Department of Physics and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to restructure PhD in Physics effective Spring 2018. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Physics Department proposes to reduce the number of research credits required for a PhD degree.

The reason for the research-credit changes hinges on the fact that after the completion of required coursework, a graduate student is considered to be full time at 3 credits per semester. Consequently, nearly all Physics PhD students are currently required to accumulate more research credits than they need in order to fulfill the academic and research requirements of their degree. This means either (i) tuition-credit waivers are being unnecessarily wasted or (ii) students or their research mentors are required to purchase more credits than necessary.*

The current PhD program requires 72 total credits starting from a BS degree; the Physics Department proposes to decrease the number of research credits by 12 for this track, thus reducing the overall credit requirements to 60 credits. Typically, a student with a BS degree takes 30 credits of coursework during their first two years. With the proposed reduction to 60 credits, such a student will then need 30 credits of research. By reducing the overall number of credits to the university minimum of 60, the research phase of the student's program can be completed within 5 years at 3 credits/semester, making their overall tenure 7 years for the PhD program.

Likewise, the current PhD program requires 42 total credits starting from a MS degree. The Physics Department also proposes to decrease the number of research credits by 12 for this track, thus reducing the overall credit requirements to 30 (the university minimum). This credit requirement will typically be broken down into 15 credits of coursework and 15 research credits. As 30 academic credits are required for a USU MS degree, the proposed change for this track is consistent with the proposed BS to PhD track.

The reduction of credit hours toward the PhD will enhance the department's ability to recruit and retain top graduate students from around the country, as many other Physics PhD programs require fewer than the current minimum requirements of 72 and 42 credits for the two tracks. All students who have recently graduated from the program have found employment in industry, government labs, or academia. These changes will allow this successful PhD program to maintain its ability to supply these sectors.

*If a student were to take 3 research credits/semester after completing his/her coursework, then our current requirements would force the student to stay in the PhD program for a total of 9 years, well outside the norm for such a program.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higher.utah.gov/policies/policy312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higher.utah.gov/policies/policy315/. Will faculty or staff structures be impacted by the proposed change?

The Physics Department's PhD degree is a long standing program that supports USU's institutional mission as one of two public universities in Utah that grant PhD degrees. The changes proposed alter neither the academic nor research aspects of

this program. The changes only serve to bring the total credits required in line with USU's credit requirements for full time status. Thus, the proposed changes will not impact other USHE institutions.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No additional costs to the university are anticipated from this change.

12 January 2018

ITEM FOR ACTION

Utah State University's Department of Human Development and Family Studies, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Early Childhood Development Certificate program, in the manner described below.

EXECUTIVE SUMMARY

The Department of Human Development and Family Studies, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Early Childhood Development Certificate program.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to discontinue the Early Childhood Development Certificate program in the Emma Eccles Jones College of Education and Human Services.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Early Childhood Development Certificate program, and

WHEREAS, The proposed discontinuation of this certificate will help direct students to the appropriate courses needed to meet the new qualifications to be a Head Start teacher, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to discontinue the Early Childhood Development Certificate program in the Emma Eccles Jones College of Education and Human Services' Department of Human Development and Family Studies and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

Unit Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to discontinue Early Childhood Development effective Fall 2018. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit change.

This is a request to discontinue this certificate program. This certificate was only offered at USU-Eastern and it has been five years since there was a graduate. There are currently no students in the program. The rationale for the discontinuation would be not having any students enrolled and there is not longer a job market for this certificate. There were originally two faculty members associated with this program and one of them left. With the low enrollments and only one faculty member in the child development lab to support the program, the lab was closed which effectively ended the certificate. An additional problem was that many of the courses were dated and not consistent with best practices and were subsequently dropped from the curriculum.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

Students who have traditionally chose this major have reported there is no longer a job market. This certificate originally qualified a student to work in Head Start, but new regulations are more stringent and the certificate leads to no known jobs.

Impact of Discontinuation

Indicate the statewide impact of discontinuing this unit. Explain if current students, faculty, and staff affiliated with the unit will be reassigned.

With no job market, the other state universities have already deleted comparable degrees, thus we anticipate no statewide impact for discontinuing this major. USU and SUU both have on-line courses to provide the training for students to meet the new qualifications to be a Head Start teacher.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

There will be no cost savings as the current resources are utilized by other department programs.

12 January 2018

ITEM FOR ACTION

Utah State University's Department of Human Development and Family Studies, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Family and Consumer Science Bachelor's Degree, in the manner described below.

EXECUTIVE SUMMARY

The Department of Human Development and Family Studies, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Family and Consumer Science Bachelor's Degree.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to discontinue the Family and Consumer Science Bachelor's Degree in the Emma Eccles Jones College of Education and Human Services.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Family and Consumer Science Bachelor's Degree, and

WHEREAS, The proposed discontinuation will help direct students to the more relevant programs in Human Development and Family Studies or Family and Consumer Science Education, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to discontinue the Family and Consumer Science Bachelor's Degree in the Emma Eccles Jones College of Education and Human Services' Department of Human Development and Family Studies and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

Unit Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to discontinue Family and Consumer Science effective null null. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit change.

The Family and Consumer Science Bachelors Degree is a remnant of the Home Economics major. Nationwide there is a trend for these departments to be subsumed into other departments. Two faculty members who taught the consumer courses have left the department. The remaining faculty member teaches family finance courses. Due to the low enrollments in this program, those faculty positions were assigned to other programs. Lastly, graduates with this degree do not have an employable expertise upon graduation. The specific number of graduates for the last seven years are:

2010- 3

2011- 3

2012- 4

2013- 3

2014- 0

2015- 1

2016- 0

There are currently three declared majors. One will graduate in Fall 2017 and the other two have an inactive status (one has not been on campus since 2013 and the other took a leave of absence that was to end in Spring 2015 but they have not come back yet). Given their standing, there are enough courses they could finish their degree in this major.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

Students who have traditionally chose this major have reported there is no longer a job market. Currently, students who have interest in these content areas choose either Human Development and Family Studies or Family and Consumer Science Education. Students in HDFFS are trained to work in a variety of community agencies while those in FCSE are trained to become high school teachers.

Impact of Discontinuation

Indicate the statewide impact of discontinuing this unit. Explain if current students, faculty, and staff affiliated with the unit will be reassigned.

The transcripts of the remaining students have been reviewed by the department advisor. There are adequate substitute courses that would allow the two students to finish a degree in this major for at least the next three years. Per department and university policy, both students will have gen ed coursework that is out of date beyond that point. With no job market, the other

state universities already deleting comparable degrees, we anticipate no statewide impact for discontinuing this major.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

There will be no cost savings as the current resources are utilized by other department programs.

12 January 2018

ITEM FOR ACTION

Utah State University's Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Master of Health Promotion, in the manner described below.

EXECUTIVE SUMMARY

The Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Master of Health Promotion.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to discontinue the Master of Health Promotion in the Emma Eccles Jones College of Education and Human Services.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Master of Health Promotion, and

WHEREAS, The proposed discontinuation will **help direct students to the new Master's in Public Health (MPH) that better meets their needs**, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to discontinue the Master of Health Promotion in the Emma Eccles Jones College of Education and Human Services' Department of Kinesiology and Health Science and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to discontinue Master of Health Promotion effective Spring 2018. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Masters of Health Promotion was originally developed to replace the Plan C option within the existing MS Health & Human Movement-Health Education Specialization. This was the degree students could pursue in order to work in public health and other allied agencies in Community Health Education. Recently a Master's in Public Health (MPH) with a Health Promotion specialization was approved with the first cohort accepted for Fall 2017. This new degree will replace the existing Master of Health Promotion offered by the department.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-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/ . Will faculty or staff structures be impacted by the proposed change?

The current degree only serves students attending the Logan campus while the new MPH degree extends graduate education throughout the State. From the Regents PolicyR312.4.1.2: Utah State University Mission Statement (2003): The mission of Utah State University is to be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement

Impact of Discontinuation

Indicate the statewide impact of discontinuing this program. Explain how currently admitted students may complete the program within a reasonable period of time compatible with accreditation standards either through either (1) enrollment of students at other institutions of higher education; or (2) courses being taught for a maximum of two years after discontinuation of the program or until no admitted students remain who are entitled to complete the program, whichever comes first.

It is anticipated the new MPH degree will attract at least triple (anticipate up to 15 enrolled by the 3rd year) the number of students presently enrolled (5) in the MHP degree program. New students will no longer be accepted in the existing degree after Fall 2017. Currently enrolled students may complete their degree or if they prefer switch into the new MPH program if they meet admission requirements.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No additional costs are associated with the discontinuation of the existing degree program. All graduate faculty presently teaching in the existing degree will or have been assigned to teach in the new MPH degree.

12 January 2018

ITEM FOR ACTION

Utah State University's Department of Kinesiology and Healthy Science, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the MS Health and Human Movement Specialization Plan A and B, in the manner described below.

EXECUTIVE SUMMARY

The Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the MS Health and Human Movement Specialization Plan A and B.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to discontinue the MS Health and Human Movement Specialization Plan A and B in the Emma Eccles Jones College of Education and Human Services.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the MS Health and Human Movement Specialization Plan A and B, and

WHEREAS, The proposed discontinuation will **help direct students to the new Master's in Public Health (MPH) that better meets their needs**, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to discontinue the MS Health and Human Movement Specialization Plan A and B in the Emma Eccles Jones College of Education and Human Services' Department of Kinesiology and Health Science and that this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to discontinue MS Health and Human Movement- Health Education Specialization Plan A and Plan B effective Spring 2018. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Masters of Science with a specialization in Health Education was originally the degree students could pursue in order to work in public health and other allied agencies in community health promotion. Recently a Master's in Public Health (MPH) with a Health Promotion specialization was approved with the first cohort accepted for Fall 2017. This new degree will replace the existing MS in Health in Human Movement- Health Education Specialization offered by the department.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-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/ . Will faculty or staff structures be impacted by the proposed change?

The current degree only serves students attending the Logan campus while the new MPH degree extends graduate education throughout the State. From the Regents PolicyR312.4.1.2: Utah State University Mission Statement (2003): The mission of Utah State University is to be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement.

Impact of Discontinuation

Indicate the statewide impact of discontinuing this program. Explain how currently admitted students may complete the program within a reasonable period of time compatible with accreditation standards either through either (1) enrollment of students at other institutions of higher education; or (2) courses being taught for a maximum of two years after discontinuation of the program or until no admitted students remain who are entitled to complete the program, whichever comes first.

It is anticipated the new MPH degree will attract at least triple (anticipate up to 15 enrolled by the 3rd year) the number of students presently enrolled (5) in the MS Health & Human Movement- Health Education Specialization. Students will no longer be accepted in the existing degree after Fall 2017. Currently enrolled students will be allowed to complete their degree or if they prefer switch into the new MPH program if they meet admission requirements.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No additional costs are associated with the discontinuation of the existing degree program. All graduate faculty presently teaching in the existing degree will or have been assigned to teach in the new MPH degree.

12 January 2018

ITEM FOR ACTION

RE: Real Property Acquisition

The real property acquisition described herein is submitted to the Utah State University Board of Trustees for review and approval. The proposed action has received appropriate administrative review and approval.

EXECUTIVE SUMMARY

USU desires approval for the acquisition of a 3.76 acre parcel of developed commercial land located at 920 West LeVoy Drive, Taylorsville, Utah. The property includes a 33,600 square foot commercial building as illustrated in Exhibit A.

On November 1, 2017, USU commenced a 15-year lease of this property to provide a new location for the USU Salt Lake Educational Center. Pursuant to the terms of the lease agreement, the landlord has issued a Right of First Offer notice giving USU the first right to purchase the property. USU desires to exercise its Right of First Offer to acquire the developed property using proceeds from bonds to be issued by the University.

USU Facilities inspected and evaluated the overall condition of the building including internal systems, roof, structure, etc. and found it to be in good condition. Minor improvements were recently completed and USU classes will begin in the building on January 8, 2018.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the request to acquire the real property located in Taylorsville, Utah.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, USU desires approval for the acquisition of a 3.76 acre parcel of developed commercial land located at 920 West LeVoy Drive, Taylorsville, Utah; and

WHEREAS, The property includes a 33,600 square foot commercial building as illustrated in Exhibit A; and

WHEREAS, On November 1, 2017, USU commenced a 15-year lease of this property to provide a new location for the USU Salt Lake Educational Center; and

WHEREAS, Pursuant to the terms of the lease agreement, the landlord has issued a Right of First Offer notice giving USU the first right to purchase the property; and

WHEREAS, USU desires to exercise its Right of First Offer to acquire the developed property using proceeds from bonds to be issued by the University; and

WHEREAS, USU Facilities inspected and evaluated the overall condition of the building including internal systems, roof, structure, etc. and found it to be in good condition; and

WHEREAS, Minor improvements were recently completed and USU classes will begin in the building on January 8, 2018:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of TRUSTEES hereby approves the request to acquire the real property located in Taylorsville, Utah.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date

EXHIBIT A



12 January 2018

ITEM FOR ACTION

RE: Review and Acceptance of the External Audit Reports

The external audit reports are submitted to the Board of Trustees for consideration. The audit reports listed below have received the appropriate administrative review.

EXECUTIVE SUMMARY

Audits of University financial statements are conducted by various external agencies. The State of Utah Auditor's Office performed the comprehensive audit on the University financial statements for the year ended 30 June 2017. The State of Utah Auditor's Office also performed the required audit on the Edith Bowen Laboratory School financial statements for the year ended 30 June 2016. The firm Jones Simkins LLP performed the comprehensive audit on the Utah State University Research Foundation's financial statements for the year ended 30 June 2017. The firm Jones Simkins LLP also performed the required audit on Utah Public Radio's financial statements for the year ended 30 June 2017.

The audit reports listed below are scheduled for review by the Board of Trustees Audit Committee on January 12, 2018 prior to the Board of Trustees meeting on 12 January 2018.

1. Utah State University Financial Statements for the Year Ended 30 June 2017 with Independent Auditor's Reports
2. Utah State University Research Foundation Financial Statements for the Year Ended 30 June 2017 with Independent Auditor's Reports
3. Utah Public Radio Financial Statements for the Year Ended 30 June 2017 with Independent Auditor's Reports
4. Edith Bowen Laboratory School Financial Statements for the Year Ended 30 June 2017 with Independent Auditor's Reports

RECOMMENDATION

The President, Vice President for Business and Finance, and the Audit Committee recommend that the Board of Trustees accept the external audit reports.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, Audits of University financial statements are conducted by various external agencies;
and

WHEREAS, A meeting of the Utah State University Board of Trustees Audit Committee was held
on January 12, 2018 for the purpose of reviewing the external audit reports; and

WHEREAS, The following individuals are members of the Utah State University Board of Trustees
Audit Committee: J. Scott Nixon, Chairman; Kent K. Alder; Mark K. Holland; Jody K. Burnett and
Clark L. Whitworth; and

WHEREAS, The following audit reports were reviewed:

1. Utah State University Financial Statements for the Year Ended 30 June 2017 with
Independent Auditor's Reports
2. Utah State University Research Foundation Financial Statements for the Year Ended 30 June
2017 with Independent Auditor's Reports
3. Utah Public Radio Financial Statements for the Year Ended 30 June 2017, with Independent
Auditor's Reports
4. Edith Bowen Laboratory School Financial Statements for the Year Ended 30 June 2017, with
Independent Auditor's Reports; and

WHEREAS, The President, Vice President for Business and Finance, and the Audit Committee
recommend the Board of Trustees accept the external audit reports:

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby
accepts the above listed audit reports.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

Date

Members of the Audit Committee:

J. Scott Nixon, Chairman

Kent K. Alder

Mark K. Holland

Jody K. Burnett

Clark L. Whitworth

STRATEGIC AGENDA

Review of Core Theme Objective Results and Northwest Commission on Colleges and Universities Accreditation Visit

Michael Torrens, Director, Analysis Assessment & Accreditation

Student Mental Health

James Morales, Vice President for Student Affairs

COMMITTEE MEETING ITEMS

1. Minutes from the Audit Committee meeting held on October 13, 2017
2. Agenda for the meeting on January 12, 2018

AUDIT COMMITTEE MEETING
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
University Inn Room 510
October 13, 2017

Minutes of the Audit Committee Meeting of the Utah State University Board of Trustees held at 11:00 AM.

COMMITTEE MEMBERS PRESENT

J. Scott Nixon Chair
Kent K. Alder
Jody K. Burnett
Mark K. Holland
Clark Whitworth

UNIVERSITY REPRESENTATIVES PRESENT

Jodi Bailey Chief Audit Executive (CAE)
Dave Cowley Vice President for Business and Finance
Mica McKinney University Counsel
John Hartwell Vice President and Director of Athletics

Audit Committee Chair Nixon conducted the meeting.

I. Action Items

A. Approval of the Minutes of the Audit Committee Meeting Held on May 5, 2017

Action: Trustee Burnett moved the approval of the minutes of the Audit Committee meeting held on May 5, 2017.

Trustee Holland seconded the motion and the voting was unanimous.

II. Information Items

A. The committee reviewed and discussed the findings and recommendations related to the following audit reports:

1. *IAS-16-03 2015 Athletics Bowl Travel* – CAE Bailey reviewed the findings and recommendations. Vice President (VP) Hartwell discussed the status of improved controls to help ensure recommendations will be implemented.
2. *IAS-16-19 Athletics' Procurement Process* – CAE Bailey reviewed the findings and recommendations. VP Hartwell discussed the status of improved controls to help ensure recommendations will be implemented.

3. CAE Bailey briefly reviewed other audit reports that IAS has issued since the last Audit Committee meeting.
- B. CAE Bailey gave a brief update on the status of risk assessment, emphasizing there is support from administration to get this completed by the end of the year.
- C. Vice President Cowley discussed the status of the external audits.

III. Other

Trustee Burnett made a motion to adjourn the meeting and Trustee Alder seconded the motion. The Audit Committee meeting adjourned at 12:02 pm.

J. Scott Nixon, Chair
(Minutes taken by Jodi Bailey)

Date Approved

**AGENDA
AUDIT COMMITTEE
January 12, 2018
University Inn Room 510
7:30 AM**

I. Action Item

- A. Approval of minutes of Audit Committee meeting held on October 13, 2017
- B. Review and approval of the annual external audit reports *Dave Cowley*
 - a. Utah State University Management Letter and Financial Statements for the Year Ended 30 June 2017
 - b. Utah State University Research Foundation Management Letter and Financial Statements for the Year Ended 30 June 2017
 - c. Utah Public Radio Financial Statements for the Year Ended 30 June 2017 with Independent Auditor's Reports
 - d. Edith Bowen Laboratory School Financial Statements for the Year Ended 30 June 2017 with Independent Auditor's Reports

II. Information Items

- A. Review of Trustees' Audit Committee Annual Report of Internal Audit Services' Activities for 2017 to the Regents' Audit Committee *Jodi Bailey
Chair Nixon*
- B. Approval of Audit Plan for 2018 *Jodi Bailey*
- C. Status of Differential Tuition Audit Program *Jodi Bailey*
- D. Other Business

Audit Committee Members

J. Scott Nixon, Chair
Jody K. Burnett
Kent K. Alder
Mark K. Holland
Clark L. Whitworth