

Meeting Minutes
Weber State University Board of Trustees Planning Retreat Orientation Meeting
August 9, 2021 – 9:00 am
WSU Ogden Campus-Stewart Library, Hetzel Hoellein Room - 321
3850 Dixon Parkway, Ogden, UT 84408
Zoom Meeting Offered

Trustee Members:

Ms. Kearston Cutrubus (Chair)
Ms. Karla Bergeson (Vice Chair)
Ms. Amanda Covington (Zoom)
Ms. Louenda Downs
Ms. Karen Fairbanks (Zoom)
Mr. Ben Ferney
Mr. Curtis Funk
Mr. Don Salazar
Mr. Keith Titus (unofficial)

Excused:

Mr. Brent Bishop

Weber State University Representatives:

Dr. Brad Mortensen, President
Dr. Norm Tarbox, Vice President for Administrative Affairs
Dr. Ravi Krovi, Provost
Dr. Brett Perozzi, Vice President for Student Affairs
Dr. Bret Ellis, Vice President for Information Technology
Dr. Betsy Mennell, Vice President for University Advancement
Ms. Adrienne Andrews, Assistant Vice President for Diversity & Chief Diversity Officer
Ms. Sherri Cox, Secretary to the Board
Mr. Steven Richardson, Director of Strategic Initiatives
Dr. Laine Berghout, Faculty Senate Chair/Professor/Chemistry (Zoom)
Dr. Gail Niklason, Staff Advisory Council Chair
Mr. Rich Hill, General Counsel
Ms. Stephanie Hollist, Deputy General Counsel
Mr. Morris Haggerty, Assistant Attorney General
Mr. John Kowalewski, Executive Director, Marketing and Communications

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

Mr. Dane LeBlanc, Director of Public Safety

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

Mr. Bryce Barker, Director of Internal Audit

Dr. Jessica Oyler, Assistant Vice President for Human Resources

Dr. Eric Amsel, Associate Provost and Professor of Psychology

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

Mr. Raymond Ruiz, IT Support Technician II

Mr. Benjamin Zack, Photographer/Videographer

Guests:

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

Public Attendees

Mr. Jeremy Shinoda (Zoom)

Press:

No members of the press were present

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

ACTION

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

MORNING
BREAK

Information:
Trustee
Orientation
Nasdaq
Boardvantage
Overview

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

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

2021-22 Conflict
of Interest
Disclosure Form

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

Upcoming Events

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

Media Relations

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

Campus Master
Plan

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

Emergency
Response and
Campus Safety

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

Seven-year

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

ACTION

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

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Department Chair
Approval

ACTION

USHE
Performance
Metrics

ACTION

AFTERNOON
BREAK

Action: 2021-22
Trustee Meeting
Special
Discussion

Topics Selections

Discussion,
Follow-up, and
Questions

Meeting
Adjourned