

# Agenda

**AGENDA**  
**MEETING OF THE**  
**UTAH STATE UNIVERSITY BOARD OF TRUSTEES**  
**JANUARY 27, 2006**

8:00 a.m.	BREAKFAST BUFFET	University Inn Fifth Floor
8:30 a.m.	EXECUTIVE SESSION	University Inn Sonne Board Room,508
9:30 a.m.	REGULAR MEETING <ul style="list-style-type: none"><li>• Introductory Items</li><li>• Chairman's Report</li><li>• President's Report</li><li>• Consent Agenda</li><li>• Action Agenda</li><li>• Strategic Agenda--"Athletics"</li></ul>	University Inn Sonne Board Room, 508
11:45 a.m.	ADJOURN	
12 Noon	LUNCH	University Inn Room 507

Chairman

**AGENDA  
CHAIRMAN'S REPORT  
JANUARY 27, 2006**

Page

A. Action Items

1. Board of Trustees 2006 Schedule of Meetings 1
2. Election of Vice Chairman

B. Information Items

1. Which Committees will Meet in February

Committee Name \_\_\_\_\_

Date \_\_\_\_\_ (February 17 or other date in February)

Place \_\_\_\_\_

Time \_\_\_\_\_

Committee Name \_\_\_\_\_

Date \_\_\_\_\_ (February 17 or other date in February)

Place \_\_\_\_\_

Time \_\_\_\_\_

2. Date of the Next Regular Meeting (Telephone Conference Call Meeting) –  
March 3, 2006

C. Other

January 27, 2006

ITEM FOR ACTION

RE: Board of Trustees 2006 Schedule of Meetings

The attached Board of Trustees 2006 Meeting Schedule is submitted for the Trustees consideration.

EXECUTIVE SUMMARY

The Open Meetings Law requires that an annual schedule of Trustee meetings be approved and publically posted.

In accordance with the Board of Trustees instructions, the attached proposed meeting schedule reflects the Board's recommendation to have one Regular Meeting each quarter, one telephone conference meeting each quarter, and committee meetings each quarter. It is assumed that the committee chairman, in consultation with the appropriate university staff, will determine if, where, and when committee meetings should be held (attached is a listing of the committees).

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed Board of Trustees 2006 Meeting Schedule.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The Utah Open Meetings Law requires the Board of Trustees to approve an annual schedule of meetings; and

WHEREAS, The annual schedule of meetings has to be publically posted; and

WHEREAS, The Board of Trustees recommended an annual meeting schedule of one Regular Meeting each quarter, one telephone conference meeting each quarter, and committee meetings each quarter;

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the proposed annual schedule of meetings.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

**Proposed Board of Trustees Meetings Schedule  
2006**

<b>Quarter</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Board of Regents</b>
Jan, Feb, March	January 27	Regular Meeting	January 20–SLCC
	February 17	Committees	
	March 3	Telephone Conference Call Meeting	March 10–Gateway
Apr, May, June	April 14	Regular Meeting	April 21–CEU
	May 19	Committees	
	June 2	Telephone Conference Call Meeting	June 9–Snow
July, Aug, Sept	July 14	Regular Meeting Workshop	July 27, 28–SUU
	Aug 4	Committees	
	September 8	Telephone Conference Call Meeting	September 14-15– Gateway
Oct, Nov, Dec	October 20	Regular Meeting	October 27–Weber
	November 17	Committees	
	December 1	Telephone Conference Call Meeting	December 8--Gateway

**Board of Trustees Committee Assignments  
2005-2006**

**1. Executive Committee**

Richard L. Shipley, Chairman  
L.J. Godfrey, Vice Chairman  
David P. Cook  
R. Brent Nyman

**2. Advancement Committee**

Douglas S. Foxley, Chairman  
Lynnette T. Hansen, Vice Chairman  
L.J. Godfrey  
Richard L. Shipley  
M. Scott Mietchen

**3. Athletics Committee**

R. Brent Nyman, Chairman  
Kellie S. Wood, Vice Chairman  
L.J. Godfrey  
Quinn W. Millet  
Randy Spetman

**4. Audit Committee**

David P. Cook, Chairman  
Robert L. Foley, Vice Chairman  
Douglas D. Anderson  
Richard L. Shipley  
Jodi Bailey

**5. Enrollment Committee**

Douglas D. Anderson, Chairman  
Richard L. Shipley, Vice Chairman  
David P. Cook  
Douglas S. Foxley  
Quinn W. Millet  
Glenn Ford  
Joyce Kinhead

**6. Honorary Degrees and Awards  
Screening Committee**

Lynnette T. Hansen, Chairman  
R. Brent Nyman, Vice Chairman  
Kellie S. Wood  
Sydney Peterson  
Gary Straquadine

**7. Research Committee**

L.J. Godfrey, Chairman  
Douglas D. Anderson, Vice Chairman  
David P. Cook  
Robert L. Foley  
R. Brent Nyman  
Brent C. Miller

**8. Student Affairs Committee**

Kellie S. Wood, Chairman  
Quinn W. Millet, Vice Chairman  
Robert L. Foley  
Douglas S. Foxley  
Lynnette T. Hansen  
Juan N. Franco



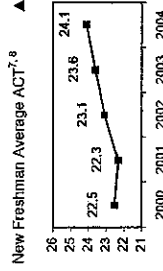
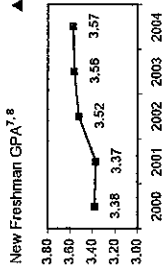
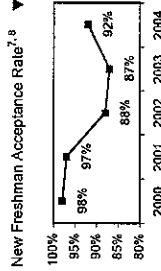
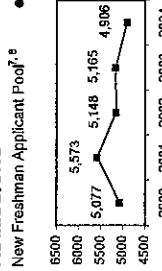
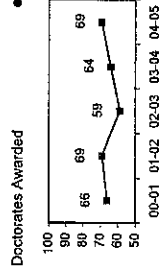
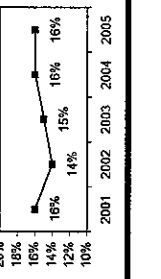
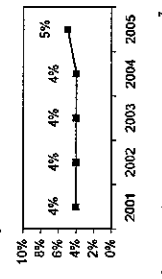
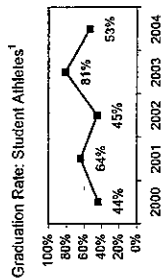
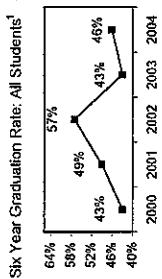
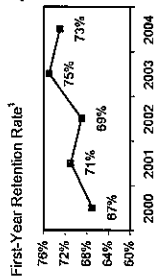
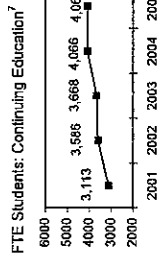
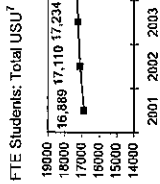
President

**AGENDA  
PRESIDENT'S REPORT  
JANUARY 27, 2006**

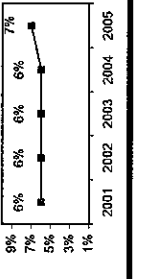
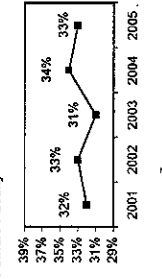
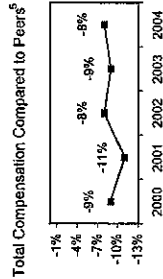
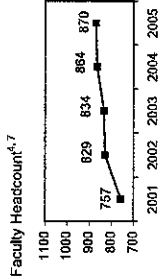
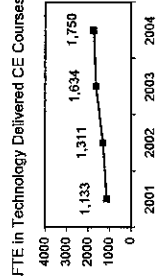
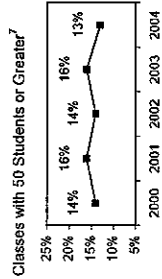
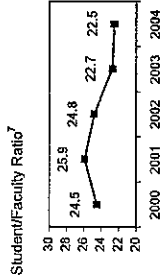
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A. <u>Information Items</u>	
1. Performance Dashboard, January 2006	1
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3. University Advancement Update	5
4. <i>The President's Report, 1/27/06</i>	(To be distributed at the meeting)
5. Introductions	
a. Raymond T. Coward, Executive Vice President and Provost	
b. Nat B. Frazer, Dean of the College of Natural Resources	
6. Enrollment Update	
7. Legislative Update	
-- Accident Victims to be Honored	
8. State and Federal Funding Update	
9. Extension/Continuing Education Update	
10. Performance Hall Activities	
11. December 2005 Commencement	
12. Recruitment Events	
a. January 19, 2006 – Layton	
b. January 25, 2006 – Provo	
c. January 26, 2006 – Sandy	
d. February 2, 2006 – Preston	
13. Roads Scholar Tour Fall 2006	
14. Washington, DC, Alumni Event (Tentatively Scheduled in March)	
15. Library Dedication	
B. <u>Other</u>	

# USU PERFORMANCE DASHBOARD - JANUARY 2006

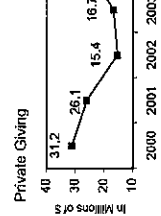
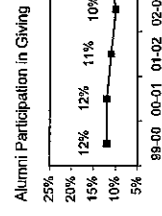
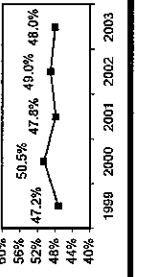
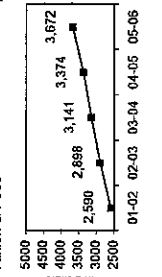
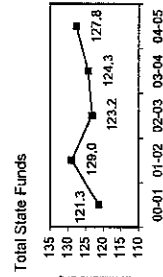
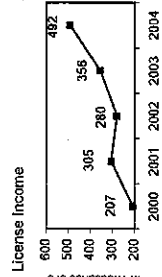
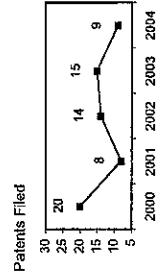
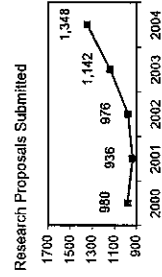
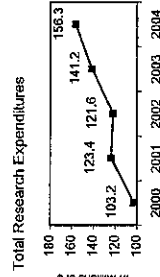
## STUDENTS



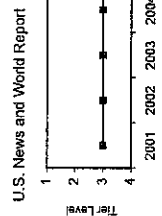
## INSTRUCTION



## RESEARCH



## NATIONAL RANKING



## NOTES:

- 1 Based on cohorts entering one year (retention rate) or six years (graduation rate) earlier. Main Campus only starting 2003.
- 2 Graduating students who are satisfied or very satisfied with their USU education.
- 3 Continuing Education courses only.
- 4 Department Heads included starting Fall 2002.
- 5 Salary plus benefits, average for all ranks; peers are Regent's USU Peer Group.
- 6 Full-time resident entering freshmen.
- 7 Fall Semester of year reported.
- 8 Main Campus only starting Fall 2002.

## TREND:

- ▲ higher green = better
- ▼ lower red = worse
- no change black = neutral

## COMPARATIVE DATA JANUARY 2006

	USU	AVERAGE	USU REGENT'S PEER INSTITUTIONS										OTHER				
			COLO. STATE	IOWA STATE	NC STATE	NM STATE	ORE. STATE	PENN. STATE	TEXAS A&M	UC-DAVIS	VPI	WASH. STATE	BYU	U of U			
<b>STUDENTS<sup>4</sup></b>																	
1st-Year Retention Rate (4-year avg. 2000-03) <sup>1</sup>	73%	85%	82%	82%	90%	72%	81%	81%	82%	88%	72%	89%	92%	87%	84%	93%	79%
6-Year Graduation Rate (4-year avg. 1995-98) <sup>1</sup>	46%	68%	64%	66%	67%	43%	60%	48%	44%	84%	76%	81%	74%	74%	80%	70%	50%
% Minority Students (Fall 2004)	4%	20%	11%	8%	18%	18%	14%	14%	12%	12%	15%	46%	46%	14%	13%	7%	9%
% Graduate Students (Fall 2004)	15%	18%	20%	18%	23%	21%	16%	16%	18%	16%	18%	16%	21%	21%	14%	9%	18%
Doctorates Awarded (2003-2004)	64	286	160	228	338	78	172	172	539	515	375	290	167	82	216		
<b>ADMISSIONS<sup>5</sup></b>																	
New Freshman Acceptance Rate (Fall 2004)	92%	72%	83%	71%	59%	82%	41%	45%	58%	72%	55%	71%	75%	76%	86%		
New Freshman Yield (Fall 2004) Enrolled/Admitted	49%	42%	42%	45%	48%	41%	41%	35%	35%	57%	26%	39%	44%	79%	51%		
<b>INSTRUCTION<sup>6</sup></b>																	
Student/Faculty Ratio (Fall 2004)	19/1	18/1	18/1	14/1	16/1	19/1	19/1	18/1	17/1	20/1	19/1	17/1	15/1	20/1	15/1		
% Classes with 1-19 Students (Fall 2004)	41%	34%	37%	37%	34%	47%	38%	38%	30%	19%	33%	22%	41%	39%	42%		
% Classes with >= 50 Students (Fall 2004)	14%	18%	18%	9%	16%	11%	18%	18%	19%	24%	29%	22%	18%	12%	20%		
<b>FACULTY<sup>7</sup></b>																	
Full-time																	
Faculty Headcount (Fall 2004)	792	1,769	1,099	1,391	1,638	2,977	2,977	32%	32%	32%	38%	38%	1,741	38%			
% Female Faculty (Fall 2004)	32%	32%	33%	30%	27%	32%	32%	32%	32%	32%	32%	32%	32%	32%	38%		
% Minority Faculty (Fall 2004)	6%	12%	9%	13%	14%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%		
Full-time Instructional																	
Average Salary-in thousands (Fall 2004) <sup>2</sup>	51.9	58.7	57.9	59.6	61.9	51.3	54.8	64.0	60.6	60.7	59.1	57.3	N/A	58.7			
Assistant Professor	66.4	67.5	67.0	70.6	70.3	59.8	62.4	70.3	62.0	68.8	68.5	62.0	N/A	66.2			
Associate Professor	74.9	92.5	90.0	93.3	94.8	90.5	82.7	93.6	88.4	103.3	96.8	82.3	N/A	94.0			
Professor	88.4	72.0	78.8	72.2	74.4	59.9	60.0	78.6	77.0	85.2	73.9	64.2	N/A	68.9			
All Ranks	71.8	74.0	69.5	77.8	76.5	65.6	75.9	78.7	69.5	79.4	74.0	72.8	N/A	77.5			
Average Total Compensation-in thousands (Fall 2004) <sup>2</sup>	77.4	84.9	80.4	90.9	86.2	76.4	86.1	93.2	80.9	90.0	85.3	79.3	N/A	87.3			
Assistant Professor	99.9	114.0	108.1	117.2	114.0	90.2	106.1	133.8	114.3	134.2	115.9	103.1	N/A	121.6			
Associate Professor	79.8	90.0	92.3	92.6	90.5	76.0	82.7	93.6	88.4	111.0	90.8	81.6	N/A	90.5			
All Ranks	98%	93%	99%	89%	95%	88%	84%	95%	95%	93%	94%	94%	90%	85%			
% of Instructional Faculty that are Full-Time (Fall 2004)	89%	89%	99%	92%	92%	84%	80%	77%	93%	64%	89%	89%	85%	85%			
% Faculty with Terminal Degree (Fall 2003)																	
<b>FINANCE</b>																	
% of Alumni Who Give (2-year avg. 2002-03, 2003-04)	11%	17%	10%	17%	32%	6%	14%	20%	20%	11%	18%	18%	21%	11%			
State Appropriations-in millions (FY 2004)	124.3	324.5	94.9	236.7	341.7	133.1	908.0	N/A	397.3	417.6	205.0	186.2	N/A	227.8			
Undergraduate Resident Tuition & Fees-in dollars (2004-05)	3,574	5,852	3,790	5,426	4,282	3,866	5,319	10,856	5,955	7,557	5,838	5,628	3,280	4,000			
Undergraduate Non-Resident Tuition & Fees-in dollars (2004-05)	9,702	16,518	14,377	15,128	16,180	12,210	17,667	20,784	13,685	24,513	16,581	14,046	3,280	12,410			
Room and Board-in dollars (2004-05)	4,200	6,019	6,016	6,480	6,486	4,896	6,740	6,887	6,887	N/A	4,288	6,346	5,726				
<b>RESEARCH</b>																	
Total Research Expenditures-in millions (FY 2004)	156	233	224	239	293	80	170	607	N/A	N/A	129	125	24	280			
Patent Applications (FY 2004)	9	61	23	62	112	11	26	125	N/A	N/A	93	39	33	51			
Gross License Income-in millions (FY 2004)	0.49	1.7	0.65	1.99	4.81	0.09	1.47	1.92	N/A	N/A	2.89	0.29	4.79	14.51			
<b>NATIONAL RANKING</b>																	
US News and World Reports (2005)	3rd Tier	2nd Tier	2nd Tier	2nd Tier	2nd Tier	3rd Tier	3rd Tier	1st Tier	2nd Tier	1st Tier	2nd Tier	2nd Tier	2nd Tier	2nd Tier			

NOTE 1: USU's numbers on the Comparative Data may be 1-2 years behind those reported on the Performance Dashboard because more recent comparative data for our peers are not available.

<sup>1</sup> Based on cohorts entering one year (retention rate) or six years (graduation rate) earlier.  
<sup>2</sup> Total compensation is salary plus benefits, average for all ranks; peers are Regent's USU Peer Group.  
<sup>3</sup> Non-LDS student tuition & fees at BYU  
<sup>4</sup> Main Campus only



- **Banner Finance** – We are still gaining ground from our old FRS system. The goal now is to complete our W2's and other year end processes on the IBM mainframe. Once these processes are complete we will retire that piece of equipment and save approximately \$33,000 per month in operating costs. We are still wrestling with financial reports.
- **Banner Student** – Registration for spring semester completed successfully. No crashes were reported; and, no complaints of finding the line busy while trying to register. USU experienced a network outage (not Banner related) that necessitated extending the fee payment deadline and priority registration one additional day.
- **Banner HR/Payroll** – The first paycheck from the Banner HR/Payroll system was issued January 3, 2006. There are actually three payrolls issued at USU, (1) the salary payroll, (2) the graduate assistant payroll, and (3) the hourly payroll. The first two payrolls ran successfully. We encountered a system failure during the hourly payroll which delayed nearly 1,000 paychecks for one day. The problem was identified and corrected.

**Utah State University Board of Trustees  
Campaign Update**

**January, 2006**

1. We continue to run a positive trend in total dollars raised to date. For the month of December we reported a 296% increase over December, 2004. This is the first \$9 million gift month in the history of the university. We also have recorded a 96% increase for year-to-date giving compared with the same period last year. We have also seen a 2.6% increase in the number of gifts received by the university at this point in the year. It is still too early in the fiscal year to make any year-end predictions from these results, but it is becoming apparent that we will have a record year.
2. We have completed our review of proposed needs and priorities for the campaign and are reviewing these with President Albrecht and Provost Coward.
3. The Utah State University Foundation Board of Directors has had two conference calls in the past month. They have approved increasing the board from 10 to 40 trustees. The names of 30 potential new trustees have been approved by the board and individual meetings are now underway to invite these supporters to join the board. The first meeting for the reinvigorated board has been scheduled for March 31 – April 1.
4. We published our first edition of our new newsletter, *The Benefactor*. This publication will be published three times each year and distributed to over 4,000 donors and prospects. The purpose of the newsletter is to celebrate the many supporters of Utah State University and to offer ideas for potential support to our best friends and supporters.
5. We are underway with our search for a new Executive Director of the Alumni Association to replace Carlos Smith who is retiring in March, 2006.
6. We are pleased to announce the creation of a new Annual Fund giving club. Named the President's Circle, this club will identify and recognize those donors who contribute \$2,500 or more annually to Utah State University. Information about the President's Circle will be available at the Trustee meeting. We hope you will all consider, if not already, becoming members of this important new group.

Reported by:

M. Scott Mietchen  
Vice President for University Advancement

# Consent Agenda

**CONSENT AGENDA  
JANUARY 27, 2006**

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10. Proposal from the Department of Nutrition and Food Sciences to Suspend Enrollment into the Culinary Arts/Food Service Management (CA/FSM) Emphasis Beginning Fall 2006	65
11. Proposal from the College of Humanities, Arts and Social Sciences to Establish an "Interdisciplinary" Undergraduate Minor in Latin American Studies. The Minor will Offer Undergraduate Students the Opportunity to Enhance Their Historical, Political, Economic, Cultural and Sociological Understanding of the Countries and Peoples of Latin America	69
12. Proposal from the Department of Art to Merge the Current Emphasis Areas of Painting and of Drawing into a Single Emphasis Area Titled, "Drawing and Painting"	79



13. Proposal from the Department of Business Information Systems to Move the Current Training and Development Emphasis from the Business Information Technology Education (BITE) Major to the Business Information Systems (BIS) Major	87
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21. Acceptance of Written Reports	(Behind Tabs)
• Academic/Provost	
• Faculty and Staff Activities and Achievements	
• Business and Finance	
• Business and Finance Performance Dashboard, January 2006	
• Extension/Continuing Education	
• Cooperative Extension Performance Dashboard, November 2005	
• Continuing Education Performance Dashboard, October 2005	
• Conference Services Performance Dashboard, FY 2003-04	
• Information Technology	
• Research	
• Research Performance Dashboard, FY 2005	
• Technology Management Indicators	
• Innovation Campus	
• Student Services	
• University Advancement	
• Development Fund Report for FY 2005-06	
• Athletics	
• Public Relations and Marketing	
• Public Relations and Marketing Performance Dashboard, January 2006	
• Faculty Senate	
• Professional Staff	
• Classified Staff	
22. Executive Session, March 3, 2006	

EXECUTIVE SESSION  
UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
DECEMBER 2, 2005

Minutes of the Executive Session of the Utah State University Board of Trustees held in the Alma  
Somme Board Room of the University Inn at 8:25 a.m.

MEMBERS PRESENT

Richard L. Shipley	Chairman
David P. Cook	
Robert L. Foley	
Douglas S. Foxley	
Lynnette T. Hansen	(by telephone for part of the meeting)
Quinn W. Millet	
R. Brent Nyman	
Kellie S. Wood	

MEMBER EXCUSED

L.J. Godfrey	Vice Chairman
Douglas D. Anderson	

UNIVERSITY REPRESENTATIVES PRESENT

Stan L. Albrecht	President
Noelle E. Cockett	Interim Provost (for part of the discussion)
Glenn W. Ford	Vice President for Business and Finance (for part of the discussion)
Craig J. Simper	General Counsel
Sydney M. Peterson	Chief of Staff
Lee H. Burke	Assistant to the President and Board of Trustees Secretary

Personnel and property issues were discussed.

The Executive Session adjourned at 9:40 a.m.

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Richard L. Shipley, Chairman

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Lee H. Burke, Secretary

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Date

REGULAR MEETING  
UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
DECEMBER 2, 2005

Minutes of the Regular Meeting of the Utah State University Board of Trustees held in the Alma Sonne Board Room of the University Inn at 9:45 a.m.

MEMBERS PRESENT

Richard L. Shipley            Chairman  
David P. Cook  
Robert L. Foley  
Douglas S. Foxley  
Quinn W. Millet  
R. Brent Nyman  
Kellie S. Wood

MEMBERS EXCUSED

L.J. Godfrey                Vice Chairman  
Douglas D. Anderson  
Lynnette T. Hansen

UNIVERSITY REPRESENTATIVES PRESENT

Stan L. Albrecht            President  
Noelle E. Cockett        Interim Provost  
Glenn W. Ford            Vice President for Business and Finance  
Juan N. Franco            Vice President for Student Services  
M. Kay Jeppesen        Interim Vice President and CIO for Information Technology  
M. Scott Mietchen       Vice President for University Advancement  
Brent C. Miller           Vice President for Research  
Jack M. Payne            Vice President and Dean for Extension  
Clinton G. Moffitt       Assistant Vice President for Finance/Controller  
Sydney M. Peterson      Chief of Staff  
John DeVilbiss           Executive Director of Public Relations and Marketing  
Jodi Bailey               Director of Internal Audits  
Randall W. Coleman      Director of Cash Management  
Derek T. Mason          President of Faculty Senate  
Marsha Howell            President of the Professional Employees Association

Jill J. Ballard  
Lee H. Burke  
Mira G. Thatcher

President of the Classified Employees Association  
Assistant to the President and Board of Trustees Secretary  
Secretary

#### OTHERS PRESENT

Stephen Beierlein Vice President, Smith Barney Inc.

#### MEMBERS OF THE MEDIA PRESENT

Katie Ashton *The Statesman*

Chairman Shipley conducted the meeting and welcomed those present. He excused Trustees Anderson, Godfrey, and Hansen.

#### I. Resignation of Lyndon J. Godfrey

Chairman Shipley stated that Trustee Godfrey has sent a letter indicating his need to retire from USU's Board of Trustees due to changes in his employment responsibilities (see Appendix A).

President Albrecht expressed appreciation to Trustee Godfrey, who has been a great Trustee and a close personal friend. He said that he will be missed on the Board.

#### II. Chairman's Report

##### A. Discussion Regarding Board of Trustees Meetings

Chairman Shipley suggested that the schedule of Trustee meetings be changed to holding regular meetings in the first month of each quarter possibly with committee meetings the night before, and holding either conference call meetings (including Executive Sessions) or committee meetings the other two months in the quarter. There was discussion, and the Trustees agreed with this change.

Action: Trustee Foley made a motion to change the schedule of Trustee meetings to meeting together the first month of the quarter, and holding either committee meetings or a teleconference meeting the other two months in the quarter. Trustee Cook seconded the motion, and the voting was unanimous in the affirmative.

B. Date of the Next Board of Trustees Meeting

The next Board of Trustees meeting will be held on Friday, 27 January 2006.

III. President's Report

A. Vice President Jack Payne Resignation

President Albrecht thanked Vice President Payne for the wonderful job he has done as Vice President and Dean for Extension. He has been chosen as the new Vice President of Extension at Iowa State University. President Albrecht said Vice President Payne has exhibited exceptional leadership at USU.

Vice President Payne said he is an alumnus of USU where he received a great education and preparation for his career. He said it was a privilege, after twenty-seven years, to come back to USU as Vice President for Extension. He said that leaving is bitter sweet, and that he will always be an Aggie. USU is a great University and has great leadership. He expressed appreciation for the opportunity given him to serve at USU.

B. Dean Caryn Beck-Dudley Resignation

President Albrecht reported that Caryn Beck-Dudley, Dean of the College of Business, is resigning from USU to become dean of Florida State University College of Business.

C. Performance Dashboard for November 2005

Trustees were given the USU Performance Dashboard for November 2005 (Appendix B) for their information.

D. Banner Report

Trustees were given information concerning the Banner software project (Appendix C) for their information.

Interim Vice President Jeppesen said Banner is currently focusing on the Human Relations Department, ensuring that on 2 January 2006 employees receive their paychecks. There was a flaw in the software program, which has been corrected. He said there are always challenges, but the Banner group is confident and equal to the challenge. Things are moving as expected.

E. University Advancement Update

Trustees were given an update concerning the capital campaign (Appendix D) for their information. Vice President Mietchen said things are going well. They expect several gifts in the last twenty-nine days of the year.

Vice President Mietchen informed the Trustees about a letter mailed to prospective USU donors (Appendix E) which included information about the tax advantages of the KETRA Act, which was recently passed by Congress. It changes the tax deductibility rules for certain gifts made between 28 August and 31 December 2005. Donations can be made to different organizations, including higher education. It is anticipated that the mailing will create new giving opportunities for some USU donors.

F. The President's Report, 11/4/05

The *President's Report* for 11/4/05 (Appendix F) was distributed to the Trustees.

President Albrecht pointed out that Sonia Manuel-Dupont will be the speaker for the December Commencement. She holds appointments in three different colleges. Among many other awards, President Albrecht mentioned that she received the Carnegie Professor of the Year and has been named the Departmental Teacher of the Year eight times.

G. Legislative, Federal, and State Funding

President Albrecht stated that media has reported significant federal funding coming to USU. Vice President Miller said that \$50 million was awarded to agricultural projects in Utah of which \$17.3 was earmarked for USU. He said that of that \$17 million approximately \$9 million goes to the agricultural research service units of the United States Department of Agriculture (USDA). Approximately \$8 million comes to the College of Agriculture. Vice President Miller said that Senator Bennett, Chair of the Agricultural Appropriations Committee, has been extremely supportive of USU as well as other members of our delegation. USU has also received many significant congressionally directed appropriations this year in almost every college.

Interim Provost Cockett stated that these appropriations have been phenomenally helpful as we start programs. Our intention is to start programs with this funding, and then move to competitive soft grant funding and bring new ideas and programs. Senator Bennett's help through the Agricultural Committee has been wonderful.

H. December Commencement–17 December 2005

Chief of Staff Peterson reported that 550 students will graduate during the December Commencement this year compared to approximately 600 last year.

She reviewed the schedule including a dinner honoring the valedictorians on Friday, 16 December, at the David B. Haight Alumni Center, and on Saturday, 17 December, a continental breakfast, the procession from the Nelson Recreation Center, and the ceremony held in the Dee Glen Smith Spectrum.

She indicated that the investiture ceremony for President Albrecht, fifteenth president of USU, will take place during Commencement exercises.

I. Memorial Service–7 November 2005

President Albrecht reported that the memorial service which was held at USU on 7 November for the students and professor who were killed in the van accident on 26 September went well. The service included remarks from President Albrecht, Interim Provost Cockett, Elder L. Tom Perry, music by the Tabernacle Choir, and a music and video. There was a great amount of positive feedback. The president of the Tabernacle Choir told President Albrecht that it was one of two of the most memorable events he had experienced.

J. Philanthropy Day–10 November 2005

President Albrecht said that the Caine Foundation was honored at the Philanthropy Day as well as other donors. He said this was important to USU.

K. Innovation Campus Celebration–21 November 2005

A celebration was held for the Innovation Campus on 21 November 2005. There was a ribbon cutting for the Grand Avenue which was funded by the U. S. Commerce Department. This will help to expand research buildings on the Innovation Campus.

IV. Consent Agenda

Trustees were given the following consent agenda material for their consideration:

Minutes of the Executive Session Held 4 November 2005;

Minutes of the Regular Meeting Held 4 November 2005;

Resolution 05-12-1 Certificate of the Treasurer for the Period 1 July 2005 to 30 September 2005 (Appendix G);  
Resolution 05-12-2 Report of Investments for September 2005 (Appendix H);  
Resolution 05-12-3 Contract/Grant Proposals and Awards for October 2005 (Appendix I);  
Resolution 05-12-4 Commencement Speaker for 2006, Commencement Speaker for 2007, and Honorary Degrees for 2006 (Appendix J);  
Acceptance of the following written reports:  
Academic Services (Appendix K);  
    Faculty and Staff Activities and Achievements (Appendix L);  
Business and Finance (Appendix M);  
    Business and Finance Performance Dashboard, November 2005 (Appendix N);  
Extension/Continuing Education (Appendix O);  
    Cooperative Extension Performance Dashboard, November 2005 (Appendix P);  
    Continuing Education Performance Dashboard, November 2005 (Appendix Q);  
    Conference Services Performance Dashboard, FY 2003-04 (Appendix R);  
Information Technology (Appendix S);  
Research (Appendix T);  
    Research Performance Dashboard, FY 2004 (Appendix U);  
    Technology Management Indicators (Appendix V);  
Student Services (Appendix W);  
University Advancement (Appendix X);  
    Development Fund Report for Fiscal Year 2005-06 (Appendix Y);  
ASUSU (Appendix Z);  
Athletics (Appendix AA);  
Public Relations and Marketing (Appendix BB);  
Professional Staff (Appendix CC);  
Classified Staff (Appendix DD);  
Executive Session to be held on 27 January 2006 to discuss those items which are permitted by law to be discussed in Executive Session.

Action: Trustee Nyman moved approval of the Consent Agenda items, and Trustee Foley seconded the motion. The voting was unanimous in the affirmative.

VII. Strategic Agenda—"USU Investments"

Trustees were given information concerning USU Investments (Appendix EE). Vice President Ford expressed appreciation for the opportunity to discuss investments with the Trustees. He introduced Clinton Moffitt, Associate Vice President for Business and



Finance and Controller; Stephen Beierlein of Smith Barney Inc., and Randall W. Coleman, Director of Cash Management. He expressed appreciation to Interim Vice President Jeppesen and Vice President Mietchen who are members of the Investment Committee.

A. Goals

Associate Vice President Moffitt said the goal of the USU Investment Committee is to provide inter-generational endowment growth to provide scholarships across generations—not just for today or tomorrow, but for many generations. Our goal is to protect and grow the asset at the same time. USU has done very well.

B. Definitions

True endowment – donor-designated investments “in perpetuity.” They are classed as “permanently restricted,” and only the appreciation may be spent. The corpus is to be preserved

Quasi-endowment – a sum of money that may include donor funds held temporarily, or other departmental funds. The funds are set aside and managed along with the true endowments in order to take advantage of market returns. These are also known as “temporarily restricted,” and may be spent at the discretion of the department that established them.

Corpus value of an endowment – the dollar amount of the original gift, plus any additional gifts that the donor makes to the endowment.

Market value of an endowment account – the book value, plus the current year’s accumulated appreciation. On 30 June of each year, the market value of an endowment is the 1 July book value, plus that fiscal year’s appreciation.

Realized income/loss – interest, dividends, gains or losses upon the sale of an investment.

Unrealized income/loss – appreciation/depreciation of an investment from cost.

Endowment Pool – a university managed mutual fund.

Unit value – share value of each share in the endowment pool.

12-quarter moving average – average of unit values at the end of each quarter for the previous three years.

Spending rule allocation – a percentage of the endowment unit value allocated to a spending account. The percentage determined by the Investment Committee annually.

Asset allocation – mix of investment options—stocks, bonds, growth stocks, fixed income, etc.

Investment options –

- Donor restricted – the donor specifies the investment options.
- Donor unrestricted – the Investment Committee selects the investment options.

Benchmarks – a comparative measurement to the investment’s performance.

Utah State Money Management Act – and rules of the Utah Money Management Council set forth and define qualified depositories and qualified investments for funds of member institutions of the Utah System of Higher Education.

Uniform Management of Institutional Funds Act (UMIFA) – state legislation governing the investment of endowment funds.

### C. Investment Performance

Associate Vice President Moffitt reviewed the investment performance for the last three years using the Report of the Actual vs Benchmark. USU uses the benchmark of the State Treasurer which has a staff of four people managing investments. He stated that USU has Randall Coleman and the advice of Stephen Beierlein managing USU’s \$140 million in cash investments. In 2003 USU’s performance was 3.76 percent compared to a benchmark of 1.94 percent, in 2004 USU’s performance was 2.53 percent compared to a benchmark of 1.59 percent, and in 2005 USU’s performance was 3.72 percent compared to a benchmark of 2.40 percent. Associate Vice President Moffitt praised Randall Coleman’s investment ability and said he does an excellent job. He said USU is consistently the top performer of the higher education institutions.

Associate Vice President Moffitt explained that the Commonfund is a manager of managers. The Commonfund invests for 500 institutions. For example, we indicate that we want to put money in a certain area and the Commonfund hires managers to manage that pool. We give them money and tell them the type of categories we would like to invest in and the managers make the investments.

The endowment pool reports that in 2003 USU earned .90 percent compared to a benchmark of 3.1 percent, in 2004 USU earned 18.37 percent compared to a benchmark of 13.6 percent, and in 2005 USU earned 7.65 percent compared to a

benchmark of 8.5 percent. One of our restrictions in the past which held our investments back was the Money Management Act. We now have more latitude.

The National Association of College and University Business Officers ask all members to submit endowment performance portfolio annually. They conduct an endowment study. It is a good benchmark to compare endowments of similar size.

#### D. Reports

Associate Vice President Moffitt reviewed the Cash Management Pool report and pointed out the change in fair value. He said these investments are held until maturity, so the important amounts are total interest income. He stated that two years ago USU started to extend investments to keep the rates up. We went from two-year to four-year paper. As a result, we have maintained the rate. The repurchase agreements since August 2004 have grown. If we had not extended maturity, we would have had a decrease in investment rates.

Associate Vice President Moffitt said the portfolio indicates the actual investments we hold. He said on this report we will never realize the loss. We will never take an opportunity on a gain either because if you have a gain on fixed income it is because the interest rates drop. To take the gain you would have to invest it in a lower paying interest rate.

In reviewing the Endowment Pool the important thing to watch is the change in fair market value, total interest and dividends, and realized gain or loss. USU is up \$980,000 this year. The year before we were down during this time frame by \$484,000. He reviewed the unit value reported monthly. We have returned positive for two months and were negative one month.

The Endowment Pool Portfolio shows investments in (1) Cash Management Investment Pool, (2) Wells Fargo Bank – Balanced Fund, and (3) The Commonfund – Commingled Investment Funds. We look at other options and talk to managers.

#### E. Current Year Changes

Controller Moffitt reviewed the following changes which have occurred in the last year:

- Legislation to move endowments under the UMIFA. USU and the U of U were supporters of that change.
- Regents policy governs all institutions under a baseline policy.
- Universities may adopt their own policies, but the policies must have Trustees' approval, Regents' approval, and input from the Investment Committee.

F. Trustee Discussion

Trustee Nyman asked which committee makes the decision on some of the investments in the Endowment Trusts. Controller Moffitt said that most of those are designator restricted and have their own investment committees, and USU does not have power over those investments. USU's Investment Committee is active in the Endowment Pool and gives direction as it pertains to the cash management. Trustee Nyman suggested looking at changing the way we write contracts. Associate Vice President Moffitt said there are times when the restricted donor is no longer available and we can move those into the Endowment Pool. We focus on maximizing the Endowment Pool because the others are most often restricted. Associate Vice President Moffitt stated that as of September we have \$44 million in quasi-endowments and \$50.9 million in true endowments.

Trustee Nyman noted that USU's investments compared to the benchmark are usually higher. He said that indicates that the Investment Committee is doing great work. Associate Vice President Moffitt said they have \$140 million of cash, and they really pay attention to that. Scholarships are funded with those investments.

Members of USU's Investment Committee are W. Glenn Ford, Clint Moffitt, M. Kay Jeppesen, M. Scott Mietchen, and Kevin C. Womack with Stephen Beierlein advising. Associate Vice President Moffitt said that it will be recommended to add two Trustees to that committee. He explained that Glenn Ford is an ex-officio nonvoting member of the committee. Mr. Moffitt is the Chair, and members are Kay Jeppesen and Scott Mietchen. Two Trustees will be appointed, and President Albrecht would have the option of appointing three members. That committee would make the recommendation which would go to the Vice President for Business and Finance to accept or reject.

Action: Trustee Nyman moved to adjourn the meeting, and Trustee Wood seconded the motion. The voting was unanimous in the affirmative.

The Regular Meeting adjourned at 10:55 a.m.

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Richard L. Shipley, Chairman

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Lee H. Burke, Secretary  
(Minutes Taken by Mira G. Thatcher)

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Date Approved

27 January 2006

**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 includes one new appointment and two changes in title or assignment.

**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 new appointment and two changes in title;

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. New Appointment**

1. Nat B. Frazer, Dean and Professor, College of Natural Resources, effective 1 January 2006. Replacing F.E. Busby. B.A. - University of Georgia, 1983; M.A. - University of Illinois at Springfield, 1973; Ph.D. - University of Georgia, 1971. Salary to be \$140,000.00/12 mo.

### **b. Change in Title or Assignment**

1. Noelle E. Cockett, Dean, College of Agriculture to be Vice President for Extension and Agriculture and Dean, College of Agriculture, effective 16 January 2006. Replacing Jack Payne. Salary to be \$165,000.00/12 mo.
2. Beth E. Foley, Interim Department Head, Department of Communicative Disorders and Deaf Education, College of Education and Human Services to be Department Head in the same area, effective 14 November 2005. Replacing James Blair. No change in salary.

27 January 2006

**ITEM FOR ACTION**

**RE:** Tenure and Promotion Decision 2006

The attached tenure and promotion decision for 1 January 2006 is submitted for the Trustees' consideration. It has received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

One faculty member has been evaluated by the department tenure and promotion committee, department head, and college dean. Recommendation has been forwarded to the President for further consideration. After review by the President, Provost, Vice President for Research, Dean of the School of Graduate Studies, it is recommended that one faculty member receive tenure and be promoted to associate professor to become effective 1 January 2006.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the decision for promotion for 1 January 2006.



**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The attached promotion decision for 1 January 2006 is recommended by the President and Provost to the Board of Trustees;

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

---

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

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Date

# TENURE AND PROMOTION DECISIONS

## Tenure and Promotion - effective 1 January 2006

Department and Name

Action Taken

### College of Education and Human Services

#### Instructional Technology

David A. Wiley

Tenure  
Associate Professor

27 January 2006

### **ITEM FOR ACTION**

**RE:** A proposal from the Council of Associate Deans to offer a General Studies degree (Bachelor of Arts or Bachelor of Science).

### **EXECUTIVE SUMMARY**

As a land-grant university, Utah State University is charged with providing a liberal and classical education to the sons and daughters of the working class, coupled with the traditional programs of agriculture, commerce, and engineering. The General Studies degree provides students the opportunity to pursue a personalized course of study. This major allows students to explore and integrate academic offerings from across multiple departments, programs, and colleges. A General Studies degree is in the tradition of a liberal arts degree that educates a student broadly. The degree offers students experiences in problem solving, communication skills, technological skills, and team work.

The proposal was prepared by the Council of Associate Deans, approved by the Educational Policies Committee, and Faculty Senate.

### **RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposal to offer a General Studies degree.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The proposal from the Council of Associate Deans to offer a General Studies degree,

WHEREAS, The General Studies provides students the opportunity to pursue a personalized course of study, and

WHEREAS, The major allows students to explore and integrate academic offerings from across multiple departments, programs, and colleges, and

WHEREAS, The degree offers students experiences in problem solving, communication skills, technological skills, and team, and

WHEREAS, The General Studies degree is in the tradition of a liberal arts degree that educates a student broadly, and

WHEREAS, The proposal has the support of the students and faculty in all colleges, and

WHEREAS, The proposal has been approved by the Deans of all colleges, and

WHEREAS, The proposal has been approved by the Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the proposal to offer a General Studies degree, and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an action item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE

**Utah State University**  
**General Studies Major (BA or BS)**  
**New Degree Program**  
CIP Code 240199

R401

10.1 Template for Submission of Letter of Intent

10.1.1 Program Description

The General Studies degree provides students the opportunity to pursue a personalized course of study. This major allows students to explore and integrate academic offerings from across multiple departments, programs, and colleges. A General Studies degree is in the tradition of a liberal arts degree that educates a student broadly. This degree is not to be confused with USU's Interdisciplinary Studies degree—also a degree that offers a personalized course of study, but one which has specific structural requirements of two thematically organized sets of coursework.

The degree requirements for General Studies include the following:

- 120 total credits
- Grade point average of 2.0 GPA
- General education credits of 27-31 credits
- Depth education components of 2 Communications Intensive courses, 1 Quantitative Intensive course; and 3 Depth Courses.
- 40 credits of upper-division courses
- A capstone experience is recommended (e.g., internship; research project).
- If the BA option is chosen, foreign language is required.

10.1.2 Mission Fit

As a land-grant university, Utah State University is charged with providing a liberal and classical education to the sons and daughters of the working class, coupled with the traditional programs of agriculture, commerce, and engineering. A General Studies degree offers the broad-based education that produces "citizen scholars," the university's term employed in the University Studies (general education) philosophy statement. The degree also offers students experiences in problem-solving, communication skills, technological skills, and team work—the skills that employers typically identify as crucial to the workplace. Furthermore, this general degree gives the adult learner the opportunity to experience a broad-based curriculum through USU's Continuing Education Centers and earn a degree. These objectives fit with the mission statement as expressed in Policy R312:

The institution's mission is to discover, create, and transmit knowledge through education and training programs at the undergraduate, graduate, and professional levels; through research and development; and through service and extension programs associated with a major teaching and research university. Emphasis is placed on teaching, research, and service. The institution contributes to the quality of life and economic development at the local, state, and national levels.

#### 10.1.4 Market Demand

Because the General Studies degree is broad-based, there are no specific market demand studies; however, employers generally welcome a broadly-educated person who has the skills for the workplace as describe in section 10.1.4.

#### 10.1.5. Student Demand

In the Kellogg Commission Report of 1998, written at the directive of NASULGC, the authors found that "our institutions need to pay attention to issues of 'access to the institution,' 'access through the institution,' and 'access from the institution.'" Furthermore, according to the Commission, "We can't have students falling through the cracks."

We wish to describe a number of scenarios that illuminate the student demand. Most students who enter the university as "undeclared" do, in fact, matriculate into a degree program, and the University encourages via intrusive advising students to declare a major. The students are furthermore assisted in their exploration by central advisors who have a comprehensive overview of programs and curricula. Likewise, Career Services also helps them explore outcomes. On the other hand, the size of the population that has not yet declared a degree by 60 credits is quite large: 2,374 students at the third week report in fall 2004. Some students may choose to sample broadly among various course offerings. They are *de facto* liberal arts degree seekers. The General Studies degree allows them to explore multiple disciplines.

A second group who may find a home with General Studies is the transfer student. Currently, Utah State denies admission to a number of transfer students who would like to complete a degree at the institution due to the following factors: the student has not yet declared a major program but has too many credits (60+) to be admitted in "undeclared" status. A General Studies degree would allow the student admission, then the opportunity to find an appropriate degree home or to continue to graduation in General Studies baccalaureate.

A third group is sometimes termed "floaters," the students who have matriculated into a degree program but who will not meet the criteria to graduate within that degree. These students must find other degree homes. A recent study by USU's University Advising & Transfer Services unit found that as of spring 2005, 1,094 students did not have grade point averages sufficient to graduate from their current major, but would qualify for the 2.0 GPA that a General Studies major would require. These students certainly may opt for a path to raise their grade point averages and re-enter the major, but for those who do not, General Studies would provide a degree option. In brief, General Studies may offer a significant group of students "access from the institution" and into the workforce.

Finally, the option of a General Studies major allows the institution to enhance its retention and time to graduation data points. This degree option also assists students who are in danger of incurring tuition surcharge for excessive credits.

#### 10.1.6. Budget

Because the existing curriculum and faculty can be employed for this general degree, there is no additional cost to the institution. On the other hand, the creation of this

degree would increase the number of students who use the central advising center. University Advising & Transfer Services is currently staffed at 5 advisors with other personnel as well. We envision that an additional 5 professional advisors will be required to reach a recommended level of 250-300 students per professional advisor. That request has been submitted to the Board of Regents via the Office of the Commissioner in the initiative to improve access, retention, and completion.

The General Studies degree would allow the University the capacity to track, assist, and provide a home for its students in a more effective and cost-efficient manner.

#### 10.1.7 Similar Programs Already Offered in the USHE

The University of Utah offers a similar degree, one which is called University Studies: "The purpose of the Bachelor of University Studies (B.U.S.) degree option is to enable students, under the guidance of a faculty adviser, to design their own majors by combining courses from several departments."

Other institutions such as Weber State University, Southern Utah University, College of Eastern Utah offer General Studies as a two-year degree. The degree is similar to degrees with names such as Liberal Arts, Humanistic Studies, and University Studies.

#### 10.1.8 Institutional Priority

This degree was suggested by the Council of Associate Deans in response to analysis of retention, time-to-graduation, and advising issues. It has broad support from college curriculum committees as well as other units on campus. It has high priority for Utah State as it seems to be a degree program that will ensure the graduation and success of a significant portion of the undergraduate student body.

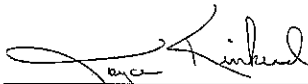
#### 10.1.10 Signature Page

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President Stan L. Albrecht

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Provost Noelle E. Cockett



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Vice Provost for Undergraduate Studies and Research Joyce Kinkead

To: EPC curriculum subcommittee

From: Jon Y. Takemoto, Professor & Head, Biology Department

RE: A change in the GPA admission standards for pre-nursing students at USU.

Date: August 31, 2005

The pre-nursing program, housed within the Department of Biology, is currently enrolling transfer students with a 2.25 GPA. Entry into the Weber State University RN program on the USU campus requires a 3.0 GPA to apply. The average GPA of the students admitted to this highly competitive RN Nursing program was a 3.61 for the entering class of 2005 – 2006. Nursing programs around the state are equally as competitive.

In order to help facilitate student success, we would like to change the admission standards for those wishing to enter the pre-nursing program to a **3.0 GPA**. Students who do not meet this standard can still be admitted as undeclared majors, take the necessary pre-requisites for nursing and work on increasing their GPA.



**ITEM FOR ACTION**

**RE:** A proposal from the Department of Special Education and Rehabilitation to reorganize the existing Disability Disciplines Ph.D. Program to better reflect the current structure of the field.

**EXECUTIVE SUMMARY**

The Disability Disciplines Doctoral Program is a cross-department program administered by the Department of Special Education and Rehabilitation and coordinated by an interdepartmental committee. Participating departments and centers include the Department of Special Education and Rehabilitation, the Center for Persons with Disabilities, and the Department of Communicative Disorders and Deaf Education. Currently the program has five specializations – Behavior Disorders, Early Childhood Education, Mild and Moderate Disabilities, Severe Disabilities, and Transitional Special Education. Over the years the field has evolved substantially, and this structure has come to be a barrier to the continued growth and development of the doctoral program. We propose a reorganization of specializations. By discontinuing the five existing specializations and initiating four new specializations: (a) Special Education, (b) Applied Behavior Analysis with individuals with Disabilities, (c) Rehabilitation Counseling, and (d) Disabilities Studies, the program will fully serve the needs of the faculty and students in areas of studies related to persons with disabilities. The specializations share a common core of courses. No new courses are being proposed; no new resources are being requested, and, in fact, this reorganization will result in efficiencies and better enrollment management.

The proposal was prepared by the Department of Special Education and Rehabilitation, approved by the Dean of Education and Human Services, and approved by the Graduate Council, Educational Policies Committee and Faculty Senate.

**RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the reorganization of the existing Disability Disciplines Ph.D. Program.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The proposal from the Department of Special Education and Rehabilitation to reorganize the existing Disability Disciplines Ph.D. program, and

WHEREAS, Over the years the field has evolved substantially and the current structure has come to be a barrier to the continued growth and development of doctoral program, and

WHEREAS, By discontinuing the five existing specializations and initiating four new specializations: (a) Special Education, (b) Applied Behavior Analysis with individuals with Disabilities, (c) Rehabilitation Counseling, and (d) Disabilities Studies, will fully serve the needs of the faculty and students in areas of studies related to persons with disabilities, and

WHEREAS, The reorganization will better reflect the current structure of the field,

WHEREAS, The proposal has the support of the students and faculty in the College of Education and Human Services, and

WHEREAS, The proposal has been approved by the Dean of Education and Human Services, and

WHEREAS, The proposal has been approved by the Graduate Council, Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the reorganization of the existing Disability Disciplines Ph.D. Program, and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

**Proposal to restructure the Ph.D. Program in Disability Disciplines in  
the Department of Special Education & Rehabilitation**

SECTION 1: The Request

This proposal seeks approval for reorganization of the existing Disability Disciplines Ph.D. Program so that it will better reflect the current structure of the field. The Disability Disciplines Doctoral Program is a cross-department program administered by the Department of Special Education and Rehabilitation and coordinated by an interdepartmental committee chaired by Dr. Charles Salzberg. Participating departments and centers include the Department of Special Education and Rehabilitation, the Center for Persons with Disabilities, and the Department of Communicative Disorders and Deaf Education. The program currently has five specializations – Behavior Disorders, Early Childhood Education, Mild and Moderate Disabilities, Severe Disabilities, and Transitional Special Education. This categorical organization was appropriate to the field and to the nature of the doctoral program over ten years ago when it was established. However, the field has evolved substantially and this structure has come to be a barrier to the continued growth and development of the doctoral program. Thus, we propose reorganizing the program by discontinuing the five existing specializations and initiating four new specializations: (a) Special Education, (b) Applied Behavior Analysis with Individuals with Disabilities, (c) Rehabilitation Counseling, and (d) Disabilities Studies.

All specializations within the Disabilities Disciplines program will share a common core of courses, seminars, and internships and a common professional interest in disciplines that serve individuals with disabilities. All four sections (I-IV) of the R401-9.4 template will first be presented for the program as a whole; subsequently, each specialization will be described.

SECTION 2: Need

Utah State University has a long-standing national reputation in research, service, and training in a variety of areas related to individuals with disabilities. In fact, the graduate programs in Special Education and in Rehabilitation Counseling are each rated 15th in the nation by the 2004 *US News & World Report Annual Survey of Graduate Schools in the U.S.* These are the only two, top-20 ranked programs at USU and two of only four in the State of Utah. The Center for Persons with Disabilities has been a national leader in research and development for over 24 years. Disability-related research and training constitutes the overwhelming majority of external grant funding that comes to the College of Education and Human Services at USU.

However, the current structure of the Ph.D. program in Disabilities Disciplines interferes with that program fully serving the needs of the faculty and students in areas of studies related to persons with disabilities. The current organization is categorical; that is, it reflects categories of disabilities as defined in state and federal special education law (e.g., behavior disorders, severe disabilities, etc.). This organization does not reflect the current structure of the field, nor does it reflect the natural areas of affinity of USU faculty who are engaged with research related to

persons with disabilities. None of the faculty or doctoral students define their primary interests in terms of these disability categories. Instead of the categorical organization, we propose an organization with a common cross-disciplinary core and four disciplinary specializations. This new organization will promote study of issues of disabilities from multiple perspectives across specific categories of disabilities. By explicitly recognizing the disciplines of special education, behavior analysis, rehabilitation counseling, and disabilities studies, this new organization will set the stage for further growth in the program because it will provide a better fit with national professional and academic organizations.

There are numerous advantages to this initiative. First, it will allow USU to provide leadership training in four professional disciplines that are in great need of leadership personnel. Second, it will allow each specialization to sponsor doctoral students which will increase their capacity for research, training, service, and grant development. Third, this will, in turn, have substantial benefit for recruiting new faculty. Fourth, it will increase the efficiency of staffing current doctoral courses in special education which currently often operate somewhat under capacity. Fifth and finally, increasing doctoral training enhances the national reputation of Utah State University.

### SECTION 3: Institutional Impact

The proposed restructuring of the doctoral program in Disability Disciplines will create minimal new demands on institutional resources. It is a reorganization of existing activities.

First, the administrative infrastructure of the Disabilities Disciplines doctoral program is already in place in the Department of Special Education and Rehabilitation.

Second, most of the core courses and seminars are already being offered in the existing Disabilities Disciplines doctoral program and in the College of Education and Human Services Interdepartmental doctoral program. Moreover, most special education doctoral classes are currently under enrolled and, thus, have unused capacity which can beneficially be filled by students in these new specializations. These seminars will need to be broadened in scope so that they will be sufficiently cross-disciplinary to serve students in all of the specializations.

Third, the new structure will retain all of the faculty who currently participate in the Disabilities Disciplines program and will attract additional faculty affiliated with behavior analysis, rehabilitation counseling, and disabilities studies. This will increase the number of faculty available to advise and mentor students in the program.

Finally, the new structure will set the stage for possible expansion of enrollment because under the new organization the program will be more appealing to students and faculty. Thus, an important positive impact of the proposed restructuring is the potential expansion of doctoral studies at USU. However, growth will be strictly controlled to assure that it does not outstrip capacity in each specialization and in the program as a whole.

## SECTION 4: Program Description

## Core Program

All of the specializations will share a core curriculum consisting of courses, and seminars. That core is described below. Subsequent components of this proposal describe the courses, seminars, and internships within each specialization.

**CORE:**

**EDUC 6570 Introduction to Educational and Psychological Research** (3 credits) Introduction to research methods including identifying research questions, conducting research literature reviews, and design and implementation of research projects.

**EDUC 6600 Measurement, Design, & Analysis** (3 credits) This course integrates concepts in measurement, research design, and statistical analysis for research in psychology and education.

**SPED 7920 Doctoral Orientation Seminar** (2 credits) Orients new students to the doctoral program including career planning, program planning, fundamental concepts of scientific research and literature review, and knowledge of the available facilities and faculty members.

**SPED 7940 Journal Reading Group** (1 credit\*2 semesters) Under faculty direction, students read and discuss published research. Students learn to critique empirical and theoretical papers as well as current research findings in important areas of Disability Disciplines.

**SPED 7950 (proposed new course) Multicultural Issues in Disability** (3 credits) This seminar will focus on the juxtaposition of disability and ethnic/cultural/linguistic diversity. Three broad areas will be presented. The first area will focus on the ethnic/cultural/linguistic demography of disability. The second area will focus on the prejudice, discrimination, and handicapism and the ways in which these forces impact upon an individual who has a disability and who is a member of an ethnic/cultural/linguistic minority group. The third area will focus on practice applications, translating the concept of the first two areas into practical suggestions for professional practice.

**SPED 7820 Cross-Specialization Topical Seminars** (3 credits\*2 courses) In-depth study of special topics in special education, rehabilitation, behavior analysis, and disabilities studies. Seminars examine historical aspects, relevant research, and theoretical positions on selected topics.

**Subtotal = 19 credit hours**

## SECTION 5: Finances

The restructured program will not require additional finances. The current system of limiting enrollment in the program to the number of students that can be accommodated with existing resources will be continued. However, this reorganization is expected to increase the number of applications to the program. If new resources become available, program enrollment will be expanded accordingly.

Each specialization will take advantage of the existing Disabilities Disciplines core courses. These courses are currently under enrolled. One new core class, Multicultural Issues in Disability (SPED 7950), will be created. Development of this class will be supported by a new doctoral training grant from the U.S. Department of Education obtained by the Special Education faculty (the grant began January 2005).

In addition to the core classes, each specialization area will staff a seminar and/or a journal reading group each year, and a number of individually supervised internships. These are discussed in more detail in the specialization components of this application. However, specialization seminars will often be shared across compatible specializations (e.g., Rehabilitation Counseling and Disability Studies) which will reduce staffing demands to one seminar every other year for each specialization group. Also, there will be collaboration in course/seminar offerings in the Applied Behavior Analysis specialization between faculty members in Special Education and in Psychology. In fact, that collaboration has already begun. Internship supervision will be needed in areas such as college teaching, research, professional writing, grant writing and fieldwork. However, faculty members are already engaged in these activities and doctoral students will be an asset. In regard to research internships, professional writing, and grant writing internships, faculty members will simply include their doctoral trainees in their on-going grant activities and research programs.

Finally, doctoral students require mentoring and advisement. This reorganization will increase the number of faculty participating in the program and thus increase the capacity for mentoring and advising. The number of students in each specialization will be strictly limited based on existing capacity.

**Specialization in Special Education**

SECTION 1: The Request

The Special Education specialization will share a common core of courses and seminars, and a common professional interest with the other specializations within the Disabilities Disciplines doctoral program. The Special Education specialization is outlined in this proposal and includes information on specialization coursework. Information on core coursework was presented earlier in this application. The Special Education specialization will be coordinated by Dr. Tim Slocum.

SECTION 2: Need

Special Education is a well-established discipline nationally. There is substantial ongoing demand for leadership personnel in Special Education. For example, Sindelar and Rosenberg (2003) report that 27% of the special education faculty searches in 1997-1998 failed and a large proportion of these failures were due to an inadequate applicant pool. Projections by Pion, Smith, and Tyler (2003) suggest trends toward increasing demand and reduced supply of personnel who are qualified for faculty positions in special education.

USU has a strong tradition of doctoral studies in special education. The doctoral program in Special Education was the progenitor of the current Disabilities Disciplines program. Special Education doctoral studies are well-established; it has been in operation for over 25 years and have had dozens of graduates. This program is one important reason for the Department's high ranking by *US News and World Report*.

SECTION 3: Institutional Impact

The proposed specialization in Special Education will have little institutional impact as it is a continuation of a successful currently existing activity.

SECTION 4: Program Description

The Special Education specialization will share a core curriculum with the Disability Disciplines doctorate, consisting of 19 core course and seminar credits. In addition to the core coursework, the Special Education specialization will have the following specialization-specific coursework, internships and qualifying exams:

***SPECIALIZATION-SPECIFIC COURSEWORK:***

**SPED 7720 Advanced Topics in Behavior Analysis** (3 credits) Discussion of advanced topics and issues in behavior analysis, including rule-governed behavior, stimulus control, setting events, functional analysis, and verbal behavior. Topics integrated into educational practice.

**SPED 7700 Single Subject Research Methods** (3 credits) Examines single-subject research methods for applied research, including measurement, design, and analysis issues.

**SPED 7940 Journal Reading Group** (2 credits) - Under faculty direction, students read and discuss published research. Students learn to critique empirical and theoretical papers as well as current research findings in important areas of Disability Disciplines.

**Seminars in Special Education** (3 credits\*2) Students will take an additional 6 credits in seminars on topics of relevance to their programs. These seminars will be chosen from among the following:

- SPED 7050 Internship in Program Evaluation
- SPED 7500 Interdisciplinary Workshop
- SPED 7810 Research Seminar in Special Education and Rehabilitation
- SPED 7820 Seminar: Special Topics
- SPED 7830 Special Education Personnel Preparation Methods
- SPED 7800 Seminar: Issues in Special Education and Rehabilitation

**Additional Research Methods** (3 credits) Students will take a minimum of 3 additional credits in research methods. Students are encouraged to consider the following, although additional options will be considered by students' committees:

- SPED 7710 Advanced Single-Subject Research Methods and Design
- EDUC 7610 Measurement, Design, and Analysis II
- EDUC 7670 Literature Reviews in Education and Psychology
- EDUC 6010 Introduction to Program Evaluation: Evaluation Models and Practical Guidelines

**Subtotal = 17 credit hours**

**INTERNSHIPS:**

**SPED 7060 Research Internship** (3 credits) Students engage in empirical research within research groups supervised by faculty.

Students specializing in Special Education will conduct research on topics of importance to special education. This research will be supervised by faculty in special education.

**SPED 7340: College Teaching Internship** (2 credits \*3 semesters) The student will teach one or more courses in professional personnel preparation, including courses that use instructional technologies.

The specific courses to be taught will be determined by the student's doctoral committee but will be drawn from the extensive coursework in the undergraduate and masters Special Education programs.



**SPED 7930: Internship - Conference Presentation** (2 credits) Student prepares for a presentation at a major academic conference, presents a paper, and his/her presentation is evaluated by one or more faculty members.

**SPED 7930: Internship - Publication** (2 credits) The student, in collaboration with a faculty member, prepares a manuscript for publication, and engages in the submission and editorial process through final publication.

**SPED 7930: Internship - Review of Literature** (2 credits) The student conducts and writes a systematic review of literature related to a substantial issue in his/her discipline.

**SPED 7070: Internship - Grant Writing** (2 credits) The student, in collaboration with a faculty member, writes and submits a grant to an extramural funding agency.

**Subtotal = 17 credit hours**

***PRELIMINARY OR QUALIFYING EXAMS:***

**SPED 7820 ST: Preliminary/Qualifying Exams in Research Methodology** (3 credits)

- a. Disciplinary content
- b. Single subject research design
- c. Group inferential research design

***INDEPENDENT RESEARCH:***

**SPED 7970: Dissertation** (18 credits) The student plans, carries out, analyzes, and interprets substantial original research.

**Total = 74 credit hours**

**SECTION 5: Finances**

This Special Education specialization program will not require new finances given that the coursework already exists and is being offered regularly under the current organization of the Disabilities Disciplines program. As always, enrollment will be restricted based on the capacity of current faculty and other resources. If new faculty positions become available, program enrollment can be expanded proportionally.

*Specialization in Special Education*

**Primary Faculty**

Charles Salzberg, Ph.D.  
Bob Morgan, Ph.D.  
Tim Slocum, Ph.D.  
Ben Lignugaris/Kraft, Ph.D.  
Pam Hudson, Ph.D.  
Nancy Glomb, Ph.D.  
Tom Higbee, Ph.D.  
Dave Forbush, Ph.D.  
Alan Hofmeister, Ph.D.  
Sarah Rule, Ph.D.

**Support Faculty**

Ronda Melove, Ph.D.  
Cyndi Rowland, Ph.D.  
Richard West, Ph.D.

## Specialization in Applied Behavior Analysis with Individuals with Disabilities

### SECTION 1: The Request

Applied Behavior Analysis has been a prominent component of USU's doctoral programs related to disabilities for decades. Many of the faculty and students who currently participate in the Disabilities Disciplines program are active in behavior analytic research. However, this affinity has never been recognized as a specialization. This has hindered the growth and development of the program because it has made it very difficult to focus on behavior analysis and to have this focus institutionally recognized. Thus, we request that Applied Behavior Analysis with Individuals with Disabilities be recognized as a distinct specialization.

The Applied Behavior Analysis with Individuals with Disabilities specialization within the Disability Disciplines doctoral program will share with other specializations a common core of courses and seminars, and a common professional interest in disciplines that serve individuals with disabilities. The Applied Behavior Analysis specialization is outlined in this proposal and includes information on specialization coursework. Information on core coursework was presented earlier in this application. This specialization will be coordinated by Dr. Thomas S. Higbee.

### SECTION 2: Need

Applied Behavior Analysis is the applied science branch of the broader scientific field of Behavior Analysis. Its techniques are based on basic principles of behavior derived from the basic research branch of the field: the Experimental Analysis of Behavior. Applied Behavior Analysis has been linked to the area of developmental disabilities since it emerged as an applied science in the 1960's. Countless behavioral and educational interventions have been developed and implemented by scientists and practitioners in the field to improve the lives of individuals with disabilities. Applied Behavior Analysts work with individuals with disabilities in a variety of settings including: schools (both public and private), residential programs, vocational programs, state hospitals, and private homes.

Recently, a national certification program for Behavior Analysts was developed to ensure that practitioners of Applied Behavior Analysis meet the established ethical and professional standards of the field. The national certification process has created the need for an increased number of graduate training programs that can provide individuals qualified to sit for the certification examination. The number of individuals seeking graduate training in Applied Behavior Analysis far exceeds the number of graduate programs available to provide this training. Currently, there are no graduate training programs in the state of Utah that provide sufficient coursework in Applied Behavior Analysis with individuals with disabilities to qualify individuals to sit for the national certification examination. Over the past 12 months, the Department of Special Education and Rehabilitation has been contacted by numerous potential doctoral students seeking training in this area. Thus, there is a need not only to provide graduate training to individuals interested in sitting for the national certification examination but to train academicians who will be able to establish graduate coursework and programs at additional

universities to meet the increasing need for Applied Behavior Analysts who work with individuals with disabilities.

SECTION 3: Institutional Impact

The proposed addition of the Applied Behavior Analysis with Individuals with Disabilities specialization to the existing doctoral program in Disability Disciplines will create minimal new demands on institutional resources. The administrative infrastructure of the Disabilities Disciplines doctoral program is already in place in the Department of Special Education and Rehabilitation. Faculty and students with expertise in Applied Behavior Analysis are already actively involved in the Disabilities Disciplines program. In addition to the core coursework provided by Special Education faculty and the College of Education doctoral program, faculty with expertise in Applied Behavior Analysis will offer two seminars and internships related to the content and practice of behavior analysis with individuals with disabilities. This will be accomplished, in part, by sharing seminars with the Special Education specialization faculty and faculty with behavior analysis expertise in Psychology. By sharing the responsibility for providing seminars, the Applied Behavior Analysis specialization will be responsible for a seminar every other year.

Finally, the positive impact of the proposed Applied Behavior Analysis specialization is that adding this specialization will attract increased applications to the program and increase the capacity to attract external funding, leading to an increase in the number of students accepted into the Applied Behavior Analysis specialization and the ability to hire additional faculty to share in increased training loads.

SECTION 4: Program Description

The Applied Behavior Analysis specialization will share a core curriculum with the Disability Disciplines doctorate, consisting of 19 core course and seminar credits. In addition to the core coursework, the Applied Behavior Analysis specialization with individuals with disabilities will have the following specialization-specific coursework, internships and qualifying exams:

**SPECIALIZATION-SPECIFIC COURSEWORK:**

**SPED 6720 Applied Behavior Analysis (3 credits)** Discussion of critical topics and issues in behavior analysis, including stimulus control, motivative operations, developing complex repertoires, functional analysis, generalization, and maintenance. Topics integrated into educational practice.

**SPED 7720 Advanced Topics in Behavior Analysis (3 credits)** Discussion of advanced topics and issues in behavior analysis, including rule-governed behavior, stimulus control, setting events, functional analysis, and verbal behavior. Topics integrated into educational practice.

Comment: [K1] 6720 & 7720 have same description in catalog. Plm: please make the distinction between the two.

**SPED 7700 Single Subject Research Methods** (3 credits) Examines single-subject research methods for applied research, including measurement, design, and analysis issues.

**PSY 6650 Learning: Behavioral Perspective** (3 credits) In-depth examination of the major behavioral theories of learning, including classical and operant conditioning.

**PSY 6810 Topical Seminar in Behavior Analysis** (3 credits) Special topics designed to help students develop in-depth knowledge of emerging research, theory, and practice in psychology. Taught in seminar format by USU faculty or visiting scholars.

**SPED 7940 Journal Reading Group** (2 credits) - Under faculty direction, students read and discuss published research. Students learn to critique empirical and theoretical papers as well as current research findings in important areas of Disability Disciplines.

**Subtotal = 17 credit hours**

**INTERNSHIPS:**

**SPED 7060 Research Internship** (3 credits) Students engage in empirical research within research groups supervised by faculty.

Students specializing in Applied Behavior Analysis will conduct behavior analytic research with children and/or adults with disabilities. This research will be supervised by faculty in behavior analysis.

**SPED 7340: College Teaching Internship** (2 credits \*3 semesters) The student will teach one or more courses in professional personnel preparation, including courses that use instructional technologies.

The specific courses to be taught will be determined by the student's doctoral committee but will be drawn from existing behavior analysis courses such as applied behavior analysis I & II and single-subject design.

**SPED 7930: Internship - Conference Presentation** (2 credits) Student prepares for a presentation at a major academic conference, presents a paper, and his/her presentation is evaluated by one or more faculty members.

**SPED 7930: Internship - Publication** (2 credits) The student, in collaboration with a faculty member, prepares a manuscript for publication, and engages in the submission and editorial process through final publication.

**SPED 7930: Internship - Review of Literature** (2 credits) The student conducts and writes a systematic review of literature related to a substantial issue in his/her discipline.

**SPED 7070: Internship - Grant Writing** (2 credits) The student, in collaboration with a faculty member, writes and submits a grant to an extramural funding agency.

**Subtotal = 17 credit hours**

**PRELIMINARY OR QUALIFYING EXAMS:****SPED 7820 ST: Preliminary/Qualifying Exams in Research Methodology (3 credits)**

- a. Disciplinary content
- b. Single subject research design
- c. Group inferential research design

**INDEPENDENT RESEARCH:**

**SPED 7970: Dissertation** (18 credits) The student plans, carries out, analyzes, and interprets substantial original research.

**Total = 74 credit hours**

**SECTION 5: Finances**

This Applied Behavior Analysis specialization program will not require new finances given that enrollment is restricted to a total of 2 students. If new faculty positions become available, program enrollment can be expanded proportionally.

The Applied Behavior Analysis specialization area will staff one seminar every other year, a journal reading group each year, and a number of individually supervised internships. The shared responsibility of providing seminars between Applied Behavior Analysis and Special Education specialization will reduce staffing demands to one seminar every other year. Internship supervision will be needed in areas such as college teaching, research, professional writing, grant writing and fieldwork. However, faculty members are already engaged in these activities and doctoral students will be an asset. In regard to research internships, professional writing, and grant writing internships, faculty members will simply include their doctoral trainees in their on-going grant activities and research programs.

***Specialization in Applied Behavior Analysis*****Primary Faculty**

Tom Higbee, Ph.D.  
Charles Salzberg, Ph.D.  
Bob Morgan, Ph.D.  
Tim Slocum, Ph.D.  
Ben Lignugaris/Kraft, Ph.D.

**Support Faculty**

Gretchen Gimpel, Ph.D.  
Tim Shahan, Ph.D.  
Donna Gilbertson, Ph.D.  
Amy Odum, Ph.D.

## Specialization in Rehabilitation Counseling

### SECTION 1: The Request

Rehabilitation Counseling has been a prominent part of the Department of Special Education and Rehabilitation for over a decade. Rehabilitation and Special Education are intricately intertwined as both disciplines are concerned with providing services for persons with disabilities. As a result of this close connection, it is not surprising that many of the students and faculty who are involved with the Disability Disciplines doctoral program have a deep interests in Rehabilitation. These interests, however, have not been well accommodated within the existing categorical organization of Disabilities Disciplines. First, the rehabilitation system is much less categorical than is specialization. Second, when categories of disabilities are discussed within the field of rehabilitation, the recognized categories are different from those used in special education. Thus, the current organization of specializations in the Disabilities Disciplines program has hindered the participation of faculty and students interested in rehabilitation.

The Rehabilitation Counseling specialization within the Disability Disciplines doctoral program will share with the other specializations a common core of courses, seminars, and internships and a common professional interest in disciplines that serve individuals with disabilities. The Rehabilitation Counseling specialization is outlined in this proposal and includes information on specialization coursework. Information on core coursework can be found earlier in this application. Dr. Timothy Tansley will coordinate the Rehabilitation Counseling Specialization.

### SECTION 2: Need

The current master's program in Rehabilitation Counseling is rated 15th in the nation by the 2004 *US News & World Report Annual Survey of Graduate Schools in the U.S.*

Based on a review of a study funded by the Rehabilitation Services Administration and related peer-reviewed literature, there is a critical shortage of individuals trained at the doctoral level in rehabilitation counseling. The effect of the shortage of doctoral-level trained individuals has resulted in 80% of training programs in Rehabilitation Counseling expecting to have difficulties hiring qualified faculty. Therefore, the need for additional doctoral programs in Rehabilitation Counseling has never been greater.

Thus, the purpose of this proposal is to recognize Rehabilitation Counseling as a distinct specialization under the umbrella of the Disability Disciplines Ph.D. program. There are numerous advantages to this initiative. First, it create a much more convenient vehicle for the USU Rehabilitation Counseling program to provide doctoral-level training in a discipline that is in great need of leadership personnel as well as increasing the number of doctorates awarded by USU. Second, it will allow students to focus their doctoral studies on Rehabilitation Counseling

thereby promoting research, training, service, and grant development in that area. Third, the increased capacity for research, training, service, and grant development will help recruit new faculty.

### SECTION 3: Institutional Impact

The proposed addition of the Rehabilitation Counseling specialization to the existing doctoral program in Disability Disciplines will create minimal new demands on institutional resources.

The administrative infrastructure of the Disabilities Disciplines doctoral program is already in place in the Department of Special Education & Rehabilitation. The Rehabilitation Counseling faculty are available to advise limited numbers of students in the newly proposed specialization. In addition to the core coursework provided by Special Education faculty and the College of Education and Human Services Interdepartmental doctoral program, Rehabilitation Counseling faculty will offer two seminars and multiple internships related to the content and practice of rehabilitation counselor education. This will be accomplished, in part, by sharing seminars with the Disability Studies specialization, which will reduce the additional load to one seminar every other year.

Finally, a Ph.D. program will increase the capacity of the Rehabilitation Counseling program to attract external funding which may, in turn, lead to program growth.

### SECTION 4: Program Description

The Rehabilitation Counseling specialization will share a core curriculum with the Disability Disciplines doctorate, consisting of 19 core course and seminar credits.

The course of studies for Rehabilitation Counseling specialization assumes that students will have completed an accredited 60 credit hour Masters program. Thus, they will have extensive content knowledge and clinical experience before they enter the doctoral program. Students lacking this disciplinary background will take coursework from the Masters program to fill gaps in knowledge and skills.

In addition to the core coursework, the Rehabilitation Counseling specialization will have the following specialization-specific coursework, internships and qualifying exams.

#### ***SPECIALIZATION-SPECIFIC SEMINARS:***

**REH 7730 (proposed new course) Disability Policy (3 credits)** The purpose of this course is to examine, describe and discuss public and private sector policy as it impacts individuals with disabilities. Students will review key statutes and cases that reflect historical and current concepts in disability policy. Students will learn about the legal rights of people with disabilities and the role and function of community advocacy. Other topics that will be covered in this course include: philosophy and legal aspects of rehabilitation and independent



living, the state-federal vocational rehabilitation program, benefit systems (i.e., SSI and SSDI), workers compensation, and employer-based disability management.

**REH 7740 (proposed new course) Sociopolitical Construction of Disability (3 credits)**

This course introduces students to the theoretical issues related to the societal understanding of disability. Students will learn the historical, political, and socioeconomic forces that maintain existing values regarding disability. Other related topics to be covered in this course include: sociopolitical processes (oppression, prejudice, discrimination, etc.), interpersonal processes (identity, self concept/esteem, authenticity, mental health, and basic behaviors), and the value and meaning of work, including a review of the underlying assumptions regarding human ability and the manifestation of ability versus disability in societies.

**Subtotal = 6 credit hours**

***ELECTIVES:***

Students in the Rehabilitation Counseling specialization will also be required to complete six additional credits hours in research methodology. Electives are courses currently provided in the College of Education and Human Services Interdepartmental Doctoral Program and/or departments within the College of Education and Human Services. Suggested electives include the following as well as other doctoral level coursework in statistical methods.

**EDUC 6770 Qualitative Methods I (3 credits)** Introduction to qualitative research, including foundations; research designs and strategies of inquiry (case studies, ethnography, phenomenology, grounded theory, biographical, historical, participative inquiry); sampling; fieldwork and data collection; and analysis.

**EDUC 6780 Qualitative Methods (3 credits)** Builds on and applies concepts covered in EDUC 6770, emphasizing analysis of data, critique of qualitative research, and design and implementation of qualitative research.

**SPED 7700 Single-Subject Research Methods and Design (3 credits)** Examines single-subject research methods for applied research, including measurement, design, and analysis issues.

**SPED 7710 Advanced Single-Subject Research and Methods and Design (3 credits)** Explores advanced concepts and procedures in within-subject research methods. Builds on knowledge and skills acquired in SPED 7700 regarding scientific questions, measures, research designs, data analysis, and inference. Students analyze research and design, conduct, and report a scientific study.

**Subtotal = 6 credits**

***INTERNSHIPS:***

**SPED 7060 Research Internship (3 credits)** Students engage in empirical research within research groups supervised by faculty.

Students specializing in Rehabilitation Counseling will conduct research on topics related to rehabilitation counseling services in public and private not-for-profit settings.

**SPED 7340: College Teaching Internship** (2 credits \*3 semesters) The student will teach one or more courses in professional personnel preparation, including courses that use instructional technologies. The selection of courses to be taught will be determined by the student's doctoral committee within the parameters set by the specialization program.

Students specializing in Rehabilitation Counseling will teach classes in the rehabilitation counseling Masters degree program as well as REH 1010: Disability in the American Experience.

**SPED 7930: Internship - Conference Presentation** (2 credits) Student prepares for a presentation at a major academic conference, presents a paper, and his/her presentation is evaluated by one or more faculty members.

Students specializing in Rehabilitation Counseling will present papers at major rehabilitation counseling conferences, hosted by professional organizations such as the National Rehabilitation Association, the American Rehabilitation Counseling Association, or the National Council on Rehabilitation Education.

**SPED 7930: Internship - Publication** (2 credits) The student, in collaboration with a faculty member, prepares a manuscript for publication, and engages in the submission and editorial process through final publication.

Students specializing in Rehabilitation Counseling will publish on topics related to rehabilitation counseling in national, peer-reviewed publications such as the Journal of Rehabilitation, Rehabilitation Counseling Bulletin, or Rehabilitation Education.

**SPED 7930: Internship - Review of Literature** (2 credits) The student conducts and writes a systematic review of literature related to a substantial issue in his/her discipline.

Students specializing in Rehabilitation Counseling will conduct literature reviews on topics of importance to the field of Rehabilitation Counseling.

**SPED 7070: Internship - Grant Writing** (2 credits) The student, in collaboration with a faculty member, writes and submits a grant to an extramural funding agency.

Students specializing in Rehabilitation Counseling will write grants sponsored by federal agencies such as the Rehabilitation Services Administration, the National Institute on Disability and Rehabilitation Research, and the National Institute of Health intended to support personnel preparation, research, or development in rehabilitation counseling

**Subtotal = 17 credit hours**

***PRELIMINARY OR QUALIFYING EXAMS:***

**SPED 7820 ST: Preliminary/Qualifying Exams in Research Methodology (3 credits)**

- a. Disciplinary content in Rehabilitation Counseling
- b. Group inferential research design

***INDEPENDENT RESEARCH:***

**SPED 7970: Dissertation (18 credits)** The student plans, carries out, analyzes, and interprets substantial original research.

**Total = 69 credit hours**

**SECTION 5: Finances**

This specialization will not require new finances given that enrollment is restricted to a total of two students. If new faculty positions become available, enrollment in this specialization will be expanded proportionally. The Rehabilitation Counseling specialization area will staff one seminar every other year, and a number of individually supervised internships. The shared responsibility of providing seminars between Rehabilitation Counseling and Disability Studies will reduce staffing demands to one seminar every other year. Internship supervision will be needed in areas such as college teaching, research, professional writing, grant writing and fieldwork. However, faculty members are already engaged in these activities and doctoral students will be an asset. In regard to research internships, professional writing, and grant writing internships, faculty members will simply include their doctoral trainees in their on-going grant activities and research programs.

Finally, doctoral students require mentoring and advisement. Faculty members in the Rehabilitation Counseling specialization are looking forward to advising students in this specialization. The Rehabilitation Counseling specialization will also draw faculty resources from the Center for Persons with Disabilities which has a number of nationally prestigious faculty members who are eager to integrate doctoral training into their research, development and training activities. This will provide students in this specialization with a variety of valuable internships, research experiences, and training.

***Specialization in Rehabilitation Counseling*****Primary Faculty**

Timothy Tansey, Ph.D.

Julie Smart, Ph.D.

Jared Schultz, Ph.D.

**Support Faculty**

Charles Salzberg, Ph.D.

Robert Morgan, Ph.D.

Judith Holt, Ph.D.

### Specialization in Disability Studies

#### SECTION 1: The Request

✓ The Disabilities Studies specialization ~~is~~ will draw on a set of core courses and seminars, described previously. Dr. Judith Holt will coordinate the Disability Studies specialization.

#### SECTION 2: Need

Disabilities Studies is a comparatively new area of interest and inquiry, having emerged only over the past decade. It shares the same sociopolitical and cultural roots as scholarly studies in race and gender. The foundation premise of Disabilities Studies is the concept that disability is a natural part of the human experience. Disabilities Studies explores disabilities (physical, sensory, cognitive, and mental) from both a historical and a theoretical perspective as they have been defined in diverse fields (history, religion, literature, and the arts). Based on these assumptions, Disabilities Studies will be presented from an interdisciplinary perspective and also engage students from a variety of disciplines.

Disabilities Studies at the doctoral level is designed to meet the emerging needs for leaders in government, universities, and the private sector who have a strong background in the broad context of disabilities. Graduates with a specialization in Disability Studies will engage both the disability community and state and national entities in the development of policy and the design and implementation of supports and services that are consumer-directed and support full community participation.

Although the field of Disabilities Studies is newly emerging, there are increasing areas in which qualified individuals are required. These include:

- (1) Faculty positions. A September 2003 report that summarizes the locations and types of Disabilities Studies programs in the United States and Canada indicated that there are 12 undergraduate programs (majors and/or minors) in undergraduate Disabilities Studies; 13 masters or advanced certificate programs, and 3 doctoral programs. In five of these universities, faculty were being actively recruited.
- (2) Positions as directors and faculty for university centers for disabilities (61 University Centers for Excellence in Developmental Disabilities Education, Research and Services are funded nationally by the Administration for Developmental Disabilities in the U.S. Department of Health and Human Services).
- (3) Many of the disability leaders in national, state, and local agencies will be retiring within the next 10 years. The next generation of leaders must have a sound understanding of the complex variables related to children and adults with disabilities and their families including societal barriers, educational programs, employment and work incentives, and funding streams for health services.

In all of the positions described above, qualified individuals with doctoral degrees in Disabilities Studies will have ample opportunities to obtain highly valued positions. In fact, in this

increasingly complex society, individuals who have well-integrated academic interdisciplinary training, research, and leadership experiences will be in high demand.

The Disabilities Studies specialization will build on the faculty expertise in the broader Special Education and Rehabilitation Counseling programs. Partners in this specialization include Special Education and Rehabilitation faculty, faculty from the Center for Persons with Disabilities (CPD), and other faculty from the Utah Leadership Education in Neurodevelopmental Disabilities (ULEND) Program that includes 15 faculty from the University of Utah and Utah State University. The ULEND disciplines include: medicine (pediatrics, neurology, and genetics), nursing, health services administration, dentistry, special education, psychology, social work, occupational therapy, physical therapy, speech and language pathology, audiology, and nutrition. With the expertise from Special Education and Rehabilitation, the CPD and the ULEND program, the Disabilities Studies specialization has the capacity to adequately support two students in their research, internships, and academic endeavors.

There are numerous advantages to this initiative. First, it will allow the USU Disabilities Studies program to provide doctoral-level training in an area that is in great need of leadership personnel. Second, it will allow the Disabilities Studies program to sponsor doctoral students who will increase its capacity for research, training, service, and grant development. Third, the increased capacity for research, training, service, and grant development will help recruit new faculty.

### SECTION 3: Institutional Impact

The proposed addition of the Disabilities Studies specialization to the existing doctoral program in Disability Disciplines will create minimal new demands on institutional resources.

First, the administrative infrastructure of the Disabilities Disciplines doctoral program is already in place in the Department of Special Education & Rehabilitation. Second, faculty are already available to advise limited numbers of students in the newly proposed specialization. In addition to the core coursework provided by Special Education faculty and the College of Education and Human Services Interdisciplinary Doctoral program, Disabilities Studies faculty will offer two seminars and multiple internships related to the content and knowledge in Disabilities Studies. This will be accomplished, in part, by sharing seminars with the Rehabilitation Counseling specialization.

Finally, the proposed Disabilities Studies specialization will likely increase the capacity of the CPD and the Special Education and Rehabilitation Department to secure external funding. With increased external funding, the number of students could be increased.

### SECTION 4: Program Description

The Disabilities Studies specialization will share a core curriculum with the Disability Disciplines doctorate consisting of 19 core course and seminar credits. Students entering the doctoral specialization in Disability Studies will have completed a master's degree in another

field (e.g., rehabilitation, psychology, special education, etc.). Thus, they will bring substantial content knowledge to their programs. Further, those who have gaps in essential knowledge in disability areas will draw from existing master's courses in special education and rehabilitation counseling.

In addition to the core coursework the Disabilities Studies specialization will have the following specialization-specific coursework.

***SPECIALIZATION SEMINARS:***

**REH 7730 (proposed new course) Disability Policy (3 credits)** The purpose of this course is to examine, describe and discuss public and private sector policy as it impacts individuals with disabilities. Students will review key statutes and cases that reflect historical and current concepts in disability policy. Students will learn about the legal rights of people with disabilities and the role and function of community advocacy. Other topics that will be covered in this course include: philosophy and legal aspects of rehabilitation and independent living, the state-federal vocational rehabilitation program, benefit systems (i.e., SSI and SSDI), workers compensation, and employer-based disability management.

**REH 7740 (proposed new course) Sociopolitical Construction of Disability (3 credits)** This course introduces students to the theoretical issues related to the societal understanding of disability. Students will learn the historical, political, and socioeconomic forces that maintain existing values regarding disability. Other related topics to be covered in this course include: sociopolitical processes (oppression, prejudice, discrimination, etc.), interpersonal processes (identity, self concept/esteem, authenticity, mental health, and basic behaviors), and the value and meaning of work, including a review of the underlying assumptions regarding human ability and the manifestation of ability versus disability in societies.

**SPED 6500 Interdisciplinary Workshop (3 credits)** Series of self-instructional modules and videos and a variety of elective training. Module topics include developmental disabilities, legal aspects and issues, assessment, intervention, assistive technology, transition, and prevention/intervention for aggression and violence.

**SPED 7500 Interdisciplinary Workshop (3 credits)** Workshop on current interdisciplinary issues and topics in special education and related fields.

**Subtotal = 12 credit hours**

***ELECTIVES:***

Students in the Disabilities Studies specialization will be required to complete six additional credit hours in approved research electives. Electives are courses currently provided in doctoral programs at Utah State University or, with permission, at the University of Utah. Examples are provided below.

**EDUC 6770 Qualitative Methods I (3 credits)** Introduction to qualitative research, including foundations; research designs and strategies of inquiry (case studies, ethnography,

phenomenology, grounded theory, biographical, historical, participative inquiry); sampling; fieldwork and data collection; and analysis.

**EDUC 6780 Qualitative Methods** (3 credits) Builds on and applies concepts covered in EDUC 6770, emphasizing analysis of data, critique of qualitative research, and design and implementation of qualitative research.

**SPED 7700 Single-Subject Research Methods and Design** (3 credits) Examines single-subject research methods for applied research, including measurement, design, and analysis issues.

**SPED 7710 Advanced Single-Subject Research and Methods and Design** (3 credits) Explores advanced concepts and procedures in within-subject research methods. Builds on knowledge and skills acquired in SPED 7700 regarding scientific questions, measures, research designs, data analysis, and inference. Students analyze research and design, conduct, and report a scientific study.

**Subtotal = 6 credit hours**

#### **INTERNSHIPS:**

**SPED 7060 Research Internship** (3 credits) Students engage in empirical research within research groups supervised by faculty.

Students specializing in Disability Studies will conduct supervised research and development in disability policy, environmental design, and collaborative design and delivery of supports and services to individuals with disabilities across the lifespan.

**SPED 7340: College Teaching Internship** (2 credits \*3 semesters) The student will teach one or more courses in professional personnel preparation, including courses that use instructional technologies.

The selection of courses to be taught will be determined by the student's doctoral committee within the parameters set by the specialization program. Students specializing in Disability Studies will work closely with faculty teaching REH/SPED 1010: Disability in the American Experience, SPED 7500: Interdisciplinary Workshops and special courses that are provided to health and social service professionals regarding the systems of formal services utilized by individuals with disabilities and their families to live and work in the community.

**SPED 7930: Internship – Conference Presentation** (2 credits) Student prepares for a presentation at a major academic conference, presents a paper, and his/her presentation is evaluated by one or more faculty members.

Doctoral students in Disability Studies will present at national conferences where the most relevant topical issues are actively addressed such as self-determination and self-guided supports, employment through utilization of SSA and Medicaid work incentives,

transition from nursing home facilities and institutions to the community, and full community participation.

**SPED 7930: Internship – Publication** (2 credits) The student, in collaboration with a faculty member, prepares a manuscript for publication, and engages in the submission and editorial process through final publication.

Articles developed and submitted by students in the Disability Studies program will focus on critical issues and barriers to full participation by individuals with disabilities and their families in the community.

**SPED 7930: Internship - Review of Literature** (2 credits) The student conducts and writes a systematic review of literature related to a substantial issue in his/her discipline.

Students in Disability Studies will examine population-based data, design of supports (ie housing options), funding stream data, or policy analysis.

**SPED 7070: Internship – Grant Writing** (2 credits) The student, in collaboration with a faculty member, writes and submits a grant to an extramural funding agency.

Target funding agencies on the federal level for students in the Disability Studies track include: Administration on Developmental Disabilities, National Institute on Health, National Science Foundation, Center for Disease Control, and the National Institute on Disability Research. Target state agencies include the Department of Health, the Department of Human Services, and the Department of Education.

**Subtotal = 17 credit hours**

***PRELIMINARY OR QUALIFYING EXAMS:***

**SPED 7820 ST: Preliminary/Qualifying Exams in Research Methodology** (3 credits)  
 a. Disciplinary content in Disability Studies  
 b. Group inferential research design

***INDEPENDENT RESEARCH:***

**SPED 7970: Dissertation** (18 credits) The student plans, carries out, analyzes, and interprets substantial original research.

**Total = 75 credit hours**

**SECTION 5: Finances**

This specialization will not require new finances given that enrollment is restricted to a total of 2 students. If new faculty positions become available, program enrollment can be expanded proportionally.



The Disabilities Studies specialization area will staff one seminar every other year and a number of individually supervised internships. The shared responsibility of providing seminars between Rehabilitation Counseling and Disability Studies will reduce staffing demands to one seminar every other year. Internship supervision will be needed in areas such as college teaching, research, professional writing, grant writing and fieldwork. However, faculty members are already engaged in these activities and doctoral students will be an asset. In regard to research internships, professional writing, and grant writing internships, faculty members will simply include their doctoral trainees in their on-going grant activities and research programs.

Finally, doctoral students require mentoring and advisement. Faculty members in the Disabilities Studies specialization are prepared for this responsibility. Since the Disabilities Studies specialization will have a maximum of two doctoral students, the amount of time for mentoring and advisement can be reasonably accommodated. The Disabilities Studies specialization will judiciously utilize skills of faculty members from the Center for Persons with Disabilities (CPD). Dr. Holt also co-directs the Utah Leadership Education in Neurodevelopmental Disabilities (ULEND) Program that includes 15 faculty from the University of Utah (College of Nursing Eccles School of Business, School of medicine, Health Science Center, and College of Social Work) and Utah State University (College of Education and Human Service and College of Agriculture). The ULEND disciplines include: medicine (pediatrics, neurology, and genetics), nursing, health services administration, dentistry, special education, psychology, social work, occupational therapy, physical therapy, speech and language pathology, audiology, and nutrition. These ULEND faculty can support internships and serve on doctoral committees. With the expertise from the CPD, the Department of Special Education and Rehabilitation, and the ULEND program, the Disabilities Studies specialization has the capacity to adequately support two students in their research, internships, and academic endeavors, without additional financial support.

#### *Specialization in Disability Studies*

##### **Primary Faculty**

Judith M. Holt, PhD  
Julie Smart, PhD  
Cyndi Rowland, PhD

##### **Support Faculty**

Tim Tansey, PhD  
Jared Schultz, PhD  
ULEND

- Gretchen Gimpel, PhD
- Fan Tait, MD
- Nedra Christensen, PhD
- Terry Pavia, PhD
- Lee Dibble, PhD
- David Derezotes, PhD

27 January 2006

**ITEM FOR INFORMATION**

**RE:** A proposal from the School of Accountancy to rename the Master of Accounting Specialization from "Financial Audit" to "Professional Accountancy."

**EXECUTIVE SUMMARY**

The proposed name will provide a better description of this specialization by making reference to the broader spectrum of accounting practice now being served by certified public accountants.

The proposal was prepared by the School of Accountancy, approved by the Dean of Business, the Graduate Council, Educational Policies Committee and Faculty Senate.

**RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposal from the School of Accountancy to rename the Master of Accounting Specialization from "Financial Audit" to "Professional Accountancy."

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The School of Accountancy proposes to rename the Master of Accounting Specialization from "Financial Audit" to "Professional Accountancy," and

WHEREAS, The proposed name will provide a better description of this specialization by making reference to the broader spectrum of accounting practice now being served by certified public accountants", and

WHEREAS, The proposal has the support from the students and faculty in the College of Business, and

WHEREAS, The proposal has been approved by the Dean of Business, and

WHEREAS, The proposal has been approved by the Graduate Council, Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of 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 rename the Master of Accounting Specialization from "Financial Audit" to "Professional Accountancy," and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

**Submission to the Information Calendar of the Academic, Career and Technical  
Education, and Student Success Committee and Board Action**

**SECTION I: Request to Change Name of Financial/Audit Specialization  
in the Master of Accounting**

The Utah State University School of Accountancy proposes that its Master of Accounting Specialization currently named "Financial/Audit" be renamed to "Professional Accountancy."

**SECTION II: Need**

The proposed name is believed to provide a better description of this specialization by making reference to the broader spectrum of accounting practice now being served by certified public accountants.

**SECTION III: Institutional Impact**

None.

**SECTION IV: Finances**

No budgetary impact.

**Signature Page to Accompany Proposals Providing Board Notification  
Re: Request to Change Name of Financial/Audit Specialization  
in the Master of Accounting**

Institution Submitting Proposal: Utah State University

College, School or Division affected: College of Business

Department(s) or Areas(s) affected: School of Accountancy

Change Description: Master of Accounting Specialization currently named "Financial/Audit" to be renamed "Professional Accountancy."

Proposed Beginning Date: January 1, 2006

Institutional Signatures:

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Richard L. Jenson, Head, School of Accountancy

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Caryn L. Beck-Dudley, Dean, College of Business

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Noelle E. Cockett, Acting Provost

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Stan L. Albrecht, President

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Date

27 January 2006

**ITEM FOR INFORMATION**

**RE:** A proposal from the School of Accountancy to rename the Master of Accounting Specialization from "Management Accounting" to "Finance."

**EXECUTIVE SUMMARY**

This specialization focuses on the internal finance and accounting operations of corporations; thus, this proposed name change is intended to reflect that most organizations now refer to these internal finance and accounting operations as "Finance" rather than "Management Accounting." The name change will better reflect the increasing breadth of the subject matter.

The proposal was prepared by the School of Accountancy, and it was approved by the Dean of Business, the Graduate Council, Educational Policies Committee, and Faculty Senate.

**RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposal from the School of Accountancy to rename the Master of Accounting Specialization from "Management Accounting" to "Finance."

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The School of Accountancy proposes to rename the Master of Accounting Specialization from "Management Accounting" to "Finance," and

WHEREAS, This specialization focuses on the internal finance and accounting operations of corporations, this proposed name change is intended to reflect that most organizations now refer to these internal finance and accounting operations as "Finance" rather than "Management Accounting," and

WHEREAS, The name change will better reflect the increasing breadth of the subject matter, and

WHEREAS, The proposal has been approved by the Dean of Business, and

WHEREAS, The proposal has been approved by the Graduate Council, Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of 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 rename the Master of Accounting Specialization from "Management Accounting" to "Finance," and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

**Submission to the Information Calendar of the Academic, Career and Technical  
Education, and Student Success Committee and Board Action**

**SECTION I: Request to Change Name of Management Accounting Specialization  
in the Master of Accounting**

The Utah State University School of Accountancy proposes that its Master of Accounting Specialization currently named "Management Accounting" be renamed to "Finance."

**SECTION II: Need**

Because this specialization focuses on the internal finance and accounting operations of corporations, this proposed name change is intended to reflect that most organizations now refer to these internal finance and accounting operations as "Finance" rather than "Management Accounting." It is believed that this new name will better reflect the increasing breadth of the subject matter.

**SECTION III: Institutional Impact**

None.

**SECTION IV: Finances**

No budgetary impact.



**Signature Page to Accompany Proposals Providing Board Notification  
Re: Request to Change Name of Management Accounting Specialization  
in the Master of Accounting**

Institution Submitting Proposal: Utah State University

College, School or Division affected: College of Business

Department(s) or Areas(s) affected: School of Accountancy

Change Description: Master of Accounting Specialization currently named "Management Accounting" to be renamed "Finance."

Proposed Beginning Date: January 1, 2006

Institutional Signatures:

\_\_\_\_\_  
Richard L. Jenson, Head, School of Accountancy

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Caryn L. Beck-Dudley, Dean, College of Business

\_\_\_\_\_  
Noelle E. Cockett, Acting Provost

\_\_\_\_\_  
Stan L. Albrecht, President

\_\_\_\_\_  
Date

**ITEM FOR ACTION**

**RE:** A proposal from the School of Accountancy to offer a Master of Accounting Specialization in "Personal Financial Planning."

**EXECUTIVE SUMMARY**

A significant and growing need exists in society for comprehensive personal financial planning services. With expanding involvement of individual investors in stock and stock mutual fund investments, increasingly complex income tax laws, complicated retirement and employee benefit plans, increasing numbers of middle-income taxpayers who accumulate enough wealth to be subject to estate taxes, and other complexities involved in personal financial planning, higher numbers of people are seeking out financial planners for assistance. Society in general and the State of Utah have a vested interest in making sure that qualified financial planners are available. This specialization prepares Master of Accounting students to focus on the knowledge and skills needed to provide comprehensive personal financial planning services to individuals and small business owners.

The proposal was prepared by the School of Accountancy, approved by the Dean of Business, and approved by the Graduate Council, Educational Policies Committee and Faculty Senate.

**RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposal from the School of Accountancy to offer a Master of Accounting Specialization in "Personal Financial Planning."

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The School of Accountancy proposes to offer a Master of Accounting Specialization in "Personal Financial Planning," and

WHEREAS, A significant and growing need exists in society for comprehensive personal financial planning services, and

WHEREAS, This specialization prepares Master of Accounting students to focus on the knowledge and skills needed to provide comprehensive personal financial planning services to individuals and small business owners, and

WHEREAS, The proposal has the support of the students and faculty in the College Business, and

WHEREAS, The proposal has been approved by the Dean of Business, and

WHEREAS, The proposal has been approved by the Graduate Council, Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of 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 Master of Accounting Specialization in "Personal Financial Planning," and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

**Submission to the Information Calendar of the Academic, Career and Technical Education,  
and Student Success Committee and Board Action**

**SECTION I: Request for Approval of Master of Accounting Specialization in Personal  
Financial Planning**

The Utah State University School of Accountancy proposes that a Master of Accounting Specialization be approved in "Personal Financial Planning." This specialization requires admission into the Master of Accounting program, completion of the undergraduate accounting core, completion of the accounting foundation requirements, and completion of the Master of Accounting Core. In addition, students are required to complete the following specialization requirements:

- PFP 6060 (Personal Financial Planning)
- PFP 6070 (Retirement Planning)
- PFP 6080 (Estate Planning)
- Complete one additional graduate level Finance course approved by the School of Accountancy.
- Complete one prerequisite course in investments (this is a prerequisite undergraduate course and does not count toward graduate hours).

This specialization prepares Master of Accounting students to focus on the knowledge and skills needed to provide comprehensive personal financial planning services to individuals and small business owners.

**SECTION II: Need**

A significant and growing need exists in society for comprehensive personal financial planning services. With expanding involvement of individual investors in stock and stock mutual fund investments, increasingly complex income tax laws, complicated retirement and employee benefit plans, increasing numbers of middle-income taxpayers who accumulate enough wealth to be subject to estate taxes, and other complexities involved in personal financial planning, increasing numbers of people are seeking out financial planners for assistance. Society in general and the State of Utah have a vested interest in making sure that qualified financial planners are available.

**SECTION III: Institutional Impact**

There is no impact to the institution. The specialization described above merely replaces an elective emphasis that already exists. By recognizing these requirements as a specialization, students may now have it officially entered on their transcripts.

**SECTION IV: Finances**

There is no budgetary impact. All courses required in this specialization are currently offered in support of an elective emphasis. There will be no changes needed in course offerings, faculty teaching assignments or course loads, or any other resources that support this program.

**Signature Page to Accompany Proposals Providing Board Notification  
Re: Request for Approval of Master of Accounting Specialization  
in Personal Financial Planning**

Institution Submitting Proposal: Utah State University

College, School or Division affected: College of Business

Department(s) or Areas(s) affected: School of Accountancy

Change Description: Request for Approval of Specialization in Personal Financial Planning

Proposed Beginning Date: January 1, 2006

Institutional Signatures:

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Richard L. Jenson, Head, School of Accountancy

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Caryn L. Beck-Dudley, Dean, College of Business

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Noelle E. Cockett, Acting Provost

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Stan L. Albrecht, President

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Date

**ITEM FOR ACTION**

**RE:** A proposal from the Department of Nutrition and Food Sciences to suspend enrollment into the Culinary Arts/Food Service Management (CA/FSM) emphasis beginning Fall 2006.

**EXECUTIVE SUMMARY**

The Culinary Arts/Food Service Management (CA/FSM) emphasis is offered through the Department of Nutrition and Food Sciences of the College of Agriculture. Lack of faculty and resources currently preclude accreditation of the CA/FSM emphasis. With only a single person coordinating/teaching in the CA/FSM emphasis, the program would effectively shut itself down at any time if that person leaves or gets sick. Additionally, the department and college have no resources to replace the aging and overworked equipment needed in this laboratory-intensive program. In total, nine courses will be closed to on-campus enrollment but will remain on the books so that they can be offered through Continuing Education at the Uintah Basin site.

A hearing to discuss suspending enrollment was held at which time the Department representatives presented its "teach-out" schedule of courses and revised it according to student need.

The proposal was prepared by the Department of Nutrition and Food Sciences, approved by the Dean of Agriculture, the Educational Policies Committee, and Faculty Senate.

**RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposal from the Department of Nutrition and Food Sciences to suspend enrollment into the Culinary Arts/Food Service Management (CA/FSM) emphasis beginning Fall 2006.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, the Department of Nutrition and Food Sciences to suspend enrollment into the Culinary Arts/Food Service Management (CA/FSM) emphasis beginning Fall 2006 and,

WHEREAS, Lack of faculty and resources currently preclude accreditation of the CA/FSM emphasis, and

WHEREAS, The department and college have no resources to replace the aging and overworked equipment needed in this laboratory-intensive program, and

WHEREAS, A total of nine courses will be closed to on-campus enrollment, but will remain on the books so that they can be offered through Continuing Education at their Uintah Basin site, and

WHEREAS, The proposal has the support of the students and faculty in the College Agriculture, and

WHEREAS, The proposal has been approved by the Dean of Agriculture, and

WHEREAS, The proposal has been approved by the Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the suspension of enrollment into the Culinary Arts/Food Service Management (CA/FSM) emphasis beginning Fall 2006, and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as a consent item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

To: Educational Policies Committee

From: Charles Carpenter, Head, Nutrition and Food Sciences Department  
Paul Rasmussen, Interim Dean, College of Agriculture

Date: August 2, 2005

CC: Noelle Cockett, Provost, UMC 1435  
Joyce Kinkead, Vice Provost, UMC 1435  
John Mortensen, Director, University Advising and Transfer Services, UMC 0114  
Emily Hoffman, Advisor, NFS, UMC 8700  
Erik Burlile, CA/FSM Program Administrator, UMC 8700

Subject: Suspension of Culinary Arts/Food Service Management emphasis

This memorandum provides notification of intent to suspend enrollment (University Policy 406.3) into the Culinary Arts/Food Service Management (CA/FSM) emphasis beginning Fall 2006.

The Culinary Arts/Food Service Management (CA/FSM) emphasis is offered through the Department of Nutrition and Food Sciences of the College of Agriculture. We are asking for suspension of the emphasis because of lack of faculty and lack of resources to administer the program. In total, nine courses will be closed to on-campus enrollment (Table 1), but will remain on the books so that they can be offered through Continuing Education at their Uinta Basin site.

A single professional employee and a single classified employee are involved with the emphasis, and both will be integrated into other programs within the NFS department, and(or) assigned to administrative and academic supervision of the culinary courses offered through Continuing Education.

Lack of faculty and resources currently preclude accreditation of the CA/FSM emphasis. With only a single person coordinating/teaching in the CA/FSM emphasis, the program would effectively shut itself down at any time if that person leaves or gets sick. Additionally, the department and college have no resources to replace the aging and overworked equipment needed in this laboratory-intensive program.



Given the problems, planned suspension of the program will be in the best interest of the students. We have realized this as a department, and our NFS compact plan identified that the CA/FSM emphasis would be suspended spring 2005 if no new resources could be found. And, as has been the history of the CA/FSM program, no new resources have been realized.

NFS 1240, Culinary Basics, is the only class in the program required of other majors. This class will continue to be offered, and will be reopened to non-majors pending demand. This was a popular class for elective credits until two years ago when it was closed to non-majors in an effort to reallocate teaching resources within the CA/FSM emphasis.

Students that are on-track according to the recommended class schedule will be able to complete their CA/FSM emphasis according to Table 1. Students that are off-track will be able to take equivalent culinary classes within the Utah higher education system at Salt Lake Community College, Snow College, and Utah Valley Community College.

Table 1. Programming by graduating class during suspension of CA/FSM

Academic Year	CA classes offered according to suggested schedule			
	Freshman	Sophomore	Junior	Senior
2005/06	Class of 2009	Class of 2008	Class of 2007	Class of 2006
2006/07	Not offered <sup>1</sup>	Class of 2009	Not offered <sup>3</sup>	Classes of 2007 & 2008 <sup>5</sup>
2007/08	Not offered <sup>1</sup>	Not offered <sup>2</sup>	Classes of 2008 & 2009 <sup>5</sup>	Not offered <sup>4</sup>
2008/09	Not offered <sup>1</sup>	Not offered <sup>2</sup>	Not offered <sup>3</sup>	Class of 2009

<sup>1</sup> NFS 3510 will not be offered on campus because it is required only of students in the CA/FSM option. NFS 1240 will continue to be offered because it is required by other majors and by other options within the department.

<sup>2</sup>The following classes will not be offered on campus because they are only required of students in the CA/FSM option: NFS 2030, 2050, 3000.

<sup>3</sup>The following classes will not be offered on campus because they are only required of students in the CA/FSM option: NFS 3030, 3060, 4250.

<sup>4</sup>The following classes will not be offered on campus because they are only required of students in the CA/FSM option: NFS 3500, 4810.

<sup>5</sup>The scheduled classes for junior and senior years are interchangeable because prerequisites were completed during the freshman and sophomore years. Only the graduating class of 2008 deviates from the suggested schedule printed in the department bulletin.

### **ITEM FOR ACTION**

**RE:** A proposal from the College of Humanities, Arts and Social Sciences to establish an "interdisciplinary" undergraduate minor in Latin American Studies. The minor will offer undergraduate students the opportunity to enhance their historical, political, economic, cultural and sociological understanding of the countries and peoples of Latin America.

### **EXECUTIVE SUMMARY**

The need for an "interdisciplinary" undergraduate minor at Utah State is evident from a variety of indicators. First, a large and growing number of Utah State students have lived in Latin America as part of two-year voluntary service and have acquired advanced language skills and cultural knowledge. Second, aside from Utah State's unique student demographics, local, regional and national changing demographic conditions illustrate the need for a Latin American Studies at Utah State. Finally, the creation of a Latin American Studies minor would provide Utah State students with the academic credentials that are increasingly recognized as important by other universities in the state and region. The objective of this Latin American Studies Minor proposal is to facilitate the production of Utah State graduates equipped with the international knowledge and capabilities to excel in an increasingly globalized community, nation and world.

The proposal was prepared by the College of Humanities, Arts and Social Sciences, and it was approved by the Dean of Humanities, Arts and Social Sciences; the Educational Policies Committee, and Faculty Senate.

### **RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve proposal to establish an "interdisciplinary" undergraduate minor in Latin American Studies.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The proposal from the Department of Business Information Systems to move the current Training and Development emphasis from the Business Information Technology Education (BITE) major to the Business Information Systems (BIS) major, and

WHEREAS, Students interested in a career in the Training & Development Emphasis need more technical coursework than they are currently being offered under the Business Information Technology Education major, and

WHEREAS, The technical courses required as part of the Business Information Systems major will provide a more technical and academically challenging foundation for this emphasis which will improve the marketability and salaries of the students graduating in this area, and

WHEREAS, The Training and Development emphasis shifted under the BIS major closely aligns with the model curriculum for undergraduate education in information technology recommended by the Organizational Systems Research Association (OSRA), and

WHEREAS, The proposal has the support of the students and faculty in the College Business, and

WHEREAS, The proposal has been approved by the Dean of Business, and

WHEREAS, The proposal has been approved by the Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the movement of the current Training and Development emphasis from the Business Information Technology Education (BITE) major to the Business Information Systems (BIS) major, and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE \_\_\_\_\_

Template 10.4.1  
SECTION I: The Request

This proposal requests to establish an "interdisciplinary" Undergraduate Minor in Latin American Studies housed in the college of Humanities Arts and Social Sciences (HASS). The proposed minor will offer interested undergraduate students the opportunity to enhance their historical, political, economic, cultural and sociological understanding of the countries and peoples of Latin America.

Minor Description

Students wishing to acquire a minor in Latin American studies are required to maintain a 2.75 GPA and complete a minimum of eighteen credit hours (equivalent to 6 three credit hour courses on a semester basis). Since language is essential for any area expertise, in addition to the 18 credit hours, *a minimum of two years* (12 credit hours or 4 semesters) of Introductory Spanish (Spanish 1010, 1020, 2010, and 2030) or Portuguese (Portuguese 1010, 1020, 2010 and 2030), or the completion of an equivalent competency exam, will be required. This is consistent with the requirements of the recently revised International Studies Major and will facilitate a Latin American emphasis within it.

In an effort to provide context and interdisciplinary grounding for the minor, a new introductory course, "Introduction to Latin American Studies" (LATS 2200, 3 credit hours), will be required for all Latin American Studies minors. In order to ensure that the minor maintains a multidisciplinary grounding, students must choose their remaining 15 elective credit hours from a minimum of three different departments. Overall, students will be able to choose from a menu of 23 different courses across six different departments to fulfill their elective requirements. To further their area knowledge as well as their cultural and language skills, students will be actively encouraged to study abroad, pursue an internship, or conduct international field research in one of the eight existing Latin American countries with whom the university currently has exchange relationships.

**I. Minor in Latin American Studies (18 total credit hours)**

**I.A. Language**

A minimum of *two years* (12 credit hours or 4 semesters) of Introductory Spanish (Spanish 1010, 1020, 2010, and 2030), Introductory Portuguese (Portuguese 1010, 1020, 2010 and 2030), or the completion of an equivalent competency exam, is required.

**I. B. Introduction (3 credit hours)**

LATS 2200: Introduction to Latin America Studies(3) [NEW COURSE]

**I.C. Electives (15 credit hours).** Students must choose a minimum of 5 courses from across 3 *different* disciplines.

- Anthropology 3130: Peoples of Latin America (3 credits)
- Anthropology 5130: Ethnographic Field School – Peru (6 credits – CROSS LISTED WITH SOCIOLOGY 5130)
  
- History 3620: History of Colonial Latin America (3 credits)
- History 3630: History of Modern Latin America (3 credits)
- History 3640: History of Social Movements in Latin America (3 credits)
- History 3650: Caribbean History (3 credits)
- History 3660: History of Mexico (3 credits)
  
- Political Science 3270: Latin American Government and Politics (3 credits)
- Political Science 4450: United States and Latin America (3 credits)
  
- Sociology 5110: Ethnographic Field School – Costa Rica (6 credits – CROSSLISTED WITH ANTHROPOLOGY 5110)
  
- Spanish 3570: Latin American Culture and Civilization (3 credits)
- Spanish 3620: Survey of Latin American Literature † (3 credits)
- Spanish 3630: Survey of Latin American Literature † (3 credits)
- Spanish 3800: Spanish III Study Abroad† (1-4 credits)
- Spanish 4910: Topics of Latin American Literature† (3 credits)
- Spanish 4800: Hispanic Culture and Civilization – Study Abroad\* (1-4 credits)
  
- Portuguese 3570: Brazilian Culture and Civilization (3 credits) NEW COURSE
- Portuguese 3620: Survey of Brazilian Literature (3 credits) NEW COURSE†
- Portuguese 3800: Portuguese III Study Abroad (3 credits) NEW COURSE †

**I. D. Restricted Electives.** Students may choose one course from the following list to count towards their total elective credits.

- English 3300: The Mexican Revolution and its Aftermath in the United States
- English 5300: Chicana Literature
  
- History 3670: Slavery in the Atlantic World
  
- Sociology 4730: Women in International Development

\*Requires a proficiency in Spanish at the 2000 level or above

†Requires a proficiency in Spanish or Portuguese at the 3000 level or above

## SECTION II: Need

The need for such a program at Utah State is evident from a variety of indicators. First, a large and growing number of USU undergraduate students have lived in Latin America as part of two-year voluntary service missions (with the LDS church) and have acquired advanced language skills and cultural knowledge. This is most evident from the phenomenal increase in demand for

upper division courses in Portuguese and Spanish over the past five years. As of Spring 2004, there were 235 Portuguese and 325 Spanish minors – an approximately 400% and 300% increase respectively since 1999; and 152 Spanish Majors (including 27 Teaching Majors) at USU. This proposal aims to provide these and other interested students with an opportunity to build upon their existing language and cultural skills by integrating them into a coherent and rigorous Area Studies program.

Second, aside from USU's unique student demographics, local, regional and national changing demographic conditions illustrate the need for a Latin American Studies program at USU. Utah has one of the fastest growing Hispanic populations in the nation, a trend which is expected to continue into the future. According to the national census, Utah's Hispanic population grew 138.5% from 1990 to 2000, making it Utah's largest minority group (9% of the total population). Since 2000, Utah's Hispanic population has grown 10%, from 203,895 to 224,304, making it the sixth fastest growing Hispanic population in the nation. According to the state's July 2003 ethnic population estimates, the number of Hispanics in Cache County – where Utah State University is located – surged 22% over the past four years. The creation of a Latin American Studies Minor will provide students with skills and knowledge to better understand and meet the challenges and opportunities associated with these rapidly changing local demographic conditions, locally, regionally and nationally.

Finally, the creation of a Latin American Studies minor would provide USU students with the academic credentials that are increasingly recognized as important by other universities in the state and region: out of the five universities in the State of Utah, only Utah State and Southern Utah University currently lack an Area Studies program in Latin America. In short, the overarching objective of this Latin American Studies Minor proposal is to facilitate the production of USU graduates equipped with the international knowledge and capabilities to excel in an increasingly globalized community, nation and world.

### **SECTION III: Institutional Impact**

#### Project Enrollment

The projected enrollment of students interested in a Minor in Latin American Studies is conservatively estimated at 20-30 students the first two years. These figures are based loosely on the student interest in the International Studies Major and Minor.

#### Affect on Existing Administrative Structures

Advising responsibilities for the new minor will be distributed among participating faculty across the college. Creation of advising sheets and a web site for the new minor will facilitate faculty advising and ease any administrative burden associated with the minor's creation. Aside from advising, the impact on existing administrative structures is expected to be minimal.

### New Faculty, Facilities and Equipment

FACULTY: In order to help meet the high demand for Portuguese language instruction, a new full-time tenure track Portuguese instructor will be added to the faculty of the Department of Languages, Philosophy, Speech and Communication.

COURSES: Four new courses (one interdisciplinary introductory course to Latin American Studies and three new upper division courses in Portuguese) will be created for the minor. Aside from these small additions, the minor will rely upon current faculty and existing courses.

LIBRARY: To support the development of the new courses and to enhance existing courses, the proposal seeks to expand library resources on Latin America. Aside from these acquisitions, no new facilities or equipment will be required.

### **SECTION IV: Finances**

#### Faculty

The monies to support the hiring of a new tenure-track position in the Department of Languages, Philosophy, Speech and Communication will come in the short-term from Title VI grant funds awarded to USU by the Department of Education and from monies from the office of the Provost. Eventually, the position will be fully funded by the College of Humanities, Arts and Social Sciences working in cooperation with the Department of Languages, Philosophy, Speech and Communication (see attached MOU). This new faculty member will be responsible for teaching the three new upper division courses in Portuguese.

The new introductory course on Latin American Studies will be team-taught by participating faculty across the college. The initial development of the course will be supported by funds from the Title VI grant. The lead instructor of the course will come from the Department of Political Science and the new course will become part of the instructors' existing teaching load. Other faculty across the college will then be brought in as guest speakers over the course of the semester. Aside from the new courses, all of the other courses for the minor will be offered with existing faculty and under existing teaching loads and no new expenditures will be needed for support.

#### Library

The funds to support the expansion of library resources will come from the Title VI grant awarded to USU by the Department of Education. The grant allocates fifteen thousand dollars over a two-year period to support these efforts. Aside from these funds, no additional funds for library and teaching resources are needed.

#### Administrative

Monies to initially support the administration of the new Minor will come from the Title VI grant. Monies to support the production of advising sheets for the new minor and a new web site will also

come from the Title VI grant. Any additional administrative costs are expected to be minimal and will be shared by the respective departments involved.

**10.4.1. Signature Page**

Institution Submitting Proposal: Utah State University

College, School or Division affected: College of Humanities, Arts and Social Sciences (HASS)

Department(s) or Areas(s) affected: Department of Political Science; Department of History; Department of English; Department of Languages, Philosophy, and Speech Communication; Department of Sociology, Social Work and Anthropology

Change Description: Creation of an interdisciplinary Latin American Studies Minor

Proposed Beginning Date: Fall 2006

Institutional Signatures (as appropriate):

\_\_\_\_\_, Chair, Department of Political Science

\_\_\_\_\_, Chair, Department of Languages, Philosophy, Speech and Communication

\_\_\_\_\_, Chair, Department of History

\_\_\_\_\_, Chair, Department of Sociology, Social Work and Anthropology

\_\_\_\_\_, Chair, Department of English

\_\_\_\_\_, Dean, College of HASS

\_\_\_\_\_, Chief Academic Officer



\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## Memorandum of Understanding (MOU)

*RE: New Portuguese-Brazilian Specialist Position  
In the Department of Languages and Philosophy*

Prior to the submission of the Undergraduate International Studies and Foreign Language (UISFL) proposal to the U.S. Department of Education on November 9, 2004, it was agreed by the parties below that if the USU proposal was successful in receiving funding the following institutional commitments will be made:

1. Utah State University will create a new full-time tenure track position in Portuguese/Brazilian studies. The new faculty line will be located in the Department of Languages, Philosophy and Speech Communication.
2. The salary for this position will be approximately \$40,000 plus benefits and the search to fill this position will begin in fall 2005 with expectations of a fall 2006 start date.
3. The *initial year* of funding (2006-07) for the Portuguese/Brazilian studies position will be obtained from the final year (2006-2007) of the UISFL grant funds *and* from bridge funding derived from other university sources. The UISFL grant will provide one half of the salary (excluding benefits) for the year 2006-07, the other half (including benefits) will be covered collectively with bridge funds contributed from the Department of Languages, Philosophy and Speech Communication, the Office of the Provost (funds committed by the Associate Vice Provost), and the Dean's Office of the College of Humanities, Arts and Social Sciences.
4. *On-going bridge funding* for the Portuguese/Brazilian studies position in subsequent years will be negotiated among the university partners identified in (3) above until the Department of Languages, Philosophy and Speech Communication is able to commit to the full salary with funds made available from faculty retirements. It is expected that the bridge funding commitment from the Office of the Provost will not exceed four years. Further, it is understood that the Department of Languages, Philosophy and Speech Communication and the Associate Vice Provost have jointly committed to provide the predominant share of bridge funding.
5. A timeline for funding commitments under this MOU are as follows.

<u>Academic School Year</u>	<u>Funding Amount and Source</u>
2005-2006	None needed, position search begins
2006-2007	\$20,000 from UISFL Grant \$20,000 from Provost's office Salary related benefits from the Dept. of Languages, Philosophy and Speech Communication and the College of HASS

Academic School Year

Funding Amount and Source

2007-2008	\$20,000 plus ½ benefits from Provost's office \$20,000 plus ½ benefits from the Dept. of Languages, Philosophy and Speech Communication and the College of HASS
2008-2009	\$20,000 plus ½ benefits from Provost's office \$20,000 plus ½ benefits from the Dept. of Languages, Philosophy and Speech Communication and the College of HASS
2009-2010	\$20,000 plus ½ benefits from Provost's office \$20,000 plus ½ benefits from the Dept. of Languages, Philosophy and Speech Communication and the College of HASS
2010-2011	\$40,000 plus benefits (full salary) from the Dept. of Languages, Philosophy and Speech Communication

Clark Hume  
Head, Department of Languages and Philosophy

3/31/05  
Date

Ray Kiger  
Dean, College of Humanities, Arts and Social Sciences

3/31/05  
Date

Gary Wagner  
Associate Vice Provost

3/31/05  
Date

Stewart Peterson  
Principal Investigator, NISFL Grant

3/31/05  
Date

27 January 2006

### **ITEM FOR INFORMATION**

**RE:** A proposal from the Art Department to merge the current emphasis areas of Painting and of Drawing into a single emphasis area titled, "Drawing and Painting."

### **EXECUTIVE SUMMARY**

Recent changes in Art Department faculty appointments have called in to question the separation of these two very closely related emphasis areas. Separation of the programs creates additional administrative duties and creates some confusion for students. Students' needs can best be met by merging the programs and making the requirements for degree completion in the new combined emphasis flexible enough to allow for a drawing or painting focus.

The proposal was prepared by the Art Department, and it was approved by the Dean of Humanities, Arts and Social Sciences; the Educational Policies Committee; and Faculty Senate.

### **RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve proposal to merge the current emphasis areas of Painting and of Drawing into a single emphasis area titled, "Drawing and Painting."

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The proposal from the Art Department to merge the current emphasis areas of Painting and of Drawing into a single emphasis area titled, "Drawing and Painting," and

WHEREAS, Separation of the programs creates additional administrative duties and creates some confusion for students, and

WHEREAS, Students' needs can best be met by merging the programs and making the requirements for degree completion in the new combined emphasis flexible enough to allow for a drawing or painting focus, and

WHEREAS, The request has the support of the students and faculty in the College of Humanities, Arts and Social Sciences, and

WHEREAS, The proposal has been approved by the Dean of Humanities, Arts and Social Sciences, and

WHEREAS, The proposal has been approved by the Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of 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 merge the current emphasis areas of Painting and of Drawing into a single emphasis area titled, "Drawing and Painting," and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information item.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE

**Submission to the Information Calendar of the Academic, Career and  
Technical Education, and Student Success Committee and Board Action:  
Consolidation of existing Emphases**

**SECTION I:**

The Art Department requests a change in the number and kind of emphasis areas in its program. We would like to merge the current emphasis areas of Painting and of Drawing into a single emphasis area titled, "Drawing and Painting." #1 #2

**SECTION II: Need**

Recent changes in art department faculty have called in to question the separation of these two very closely related emphasis areas. Separation of the programs creates additional administrative duties in the department and creates some confusion for students. We feel the needs of students can best be met by merging the programs and making the requirements for degree completion in the new combined emphasis flexible enough to allow for a drawing or painting focus. In our experience, most students want experience in both areas.

**SECTION III: Institutional Impact**

The Art Department will see only a minimal effect from this change. No new faculty or staff services will be required and we even expect to see a small savings of time resulting from the merging of some specialized upper division courses and administrative duties.

**SECTION IV: Finances**

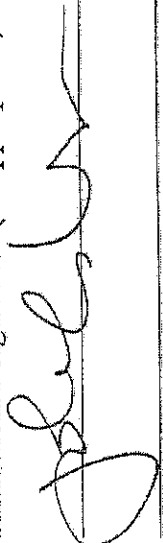
No costs of any kind are anticipated from this change.

Institution Submitting Proposal: Utah State University, Logan Campus  
College, School or Division affected: School of Humanities, Arts & Social Science  
Department(s) or Areas(s) affected: Art

Change Description: Consolidation of existing emphases

Proposed Beginning Date: January 1, 2006

Institutional Signatures (as appropriate):

 \_\_\_\_\_, Department Chair  
\_\_\_\_\_, Dean or Division Chair  
\_\_\_\_\_, Chief Academic Officer  
\_\_\_\_\_, President  
\_\_\_\_\_, Date

NO GRADE LESS THAN A "C" IS ACCEPTED IN ANY ART CLASS.  
 NO GRADE LESS THAN A "B-" IS ACCEPTED IN ANY EMPHASIS CLASS.  
 2 Upper Division Art History courses (3000 and above) minimum must be completed

Foundation Classes (Total 18 credits)

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 1110 or Art 1140 Drawing I	X		3		Art 2140 Drawing II	X		3	
Art 1120 or Art 1150 2D Design	X		3		Art 1130 or Art 1160 3D Design	X		3	
Art 2710 Survey of Western Art (part 1)	X		3		Art 2720 Survey of Western Art (part 2)	X		3	

Basic Core Classes (minimum 12 credits)

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 2200 Painting I	X		3		Art 2600 Basic Sculpture	X		3	
Art 2230 Basic Printmaking	X		3		Art 2650 Intro to Ceramics		X	3	
Art 2400 Computers and Art	X		3		Art 2800 Intro to Photo or Art 2810 Photography I	X		3	

Additional Classes required in the Emphasis Area (40 Semester hrs upper division).

All of these hours do not have to come from the emphasis area.

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 3200 Painting II	X		3		Art 4760 American Art	X		3	
**Art 3240 Intaglio	X		3		*Art 4730 Baroque and Rococo Art		X	3	
Art 3260 Anatomy for Artists	X		3		*Art 4710 Greek and Roman Art		X	3-6	
Art 3620 Intermediate Sculpture		X	3		*Art 4720 Renaissance Art		X	3	
Art 4250 Adv. Printmaking Studio	X		6		Art 4910 BFA Exhibition	X		2	
Art 4260 Life Drawing	X		3		Art 4210 Figure Painting		X	3	
Art 4750 Twentieth Century Art	X		3		Art 4100 Drawing Studio	X		6	

\*Choose 2 of 3 additional upper division art history classes.

\*\*Choose Art 3230, 3240, or 3250 (intermediate printmaking classes)



## Painting Emphasis Advising Sheet

Name \_\_\_\_\_

SS# \_\_\_\_\_

BFA DEGREE REQUIRES 70 ART HOURS MINIMUM (2.75 GPA)  
 NO GRADE LESS THAN A "C" IS ACCEPTED IN ANY ART CLASS.  
 NO GRADE LESS THAN A "B-" IS ACCEPTED IN ANY EMPHASIS CLASS.  
 2 Upper Division Art History courses (3000 and above) minimum must be completed

### Foundation Classes (Total 18 credits)

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 1110 or Art 1140 Drawing I	X		3		Art 2140 Drawing II	X		3	
Art 1120 or Art 1150 2D Design	X		3		Art 1130 or Art 1160 3D Design	X		3	
Art 2710 Survey of Western Art (part 1)	X		3		Art 2720 Survey of Western Art (part 2)	X		3	

### Basic Core Classes (Minimum 12 credits)

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 2200 Painting I	X		3		Art 2600 Basic Sculpture	X		3	
Art 2230 Basic Printmaking	X		3		Art 2650 Intro to Ceramics	X		3	
Art 2400 Computers and Art	X		3		Art 2810 Photography I or Art 2800 Intro to Photo			3	

### Additional Classes required in the Emphasis Area (40 Semester hrs upper division).

All of these hours do not have to come from the emphasis area.

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 3200 Painting II	X		3		Art 4260 Life Drawing	X		6	
*Art 3230, 3240, or 3250 (Intermediate Printmaking)	X		3		Art 4910 Sr BFA Exhibition	X		2	
Art 3260 Anatomy for Artists	X		3		Art 4210 Figure Painting	X		3	
Art 3610 Intermediate Sculpture	X		3		Upper Div Art History	X		3	
Art 4200 Advanced Painting Studio	X		6		Upper Div Art History	X		3	

\*Choose 1 of these classes

UTAH STATE UNIVERSITY ART DEPARTMENT, LOGAN UT 84322-4000 (435)797-3460

**University Studies Requirements Check List**  
27 credits minimum

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_

**Competency Requirements**

Communication Literacy (CL) 6 credits				
English 1010	or Equivalent Course:	or Credit by Exam	Credit	Grade
English 2010	or Equivalent Course:	or Credit by Exam	Credit	Grade

**Quantitative Literacy (QL) 3-4 credits**

MATH 1030	or MATH 1050	or STAT 1040	or Approved Course:	or Credit by Exam:
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**Computer & Information Literacy (CIL)**

<a href="http://cil.usu.edu">http://cil.usu.edu</a>	complete prior to 37 credits at USU	Date Posted
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**Breadth Requirements (2 of the 6 courses must have the USU course designation)**

Breadth Creative Arts (BCA) 3 credits minimum				
USU 1330	or Approved course:	or Credit by Exam:	Credit	Grade
Breadth Humanities (BHU) 3 credits minimum				
USU 1320	or Approved course:	or Credit by Exam:	Credit	Grade
Breadth Social Science (BSS) 3 credits minimum				
USU 1340	or Approved course:	or Credit by Exam:	Credit	Grade
Breadth Life Science (BLS) 3 credits minimum				
USU 1350	or Approved course:	or Credit by Exam:	Credit	Grade
Breadth Physical Science (BPS) 3 credits minimum				
USU 1360	or Approved course:	or Credit by Exam:	Credit	Grade
Breadth American Institutions (BAI) 3 credits minimum				
USU 1300	or Approved course:	or Credit by Exam:	Credit	Grade

**Depth Requirements (Requirements in addition to general education.)**

Quantitative Intensive (QI)				
Approved course:		or Credit by Exam:	Credit	Grade
Communication Intensive (CI) 2 required				
Approved course:		or Credit by Exam:	Credit	Grade
Approved course:			Credit	Grade
Depth Social Science (DSS)				
Approved course:			Credit	Grade
Depth Life/Physical Science (DSC)				
Approved course:			Credit	Grade

## Drawing/Painting Emphasis Advising Sheet

Name \_\_\_\_\_

SS# \_\_\_\_\_

**BFA DEGREE REQUIRES 70 ART HOURS MINIMUM (2.75 GPA)**

**NO GRADE LESS THAN A "C" IS ACCEPTED IN ANY ART CLASS.**

**NO GRADE LESS THAN A "B-" IS ACCEPTED IN ANY EMPHASIS CLASS.**

**2 Upper Division Art History courses (3000 and above) minimum must be completed**

### Foundation Classes (Total 18 credits)

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 1110 or Art 1140 Drawing I	X		3		Art 2140 Drawing II	X		3	
Art 1120 or Art 1150 2D Design	X		3		Art 1130 or Art 1160 3D Design	X		3	
Art 2710 Survey of Western Art (part 1)	X		3		Art 2720 Survey of Western Art (part 2)	X		3	

### Basic Core Classes (Minimum 12 credits)

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 2200 Painting I	X		3		Art 2600 Basic Sculpture	X		3	
Art 2230 Basic Printmaking	X		3		Art 2650 Intro to Ceramics	X		3	
Art 2400 Computers and Art	X		3		Art 2810 Photography I or Art 2800 Intro to Photo			3	

### Additional Classes required in the Emphasis Area (40 Semester hrs upper division).

All of these hours do not have to come from the emphasis area.

Course	Req	Rec	Hrs	Grd	Course	Req	Rec	Hrs	Grd
Art 3200 Painting II	X		3		Art 4260 Life Drawing	X		6	
*Art 3230, 3240, or 3250 (Intermediate Printmaking)	X		3		Art 4910 Sr BFA Exhibition	X		2	
Art 3260 Anatomy for Artists	X		3		Art 4210 Figure Painting	X		3	
Art 3610 Intermediate Sculpture	X		3		Upper Div Art History	X		3	
Art 4200 Advanced Painting Studio	X		6		Upper Div Art History	X		3	

Choose one of the three listed intermediate printmaking courses (3230, 3240, 3250). Students must take Twentieth Century Art (4750), but can choose any 4000 level art history course to fulfill the requirement of a second (3 cr) upper division art history course.

Upon completion of the foundation and core courses, students who want an emphasis in Drawing/Painting should participate in the BFA review, typically at the end of their sophomore year.

After completing the required courses for the Drawing/Painting emphasis, students will still need to take 14 credit hours of upper division art electives to reach the required 70 art credit hours needed for the BFA degree. Art 4100, 4200, 4210, and 4260 are repeatable for credit, and students are recommended to fulfill their art electives by repeating these courses.

UTAH STATE UNIVERSITY ART DEPARTMENT, LOGAN UT 84322-4000 (435)797-3460

27 January 2006

### **ITEM FOR INFORMATION**

**RE:** A proposal from the Department of Business Information Systems to move the current Training and Development emphasis from the Business Information Technology Education (BITE) major to the Business Information Systems (BIS) major.

### **EXECUTIVE SUMMARY**

Students interested in a career in the Training & Development Emphasis need more technical coursework than they are currently being offered under the Business Information Technology Education major. The technical courses required as part of the Business Information Systems major will provide a more technical and academically challenging foundation for this emphasis which will improve the marketability and salaries of the students graduating in this area. In addition, the Training and Development emphasis shifted under the BIS major closely aligns with the model curriculum for undergraduate education in information technology recommended by the Organizational Systems Research Association (OSRA).

The proposal was prepared by the Department of Business Information Systems, approved by the Dean of Business, the Educational Policies Committee, and Faculty Senate.

### **RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the movement of the current Training and Development emphasis from the Business Information Technology Education (BISE) major to the Business Information Systems (BIS) major.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, The proposal from the Department of Business Information Systems to move the current Training and Development emphasis from the Business Information Technology Education (BITE) major to the Business Information Systems (BIS) major, and

WHEREAS, Students interested in a career in the Training & Development Emphasis need more technical coursework than they are currently being offered under the Business Information Technology Education major, and

WHEREAS, The technical courses required as part of the Business Information Systems major will provide a more technical and academically challenging foundation for this emphasis which will improve the marketability and salaries of the students graduating in this area, and

WHEREAS, The Training and Development emphasis shifted under the BIS major closely aligns with the model curriculum for undergraduate education in information technology recommended by the Organizational Systems Research Association (OSRA), and

WHEREAS, The proposal has the support of the students and faculty in the College Business, and

WHEREAS, The proposal has been approved by the Dean of Business, and

WHEREAS, The proposal has been approved by the Educational Policies Committee and Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the movement of the current Training and Development emphasis from the Business Information Technology Education (BITE) major to the Business Information Systems (BIS) major, and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education as an information item.

---

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

---

DATE

BUSINESS INFORMATION SYSTEMS  
College of Business  
Logan, UT 84322-3515

Robert J. Mills, Ph.D.  
Bob.Mills@USU.EDU  
Associate Professor

To: Dr. Joyce Kinkead  
From: Dr. Karen Forcht  
Date: September 8, 2005  
Subject: R401 Information Item for Emphasis Restructure

The purpose of this memo is to provide notification for a change on the Information Calendar from the department of Business Information Systems

### Request

By unanimous vote, the BIS faculty approved moving the current Training & Development Emphasis from the Business Information Technology Education (BITE) Major to the Business Information Systems Major (BIS). A copy of specific course listings for this emphasis has been included with this memo.

### Need

To be competitive, students interested in a career in the Training & Development Emphasis (T&D) need more technical coursework than they are currently being offered by the current T&D emphasis under the BITE Major. The technical courses required as part of the BIS major will provide a more technical, and academically challenging foundation for this emphasis which will improve the marketability and salaries of the students graduating in this area. In addition, the T&D emphasis shifted under the BIS major closely aligns with the model curriculum for undergraduate education in information technology recommended by the Organizational Systems Research Association (OSRA). Specific details of this model curriculum can be located online at [www.osra.org](http://www.osra.org).

### Institutional Impact

The institutional impact of this restructure will be minimal. The BIS department is simply moving an existing emphasis (previously approved) from one of its existing majors (BITE) to another existing major (BIS).

### Finances

No additional costs are anticipated since the T&D emphasis already exists in the department and no additional courses are currently proposed with this emphasis move.

### Signatures

\_\_\_\_\_, Department Chair  
\_\_\_\_\_, Dean  
\_\_\_\_\_, Chief Academic Officer  
\_\_\_\_\_, President



27 January 2006

ITEM FOR ACTION

RE: Certificate of Treasurer for the Period 1 July 2005 to 31 October 2005

The attached Certificate of Treasurer for the period 1 July 2005 to 31 October 2005 is submitted for the Trustees consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds, Board of Trustees approved budget at 31 October 2005 totaled \$222,246,372, up \$17,251,280 (8.42%) over the same 2004-2005 period. The state appropriated funds expenditures for year-to-date totaled \$63,778,667, up \$2,223,383 (4%) over the same 2004-2005 period and represented 29% of the total budget. The percent of budget expended, 29%, was 4% less than would be expected to be spent on a strict time of budget year expired basis.

Total expenditures of all funds totaled \$160,770,269, up \$15,281,571, 11% over the same 2004-2005 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for the period 1 July 2005 to 31 October 2005.

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, W. Glenn Ford, Vice President for Business and Finance, has certified to the best of his knowledge and belief all expenditures listed on the attached Certificate of Treasurer are legitimate claims against Utah State University and funds were available for payment of said claims, and

*WHEREAS*, Vice President Ford requests approval of the listed expenditures by fund for the period 1 July 2005 to 31 October 2005 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 the period of 1 July 2005 to 31 October 2005.

=====  
RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date



**CERTIFICATE OF TREASURER**

I, W. Glenn Ford, 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 2005 to 31 October 2005.

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 and rules and regulations of Utah State University and 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	Board of Trustees Approved Budget 100%	Percent of Budget Expended (33% Fiscal Year Expired)	01-Oct 31-Oct-05	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics) Athletics	\$167,330,040	29%	\$12,196,046	\$48,957,917	\$48,758,564	\$199,353	0 %
Agricultural Experiment Station	1,717,988	42%	175,342	723,326	616,227	107,099	17 %
UWRL Appropriation	15,922,351	24%	890,623	3,819,220	3,530,173	289,047	8 %
UWRL Apportionment	2,069,382	29%	141,464	592,681	530,875	61,806	12 %
Tooele - Cont. Ed. Center	3,293,388	17%	112,000	573,678	444,301	129,377	29 %
Educationally Disadvantaged	5,290,975	30%	557,476	1,580,801	1,373,810	206,991	15 %
Southeastern Utah - Cont. Ed. Center	288,982	19%	10,805	54,912	47,577	7,335	15 %
Uintah Basin - Cont. Ed. Center	2,103,495	15%	113,006	324,122	288,742	35,380	12 %
Cooperative Extension	5,904,456	29%	442,506	1,690,612	1,642,552	48,060	3 %
Brigham City - Cont. Ed. Center	13,272,458	28%	963,771	3,742,995	3,875,153	(132,158)	(3) %
Total State Appropriated Funds	\$222,246,372	34%	1,197,897	1,718,403	447,310	1,271,093	284 %
		29%	16,800,936	63,778,667	61,555,284	2,223,383	4 %
Total State Appropriated Funds 2004-2005	\$204,995,092						
Increase from 2004-2005	\$17,251,280						
Percent Increased from 2004-2005	8.42%						

	01-Oct 31-Oct-05	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<b>Other Unrestricted Funds</b>					
Overhead Reimbursement for R & D Designated	\$543,372	\$2,132,184	\$1,731,522	\$400,662	23 %
Service Departments	4,490,937	15,191,471	12,266,957	2,924,514	24 %
Auxiliary Enterprises (Except Athletics)	3,922,477	13,841,425	10,350,705	3,490,720	34 %
Athletics	1,786,590	9,934,496	11,154,318	(1,219,822)	(11) %
	777,202	3,059,482	2,621,203	438,279	17 %
	11,520,578	44,159,058	38,124,705	6,034,353	16 %
<b>Other Restricted Funds</b>					
Instruction	787,045	5,470,124	3,488,224	1,981,900	57 %
Research	4,032,736	16,126,552	13,985,781	2,140,771	15 %
Public Service	2,194,483	8,328,300	7,782,862	545,438	7 %
Academic Support	267,378	894,029	957,327	(63,298)	(7) %
Student Services	220,710	813,217	667,286	145,931	22 %
Institutional Support	83,968	809,849	222,374	587,475	264 %
Operation and Maintenance of Plant	2,133	10,757	31,157	(20,400)	(65) %
Scholarships and Fellowships	584,997	13,580,169	12,611,155	969,014	8 %
Service Departments	18,199	61,806	29,604	32,202	- %
Auxiliary Enterprises	8,191,649	46,094,803	39,775,770	6,319,033	109 %
					16 %
<b>Other Funds</b>					
Plant Funds	2,090,837	6,362,679	5,283,262	1,079,417	20 %
Associated Students	72,888	252,066	394,050	(141,984)	(36) %
Other Agency Funds	10,755	122,996	355,627	(232,631)	(65) %
	2,174,480	6,737,741	6,032,939	704,802	12 %
<b>Total All Funds</b>	<b>\$38,687,643</b>	<b>\$160,770,269</b>	<b>\$145,488,698</b>	<b>\$15,281,571</b>	<b>11 %</b>

*W. Glenn Ford*

W. Glenn Ford

1-10-2006

Date

27 January 2006

ITEM FOR ACTION

RE: Certificate of Treasurer for the Period 1 July 2005 to 30 November 2005

The attached Certificate of Treasurer for the period 1 July 2005 to 30 November 2005 is submitted for the Trustees consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds, Board of Trustees approved budget at 30 November 2005 totaled \$222,412,165, up \$17,417,073 (8.50%) over the same 2004-2005 period. The state appropriated funds expenditures for year-to-date totaled \$79,459,584, up \$621,701 (1%) over the same 2004-2005 period and represented 36% of the total budget. The percent of budget expended, 36%, was 6% less than would be expected to be spent on a strict time of budget year expired basis.

Total expenditures of all funds totaled \$203,287,797, up \$11,657,169, 6% over the same 2004-2005 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for the period 1 July 2005 to 30 November 2005.

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, W. Glenn Ford, Vice President for Business and Finance, has certified to the best of his knowledge and belief all expenditures listed on the attached Certificate of Treasurer are legitimate claims against Utah State University and funds were available for payment of said claims, and

*WHEREAS*, Vice President Ford requests approval of the listed expenditures by fund for the period 1 July 2005 to 30 November 2005 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 the period of 1 July 2005 to 30 November 2005.

=====

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

**CERTIFICATE OF TREASURER**

I, W. Glenn Ford, 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 2005 to 30 November 2005.

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 and rules and regulations of Utah State University and 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	Board of Trustees Approved Budget 100%	Percent of Budget Expended (42% Fiscal Year Expired)	Year to Date		Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
			01-Nov	30-Nov-05			
Education and General (Except Athletics)	\$167,505,382	36%	\$60,588,265	\$11,630,348	\$62,228,812	(\$1,640,547)	(3) %
Athletics	1,708,439	53%	898,668	175,342	787,132	111,536	14 %
Agricultural Experiment Station	15,922,351	30%	4,739,066	916,046	4,531,833	207,233	5 %
UWRL Appropriation	2,069,382	34%	712,181	119,500	669,355	42,826	6 %
UWRL Apportionment	3,293,388	21%	703,010	129,332	516,830	186,180	36 %
Tooele - Cont. Ed. Center	5,290,975	41%	2,144,891	564,091	1,891,310	253,581	13 %
Educationally Disadvantaged	288,982	23%	65,564	10,652	58,503	7,061	12 %
Southeastern Utah - Cont. Ed. Center	2,103,495	22%	463,368	139,247	409,736	53,632	13 %
Uintah Basin - Cont. Ed. Center	5,904,456	38%	2,225,536	534,924	2,170,138	55,398	3 %
Cooperative Extension	13,272,458	36%	4,777,310	1,034,315	4,877,229	(99,919)	(2) %
Brigham City - Cont. Ed. Center	5,052,857	42%	2,141,725	423,322	697,005	1,444,720	207 %
Total State Appropriated Funds	<u>\$222,412,165</u>	36%	<u>79,459,584</u>	<u>15,677,119</u>	<u>78,837,883</u>	<u>621,701</u>	<u>1 %</u>
Total State Appropriated Funds 2004-2005	<u>\$204,995,092</u>						
Increase from 2004-2005	<u>\$17,417,073</u>						
Percent Increased from 2004-2005	<u>8.50%</u>						

	01-Nov 30-Nov-05	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<b>Other Unrestricted Funds</b>					
Overhead Reimbursement for R & D Designated	\$744,223	\$2,876,407	\$2,625,654	\$250,753	10 %
Service Departments	4,184,462	19,380,008	16,197,719	3,182,289	20 %
Auxiliary Enterprises (Except Athletics)	4,129,661	17,971,086	13,515,506	4,455,580	33 %
Athletics	2,064,931	11,999,428	13,718,544	(1,719,116)	(13) %
	593,906	3,653,387	3,408,843	244,544	7 %
	11,717,183	55,880,316	49,466,266	6,414,050	13 %
<b>Other Restricted Funds</b>					
Instruction	1,206,222	6,676,346	5,568,617	1,107,729	20 %
Research	4,297,087	20,423,638	18,028,694	2,394,944	13 %
Public Service	2,002,946	10,331,246	9,895,922	435,324	4 %
Academic Support	278,483	1,172,512	1,256,073	(83,561)	(7) %
Student Services	290,965	1,104,182	870,423	233,759	27 %
Institutional Support	680,112	1,489,961	240,057	1,249,904	521 %
Operation and Maintenance of Plant	2,047	12,804	49,202	(36,398)	(74) %
Scholarships and Fellowships	3,701,420	17,281,590	19,398,194	(2,116,604)	(11) %
Service Departments	10,137	71,942	53,193	18,749	35 %
Auxiliary Enterprises	12,469,419	58,564,221	55,360,375	3,203,846	6 %
<b>Other Funds</b>					
Plant Funds	2,519,156	8,881,835	7,063,744	1,818,091	26 %
Associated Students	83,157	335,224	480,553	(145,329)	(30) %
Other Agency Funds	43,620	166,617	421,807	(255,190)	(60) %
	2,645,933	9,383,676	7,966,104	1,417,572	18 %
<b>Total All Funds</b>	<b>\$42,509,654</b>	<b>\$203,287,797</b>	<b>\$191,630,628</b>	<b>\$11,657,169</b>	<b>6 %</b>

*W. Glenn Ford*

W. Glenn Ford

1-10-2006

Date

27 January 2006

ITEM FOR ACTION

**RE: Report of Investments for October 2005**

The attached Report of Investments for October 2005 is submitted for the Trustees consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for October 2005 and comparative year-to-date totals for FY 2005-2006 and FY 2004-2005.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during October 2005 was \$160,372,383, down \$4,733,648 from September 2005. Total investment income was \$85,492, up \$217,027 over September 2005, reflecting the decrease in the amount available for investing and an increase in total investment return. The annualized total investment return was 0.62%, up 1.58% over September 2005.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$154,251,341, up \$11,993,045 (8.43%) over FY 2004-2005. Total interest income for FY 2005-2006 amounted to \$1,914,396, up \$260,960 (15.78%) over FY 2004-2005, reflecting an increase in the amount available for investing and a slight increase in interest rates.

The total amount invested at 31 October 2005 was \$156,839,642, up \$10,941,154 (7.50%) over 31 October 2004.

ENDOWMENT POOL

The average daily fair value invested during October 2005 was \$49,977,627, up \$5,501,049 over September 2005. Interest and dividend income of \$85,328 plus net realized gains of \$5,700 totaled \$91,028 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$45,594,377, up \$5,854,455 (14.73%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$306,863, up \$30,533 (11.05%) over FY 2004-2005. This increase resulted from \$31,847 more in interest and dividends and \$1,314 less net realized gains during FY 2005-2006.

The total amount invested at 31 October 2005 was \$49,359,500, up \$8,764,360 (21.59%) over 31 October 2004.

### WELLS FARGO BANK - BALANCED FUND

The average daily fair value invested during October 2005 was \$8,046,536, up \$562,396 over September 2005. Interest and dividend income of \$11,936 plus net realized gains of \$2,511 totaled \$14,447 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$7,491,836, up \$119,798 (1.63%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$52,082, down \$6,778 (11.52%) from FY 2004-2005. This decrease in realized income resulted from \$4,136 less in interest and dividends and \$2,642 less net realized gains during FY 2005-2006.

The total amount invested at 31 October 2005 was \$8,349,630, up \$911,911 (12.26%) over 31 October 2004.

### THE COMMONFUND - COMMINGLED INVESTMENT FUNDS

The average daily fair value invested during October 2005 was \$31,323,392, down \$236,162 from September 2005. Interest and dividend income of \$39,643 plus net realized gains of \$3,189 totaled \$42,832 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$31,402,922, up \$3,330,778 (11.87%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$171,224, up \$1,800 (1.06%) over FY 2003-2004. This increase resulted from \$365 less in interest and dividends and \$2,165 more realized gains.

The total amount invested at 31 October 2005 was \$31,024,285, up \$2,408,178 (8.42%) over 31 October 2004.

### OTHER INVESTMENTS

The average daily fair value invested during October 2005 was \$1,397,424, down \$1,627 from September 2005. Interest and dividend income totaled \$3,337 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$1,398,828, down \$379,791 (21.35%) from FY 2004-2005. Total realized income for FY 2005-2006 was \$16,542, up \$3,948 (31.35%) over FY 2004-2005. This increase resulted from \$3,759 more in interest and dividend income and \$189 less net realized losses during FY 2005-2006.

The total amount invested at 31 October 2005 was \$1,395,941, down \$405,129 (22.49%) from 31 October 2004.



## ENDOWMENT TRUSTS

The average daily fair value invested during October 2005 was \$5,783,120, up \$23,870 over September 2005. Interest and dividend income totaled \$21,477 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$5,758,030, up \$264,158 (4.81%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$69,011, up \$4,148 (6.40%) over FY 2004-2005. This increase resulted from \$10,234 more interest and dividend income and \$6,086 less net realized gains.

The total amount invested at 31 October 2005 was \$5,772,420, up \$197,261 (3.54%) over 31 October 2004.

## PLANT FUND TRUSTS

The average daily fair value invested during October 2005 was \$36,867,197, down \$3,938,690 over September 2005. Interest income of \$92,345 plus net realized gains of \$14,580 totaled \$106,925 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$40,909,557, down \$10,511,750 (20.44%) from FY 2004-2005. Total realized income for FY 2005-2006 was \$463,787, up \$272,301 (142.20%) over FY 2004-2005. This increase reflects the decreased amount available for investing and an increase in the rate of return.

The total amount invested at 31 October 2005 was \$35,716,124, down \$16,007,436 (30.95%) from 31 October 2004.

## SUMMARY OF INVESTMENT TRANSACTIONS

This report summarizes all investment transactions for October 2005. The aggregate net realized gains for the month were \$20,280 and earnings were \$677,581.

## RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for October 2005.

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 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, W. Glenn Ford, 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 Ford requests approval of the attached Report of Investments for the period 1 October 2005 to 31 October 2005 and comparative year-to-date totals for the periods 1 July 2004 to 31 October 2004 and 1 July 2005 to 31 October 2005, 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 October 2005 to 31 October 2005 and comparative year-to-date totals for the periods 1 July 2004 to 31 October 2004 and 1 July 2005 to 31 October 2005;

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 1 October 2005 to 31 October 2005.

=====  
RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date



OFFICE OF THE VICE PRESIDENT  
FOR FINANCE AND BUSINESS  
1445 Old Main Hill  
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UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
OCTOBER 2005

The following schedules (A through F) 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.

Clinton G. Moffitt  
Associate Vice President for Finance/Controller

1/5/2006  
Date

W. Glenn Ford  
Vice President for Business and Finance

1/10/2006  
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 2005	\$135,042,641	\$93,318,355	\$84,043,206	(\$696,149)	\$143,621,641	\$141,772,020	\$445,449	\$5,533	\$439,916
Aug 2005	143,621,641	180,625,663	159,791,952	456,293	164,911,645	149,754,928	457,976	5,433	452,543
Sep 2005	164,911,645	124,000,955	122,531,868	(633,663)	165,747,069	165,106,031	502,128	6,554	495,574
Oct 2005	165,747,069	53,271,369	61,755,445	(423,351)	156,839,642	160,372,383	508,843	8,769	500,074
Nov 2005									
Dec 2005									
Jan 2006									
Feb 2006									
Mar 2006									
Apr 2006									
May 2006									
Jun 2006									
<hr/>									
<hr/>									
Comparative Totals:									
Year-to-date									
FY 2005-06	\$135,042,641	\$451,216,342	\$428,122,471	(\$1,296,870)	\$156,839,642	\$154,251,341	\$1,914,396	\$26,289	\$1,888,107
FY 2004-05	135,916,680	473,601,083	464,557,359	938,084	145,898,488	142,258,296	1,653,436	20,039	1,633,397
Amt Change					10,941,154	11,993,045	260,960	6,250	254,710
% Change					7.50%	8.43%	15.78%	31.19%	15.59%

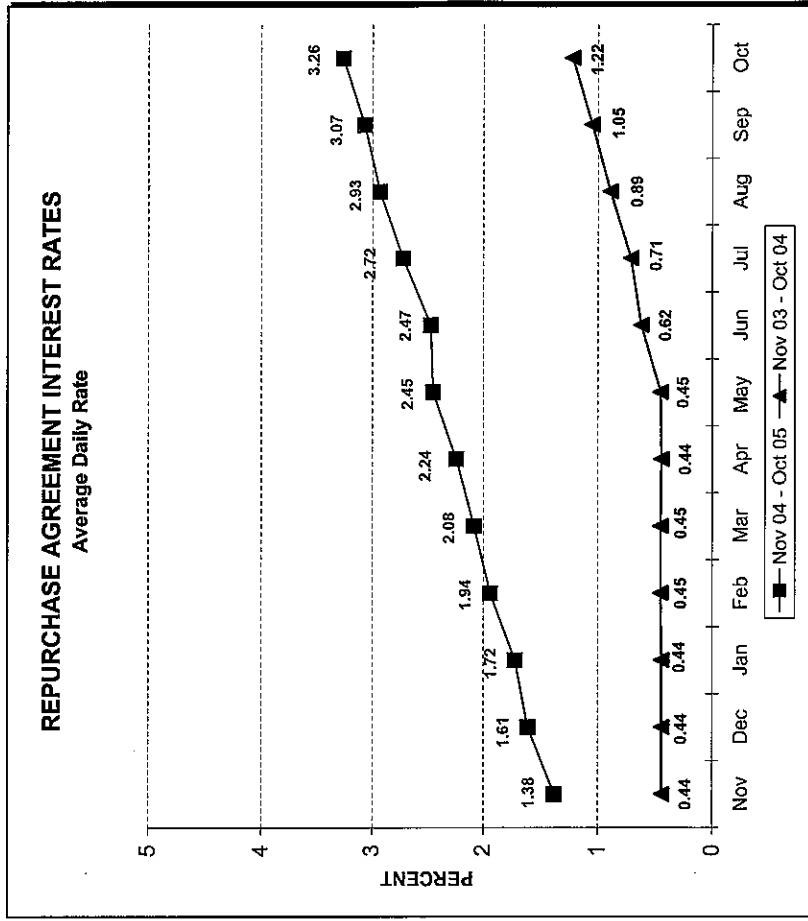
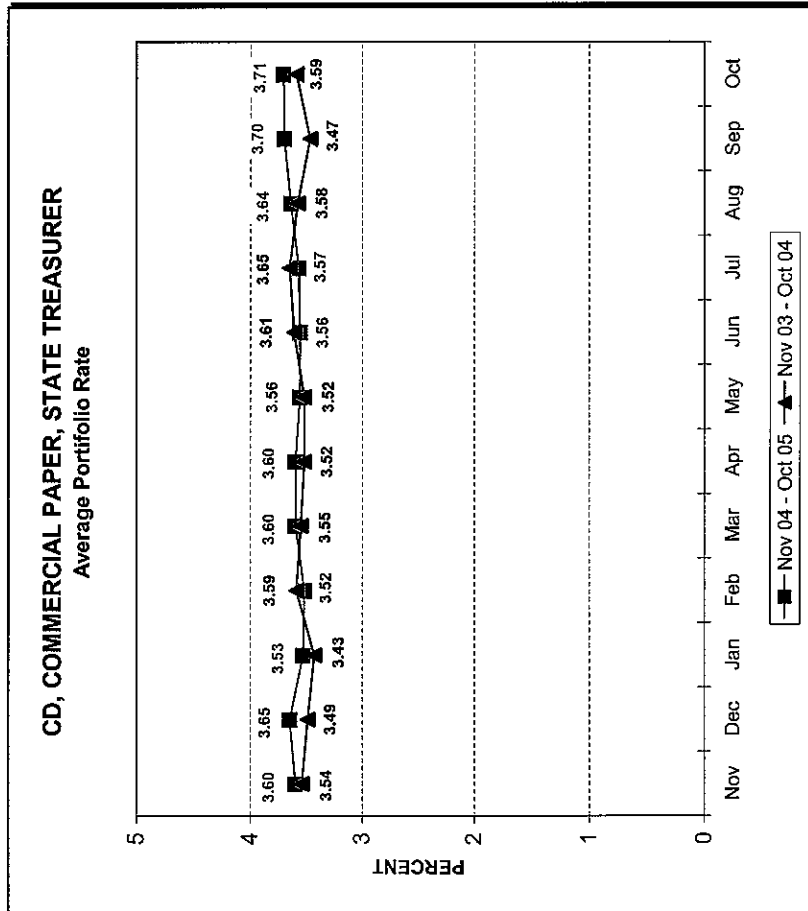
Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY  
 CASH MANAGEMENT INVESTMENT POOL  
 SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE  
 For the Month of October 2005

Schedule A-2

	Purchases	Cost	Sales	Receipts	Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
Repurchase Agreements	\$49,271,369	\$49,755,445		\$49,755,445	\$7,173		\$7,173	\$2,469,361	3.37%
Time Certificates of Deposit					203,653		203,653	62,000,000	3.81%
Utah Public Treasurers' Investment Fund	4,000,000	12,000,000		12,000,000	33,405		33,405	10,200,938	3.80%
Obligations of U. S. Government					264,612	(\$423,351)	(158,739)	85,702,084	-2.15%
Total	<u>\$53,271,369</u>	<u>\$61,755,445</u>		<u>\$61,755,445</u>	<u>\$508,843</u>	<u>(\$423,351)</u>	<u>\$85,492</u>	<u>\$160,372,383</u>	<u>0.62%</u>

UTAH STATE UNIVERSITY  
CASH MANAGEMENT INVESTMENT POOL



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 2005	\$44,400,818	\$4,800,957	\$5,891,560	\$953,029	\$44,263,244	\$43,709,736	\$81,080	\$3,161	\$84,241		\$84,241
Aug 2005	44,263,244	27,325	10,450	(117,848)	44,162,271	44,213,566	77,725	3,195	80,920		80,920
Sep 2005	44,162,271	1,128,285	1,112,515	145,815	44,323,856	44,476,578	47,601	3,073	50,674	\$4,679	45,995
Oct 2005	44,323,856	7,299,531	1,570,382	(693,505)	49,359,500	49,977,627	85,328	5,700	91,028		91,028
Nov 2005											
Dec 2005											
Jan 2006											
Feb 2006											
Mar 2006											
Apr 2006											
May 2006											
Jun 2006											

Comparative Totals:

Year-to-date											
FY 2005-06	\$44,400,818	\$13,256,098	\$8,584,907	\$287,491	\$49,359,500	\$45,594,377	\$291,734	\$15,129	\$306,863	\$4,679	\$302,184
FY 2004-05	40,075,710	2,026,663	1,477,223	(30,010)	40,595,140	39,739,922	259,887	16,443	276,330	5,771	270,559
Amt Change					8,764,360	5,854,455	31,847	(1,314)	30,533	(1,092)	31,625
% Change					21.59%	14.73%	12.25%	-7.99%	11.05%	-18.92%	11.69%

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 \$4,957,916 principal beginning balance, a \$9,985,585 ending balance, and a \$10,607,699 average daily balance for the current month. Current month interest and dividends from the CMIP were \$33,749 bringing the total to \$83,557 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 in excess of pool earnings.

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 2005	293,929.76	\$146.8068	\$150.5912	2.58%	\$81,080	\$0.2758
August 2005	293,929.76	150.5912	150.2477	-0.23%	77,725	0.2644
September 2005	293,929.76	150.2477	150.7974	0.37%	47,601	0.1619
October 2005	330,768.14	150.7974	149.2269	-1.04%	85,328	0.2580
November 2005						
December 2005						
January 2006						
February 2006						
March 2006						
April 2006						
May 2006						
June 2006						



UTAH STATE UNIVERSITY  
WELLS FARGO BANK- BALANCED FUND  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-2

	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-2005	\$7,141,151	\$4,605,074	\$4,635,016	\$142,464	\$7,253,673	\$7,197,412	\$14,700		\$14,700		\$14,700
Aug-2005	7,253,673	7,794	3,776	(32,854)	7,224,837	7,239,255	11,515	(\$11)	11,504		11,504
Sep-2005	7,224,837	1,111,194	606,028	13,439	7,743,442	7,484,140	11,442	(11)	11,431	\$4,679	6,752
Oct-2005	7,743,442	1,571,863	863,692	(101,983)	8,349,630	8,046,536	11,936	2,511	14,447		14,447
Nov-2005											
Dec-2005											
Jan-2006											
Feb-2006											
Mar-2006											
Apr-2006											
May-2006											
Jun-2006											
Comparative Totals:											
Year-to-date	\$7,141,151	\$7,295,925	\$6,108,512	\$21,066	\$8,349,630	\$7,491,836	\$49,593	\$2,489	\$52,082	\$4,679	\$47,403
FY 2005-06	7,547,544	1,452,396	1,442,207	(120,014)	7,437,719	7,372,038	53,729	5,131	58,860	5,771	53,089
FY 2004-05					911,911	119,798	(4,136)	(2,642)	(6,778)	(1,092)	(5,686)
Ami Change					12.26%	1.63%	-7.70%	-51.49%	-11.52%	-18.92%	-10.71%
% Change											

Note: The Wells Fargo Bank - Balanced Fund includes endowment funds designated for long-term investment.

UTAH STATE UNIVERSITY  
COMMONFUND - COMMINGLED INVESTMENT FUNDS  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-3

	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 2005	\$30,784,321	\$0	\$6,610	\$810,566	\$31,588,277	\$31,186,299	\$49,646	\$3,161	\$52,807
Aug 2005	31,588,277	0	6,674	(84,994)	31,496,609	31,542,443	49,628	3,206	52,834
Sep 2005	31,496,609	0	6,487	132,376	31,622,498	31,559,554	19,667	3,084	22,751
Oct 2005	31,622,498	0	6,690	(591,523)	31,024,285	31,323,392	39,643	3,189	42,832
Nov 2005									
Dec 2005									
Jan 2006									
Feb 2006									
Mar 2006									
Apr 2006									
May 2006									
Jun 2006									

Comparative Totals:

Year-to-date									
FY 2005-06	\$30,784,321	\$0	\$26,461	\$266,425	\$31,024,285	\$31,402,922	\$158,584	\$12,640	\$171,224
FY 2004-05	28,551,185	0	25,082	90,004	28,616,107	28,072,144	158,949	10,475	169,424
Amt Change					2,408,178	3,330,778	(365)	2,165	1,800
% Change					8.42%	11.87%	-0.23%	20.67%	1.06%

Note: Commonfund - Commingled Investment Funds includes endowment funds designated for long-term investment.

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 2005	\$1,389,211	\$112,305	\$109,127	\$12,242	\$1,404,631	\$1,396,921	\$2,866	(\$511)	\$2,355
Aug 2005	1,404,631	2,914	5,200	(3,149)	1,399,196	1,401,914	5,875	0	5,875
Sep 2005	1,399,196	9,027	8,808	(509)	1,398,906	1,399,051	4,661	314	4,975
Oct 2005	1,398,906	3,212	0	(6,177)	1,395,941	1,397,424	3,337	0	3,337
Nov 2005									
Dec 2005									
Jan 2006									
Feb 2006									
Mar 2006									
Apr 2006									
May 2006									
Jun 2006									
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Comparative Totals:									
Year-to-date									
FY 2005-06	\$1,389,211	\$127,458	\$123,135	\$2,407	\$1,395,941	\$1,398,828	\$16,739	(\$197)	\$16,542
FY 2004-05	1,798,393	61,098	54,406	(4,015)	1,801,070	1,778,619	12,980	(386)	12,594
Amt Change					(405,129)	(379,791)	3,759	189	3,948
% Change					-22.49%	-21.35%	28.96%	48.96%	31.35%

Note: Other Investments include donor designated and other specified investments.

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	Less Expenses	Net Realized Income/(Loss)
Jul 2005	\$5,717,386	\$55,159	\$48,813	\$44,985	\$5,768,717	\$5,743,052	\$17,292	\$11,833	\$29,125	\$568	\$28,557
Aug 2005	5,768,717	47,147	36,277	(54,907)	5,724,680	5,746,699	10,919	(4,274)	6,645	69	6,576
Sep 2005	5,724,680	47,446	40,608	62,301	5,793,819	5,759,250	11,764	0	11,764	69	11,695
Oct 2005	5,793,819	20,676	569	(41,506)	5,772,420	5,783,120	21,477	0	21,477	4,793	16,684
Nov 2005											
Dec 2005											
Jan 2006											
Feb 2006											
Mar 2006											
Apr 2006											
May 2006											
Jun 2006											

Comparative Totals:											
Year-to-date	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)
FY 2005-06	\$5,717,386	\$170,428	\$126,267	\$10,873	\$5,772,420	\$5,758,030	\$61,452	\$7,559	\$69,011	\$5,499	\$63,512
FY 2004-05	5,466,456	160,080	121,944	70,567	5,575,159	5,493,872	51,218	13,645	64,863	5,289	59,574
Amt Change					197,261	264,158	10,234	(6,086)	4,148	210	3,938
% Change					3.54%	4.81%	19.98%	-44.60%	6.40%	3.98%	6.61%

Note: Endowment Trusts include externally managed endowment trusts.

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 2005	\$43,394,639	\$136,405	\$2,907,502	\$13,102	\$40,636,644	\$44,162,400	\$139,828		\$139,828		\$139,828
Aug 2005	40,636,644	5,571,044	7,516,093	51,739	38,743,334	41,802,744	93,456	\$20,723	114,179		114,179
Sep 2005	38,743,334	2,821,061	4,686,318	33,280	36,911,357	40,805,887	88,044	14,811	102,855		102,855
Oct 2005	36,911,357	1,723,923	2,950,009	30,853	35,716,124	36,867,197	92,345	14,580	106,925		106,925
Nov 2005											
Dec 2005											
Jan 2006											
Feb 2006											
Mar 2006											
Apr 2006											
May 2006											
Jun 2006											
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<b>Comparative Totals:</b>											
Year-to-date											
FY 2005-06	\$43,394,639	\$10,252,433	\$18,059,922	\$128,974	\$35,716,124	\$40,909,557	\$413,673	\$50,114	\$463,787		\$463,787
FY 2004-05	16,404,557	41,238,608	6,040,596	120,991	51,723,560	51,421,307	191,486	0	191,486		191,486
Amt Change					(16,007,436)	(10,511,750)	222,187	50,114	272,301		272,301
% Change					-30.95%	-20.44%	116.03%	100.00%	142.20%		142.20%

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

UTAH STATE UNIVERSITY  
SUMMARY OF INVESTMENT TRANSACTIONS  
For the Month of October 2005

Schedule F  
page 1 of 2

	Purchases		Sales		Receipts	Gain/(Loss)	Earnings
	Shares	Cost	Shares	Cost			
<b>Cash Management Investment Pool</b>							
Repurchase Agreements		\$49,271,369		\$49,755,445	\$49,755,445	\$0	\$7,173
Time Certificates of Deposit							203,653
Utah Public Treasurers' Investment Fund		4,000,000		12,000,000	12,000,000	0	33,405
Obligations of U. S. Government							264,612
Total Cash Management Investment Pool		53,271,369		61,755,445	61,755,445	0	508,843
<b>Endowment Pool - Transactions of External Managers</b>							
<b>Wells Fargo Bank - Balanced Fund</b>							
Obligations of U.S. Government			893,230	900	893	(7)	5,098
GNMA							
Interest							
Obligations of State, County or Local Gov't & Agencies							
Bond Interest							476
Corporate Bonds and Notes							
Bear Stearns			50,000,000	47,482	50,000	2,518	5,017
Bond Interest							
Mutual Funds		700,000					
Wells Fargo Advantage Index Fund #88							
Money Market Funds							
Fidelity Instl Cash		113,388		112,799	112,799	0	
Cash Funds		700,000		700,000	700,000	0	
Wells Fargo Cash #451		58,475					1,345
Wells Fargo Advantage Cash #250							
Total Wells Fargo Bank - Balanced Fund		1,571,863		861,181	863,692	2,511	11,936
<b>Commonfund - Commingled Investment Funds</b>							
Mutual Funds							
Commonfund-Multi-Strategy Equity			21,968	1,239	3,534	2,295	15,251
Commonfund-Value Equity Fund			36,190	1,097	1,847	750	12,779
Commonfund-Multi-Strategy Bond			68,611	821	912	91	10,777
Commonfund-Growth Equity Fund			14,463	344	397	53	836
Total Commonfund - Commingled Investment Funds		0	3,501	3,501	6,690	3,189	39,643
<b>Total Endowment Pool - Transactions of External Managers</b>		1,571,863		864,682	870,382	5,700	51,579

UTAH STATE UNIVERSITY  
SUMMARY OF INVESTMENT TRANSACTIONS  
For the Month of October 2005

Schedule F  
page 2 of 2

	Purchases		Sales		Gain/(Loss)	Earnings
	Shares	Cost	Shares	Cost		
<b>Other Investments</b>						
Corporate Bonds and Notes						\$60
U.S. West Communications						3,212
Utah Public Treasurers' Investment Fund		\$3,212				
Mutual Funds						65
American Capital Harbor (HarbA p)				\$0	\$0	3,337
Total Other Investments		<u>3,212</u>		<u>\$0</u>	<u>\$0</u>	<u>3,337</u>
<b>Endowment Trusts</b>						
Obligations of U.S. Government						146
Interest						19,958
Common and Preferred Stock						545
Dividends						47
Mutual Funds						15
Wells Fargo Strategic Inc #89						25
Vanguard Index TR-REIT Viper Shs						424
Wells Fargo Advantage Equity Income Fund						16
Wells Fargo Advantage Intermediate Gvt. Inc. Fund						294
Money Market Funds						7
Achievement Treasury - FSB 68		20,326				424
Wells Fargo #250		16		500	0	16
Federated Treasury Obl FD WF #68		254				294
Wells Fargo Advantage #645		80		69	0	7
Total Endowment Trusts		<u>20,676</u>		<u>569</u>	<u>0</u>	<u>21,477</u>
<b>Plant Trusts</b>						
Wells Fargo						21,416
Obligations of U.S. Government		17,141		1,387,625	14,580	70,929
Utah Public Treasurers' Investment Fund		1,706,782		1,562,384	0	92,345
Total Plant Trusts		<u>1,723,923</u>		<u>2,950,009</u>	<u>14,580</u>	<u>163,690</u>
Total All Investments		<u>\$56,591,043</u>		<u>\$65,576,405</u>	<u>\$20,280</u>	<u>\$677,581</u>

ITEM FOR ACTION

**RE: Report of Investments for November 2005**

The attached Report of Investments for November 2005 is submitted for the Trustees consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for November 2005 and comparative year-to-date totals for FY 2005-2006 and FY 2004-2005.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during November 2005 was \$150,868,254, down \$9,504,129 from October 2005. Total investment income was \$539,261, up \$453,769 over October 2005, reflecting the decrease in the amount available for investing and an increase in total investment return. The annualized total investment return was 4.29%, up 3.67% over October 2005.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$153,574,723, up \$11,690,735 (8.24%) over FY 2004-2005. Total interest income for FY 2005-2006 amounted to \$2,377,470, up \$317,423 (15.41%) over FY 2004-2005, reflecting an increase in the amount available for investing and a slight increase in interest rates.

The total amount invested at 30 November 2005 was \$148,214,554, up \$5,771,228 (4.05%) over 30 November 2004.

ENDOWMENT POOL

The average daily fair value invested during November 2005 was \$50,296,497, up \$318,870 over October 2005. Interest and dividend income of \$81,380 plus net realized gains of \$4,782 totaled \$86,162 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$46,534,801, up \$6,490,032 (16.21%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$393,025, up \$39,813 (11.27%) over FY 2004-2005. This increase resulted from \$46,232 more in interest and dividends and \$6,419 less net realized gains during FY 2005-2006.

The total amount invested at 30 November 2005 was \$50,580,159, up \$8,633,583 (20.58%) over 30 November 2004.



### WELLS FARGO BANK - BALANCED FUND

The average daily fair value invested during November 2005 was \$8,825,145, up \$778,609 over October 2005. Interest and dividend income of \$10,910 plus net realized gains of \$1,618 totaled \$12,528 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$7,758,498, up \$361,296 (4.88%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$64,610, down \$15,605 (19.45%) from FY 2004-2005. This decrease in realized income resulted from \$7,537 less in interest and dividends and \$8,068 less net realized gains during FY 2005-2006.

The total amount invested at 30 November 2005 was \$9,300,659, up \$1,742,665 (23.06%) over 30 November 2004.

### THE COMMONFUND - COMMINGLED INVESTMENT FUNDS

The average daily fair value invested during November 2005 was \$31,493,750, up \$170,358 over October 2005. Interest and dividend income of \$39,770 plus net realized gains of \$3,164 totaled \$42,934 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$31,421,088, up \$3,120,333 (11.03%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$214,158, up \$2,139 (1.01%) over FY 2004-2005. This increase resulted from \$347 less in interest and dividends and \$2,486 more realized gains.

The total amount invested at 30 November 2005 was \$31,963,215, up \$2,148,927 (7.21%) over 30 November 2004.

### OTHER INVESTMENTS

The average daily fair value invested during November 2005 was \$1,404,192, up \$6,768 over October 2005. Interest and dividend income of \$3,350 less net realized losses of \$1,988 totaled \$1,362 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$1,399,900, down \$386,361 (21.63%) from FY 2004-2005. Total realized income for FY 2005-2006 was \$17,904, up \$2,356 (15.15%) over FY 2004-2005. This increase resulted from \$4,155 more in interest and dividend income and \$1,799 more net realized losses during FY 2004-2005.

The total amount invested at 30 November 2005 was \$1,412,443, down \$420,151 (22.93%) from 30 November 2004.

## ENDOWMENT TRUSTS

The average daily fair value invested during November 2005 was \$5,861,487, up \$78,367 over October 2005. Interest and dividend income totaled \$7,241 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$5,778,721, up \$255,359 (4.62%) over FY 2004-2005. Total realized income for FY 2005-2006 was \$76,252, up \$2,033 (2.74%) over FY 2004-2005. This increase resulted from \$8,130 more interest and dividend income and \$6,097 less net realized gains.

The total amount invested at 30 November 2005 was \$5,950,554, up \$243,074 (4.26%) over 30 November 2004.

## PLANT FUND TRUSTS

The average daily fair value invested during November 2005 was \$38,485,495, up \$1,618,298 over October 2005. Interest income of \$95,686 plus net realized gains of \$4,240 totaled \$99,926 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2005-2006 was \$40,424,745, down \$12,139,349 (23.09%) from FY 2004-2005. Total realized income for FY 2005-2006 was \$563,713, up \$305,713 (118.49%) over FY 2004-2005. This increase reflects the decreased amount available and an increase in the rate of returns for investing.

The total amount invested at 30 November 2005 was \$40,578,402, down \$14,563,265 (26.41%) from 30 November 2004.

## SUMMARY OF INVESTMENT TRANSACTIONS

This report summarizes all investment transactions for November 2005. The aggregate net realized gains for the month were \$7,034 and earnings were \$620,031.

## RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for November 2005.

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 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, W. Glenn Ford, 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 Ford requests approval of the attached Report of Investments for the period 1 November 2005 to 30 November 2005 and comparative year-to-date totals for the periods 1 July 2004 to 30 November 2004 and 1 July 2005 to 30 November 2005, 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 November 2005 to 30 November 2005 and comparative year-to-date totals for the periods 1 July 2004 to 30 November 2004 and 1 July 2005 to 30 November 2005;

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 1 November 2005 to 30 November 2005.

=====  
RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date



OFFICE OF THE VICE PRESIDENT  
FOR FINANCE AND BUSINESS  
1445 Old Main Hill  
Logan, UT 84322-1445  
(435) 797-1146  
FAX: (435) 797-0710

UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
NOVEMBER 2005

The following schedules (A through F) 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.

Clinton G. Moffitt  
Associate Vice President for Finance/Controller

1/5/2006

Date

W. Glenn Ford  
Vice President for Business and Finance

1/10/2006

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 2005	\$135,042,641	\$93,318,355	\$84,043,206	(\$696,149)	\$143,621,641	\$141,772,020	\$445,449	\$5,533	\$439,916
Aug 2005	143,621,641	180,625,663	159,791,952	456,293	164,911,645	149,754,928	457,976	5,433	452,543
Sep 2005	164,911,645	124,000,955	122,531,868	(633,663)	165,747,069	165,106,031	502,128	6,554	495,574
Oct 2005	165,747,069	53,271,369	61,755,445	(423,351)	156,839,642	160,372,383	508,843	8,769	500,074
Nov 2005	156,839,642	62,056,743	70,758,018	76,187	148,214,554	150,868,254	463,074	6,555	456,519
Dec 2005									
Jan 2006									
Feb 2006									
Mar 2006									
Apr 2006									
May 2006									
Jun 2006									

Comparative Totals:

Year-to-date									
FY 2005-06	\$135,042,641	\$513,273,085	\$498,880,489	(\$1,220,683)	\$148,214,554	\$153,574,723	\$2,377,470	\$32,844	\$2,344,626
FY 2004-05	135,916,680	584,083,699	578,055,698	498,645	142,443,326	141,883,988	2,060,047	25,990	2,034,057
Amt Change					5,771,228	11,690,735	317,423	6,854	310,569
% Change					4.05%	8.24%	15.41%	26.37%	15.27%

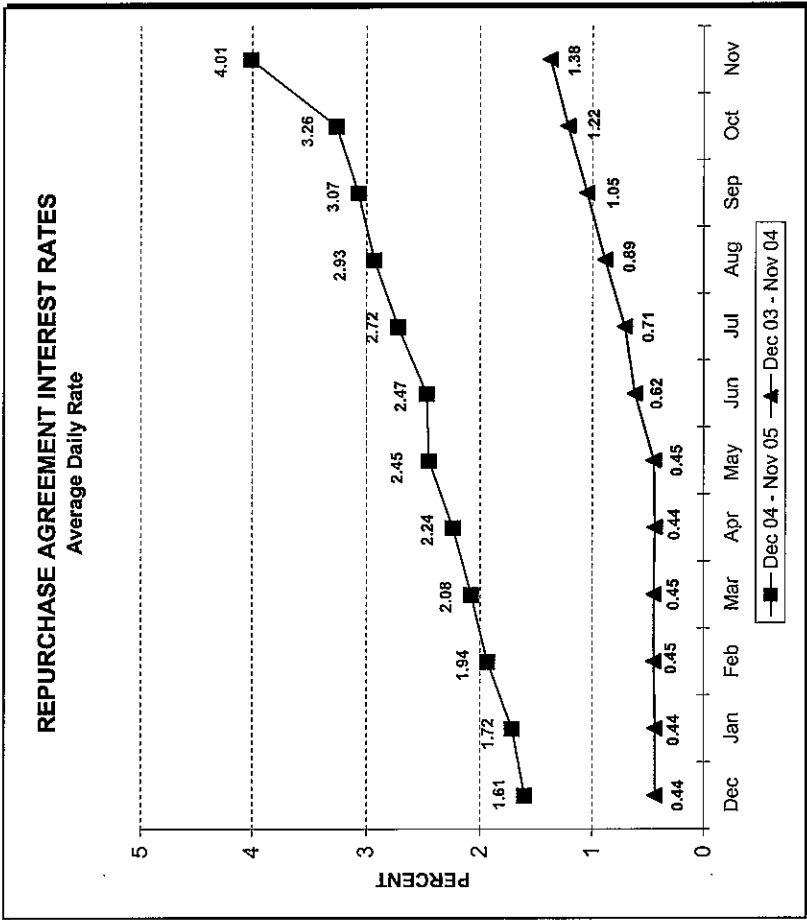
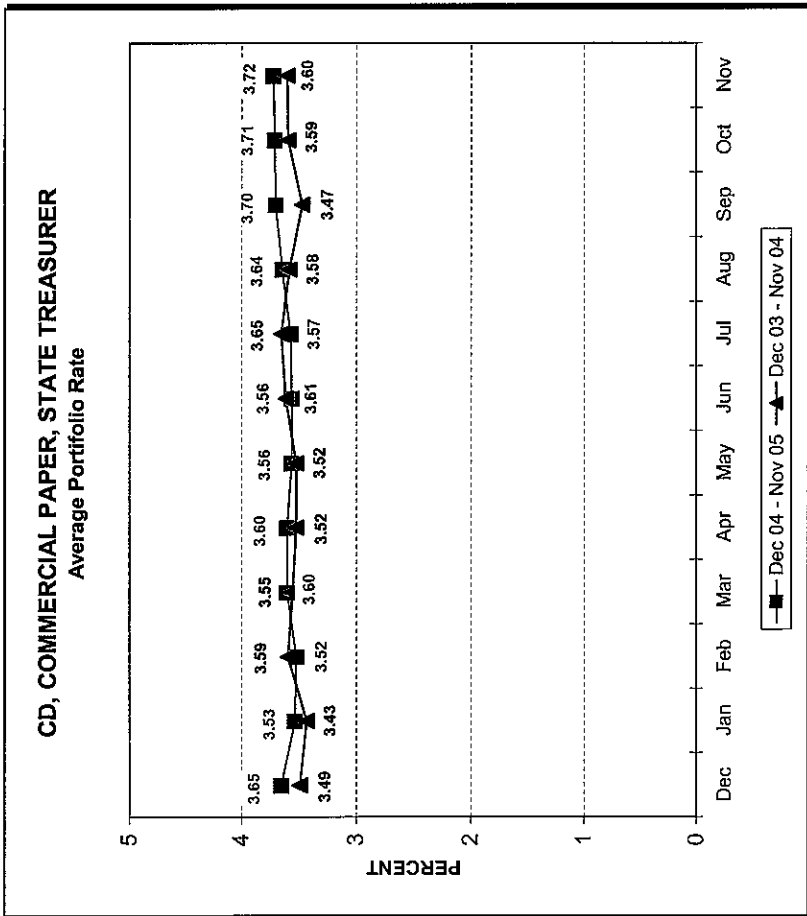
Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY  
 CASH MANAGEMENT INVESTMENT POOL  
 SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE  
 For the Month of November 2005

Schedule A-2

	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
	Purchases	Cost					
Repurchase Agreements	\$60,056,743	\$55,758,018	\$8,507	\$8,507	\$2,929,497	3.48%	
Time Certificates of Deposit	2,000,000	4,000,000	196,861	196,861	61,933,333	3.81%	
Utah Public Treasurers' Investment Fund		11,000,000	1,014	1,014	303,340	4.01%	
Obligations of U. S. Government			256,692	\$76,187	85,702,084	4.66%	
Total	\$62,056,743	\$70,758,018	\$463,074	\$76,187	\$150,868,254	4.29%	

UTAH STATE UNIVERSITY  
CASH MANAGEMENT INVESTMENT POOL



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 2005	\$44,400,818	\$4,800,957	\$5,891,560	\$953,029	\$44,263,244	\$43,709,736	\$81,080	\$3,161	\$84,241		\$84,241
Aug 2005	44,263,244	27,325	10,450	(117,848)	44,162,271	44,213,566	77,725	3,195	80,920		80,920
Sep 2005	44,162,271	1,128,285	1,112,515	145,815	44,323,856	44,476,578	47,601	3,073	50,674	\$4,679	45,995
Oct 2005	44,323,856	7,299,531	1,570,382	(693,505)	49,359,500	49,977,627	85,328	5,700	91,028		91,028
Nov 2005	49,359,500	1,725,675	1,671,626	1,166,610	50,580,159	50,296,497	81,380	4,782	86,162		86,162
Dec 2005											
Jan 2006											
Feb 2006											
Mar 2006											
Apr 2006											
May 2006											
Jun 2006											
<hr/>											
<b>Comparative Totals:</b>											
Year-to-date											
FY 2005-06	\$44,400,818	\$14,981,773	\$10,256,533	\$1,454,101	\$50,580,159	\$46,534,801	\$373,114	\$19,911	\$393,025	\$4,679	\$388,346
FY 2004-05	40,075,710	2,290,969	1,718,296	1,298,193	41,946,576	40,044,769	326,882	26,330	353,212	5,771	347,441
Amt Change					8,633,583	6,490,032	46,232	(6,419)	39,813	(1,092)	40,905
% Change					20.58%	16.21%	14.14%	-24.38%	11.27%	-18.92%	11.77%

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 \$9,985,585 principal beginning balance, a \$9,316,285 ending balance, and a \$9,977,602 average daily balance for the current month. Current month interest and dividends from the CMIP were \$30,700 bringing the total to \$114,257 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 in excess of pool earnings.



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 2005	293,929.76	\$146.8068	\$150.5912	2.58%	\$81,080	\$0.2758
August 2005	293,929.76	150.5912	150.2477	-0.23%	77,725	0.2644
September 2005	293,929.76	150.2477	150.7974	0.37%	47,601	0.1619
October 2005	330,768.14	150.7974	149.2269	-1.04%	85,328	0.2580
November 2005	330,768.14	149.2269	152.9173	2.47%	81,380	0.2460
December 2005						
January 2006						
February 2006						
March 2006						
April 2006						
May 2006						
June 2006						

UTAH STATE UNIVERSITY  
WELLS FARGO BANK- BALANCED FUND  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-2

	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-2005	\$7,141,151	\$4,605,074	\$4,635,016	\$142,464	\$7,253,673	\$7,197,412	\$14,700		\$14,700		\$14,700
Aug-2005	7,253,673	7,794	3,776	(32,854)	7,224,837	7,239,255	11,515	(\$11)	11,504		11,504
Sep-2005	7,224,837	1,111,194	606,028	13,439	7,743,442	7,484,140	11,442	(11)	11,431	\$4,679	6,752
Oct-2005	7,743,442	1,571,863	863,692	(101,983)	8,349,630	8,046,536	11,936	2,511	14,447		14,447
Nov-2005	8,349,630	1,694,975	965,084	221,138	9,300,659	8,825,145	10,910	1,618	12,528		12,528
Dec-2005											
Jan-2006											
Feb-2006											
Mar-2006											
Apr-2006											
May-2006											
Jun-2006											
<hr/>											
Comparative Totals:											
Year-to-date	\$7,141,151	\$8,990,900	\$7,073,596	\$242,204	\$9,300,659	\$7,758,498	\$60,503	\$4,107	\$64,610	\$4,679	\$59,931
FY 2005-06	7,547,544	1,696,654	1,676,919	(9,285)	7,557,994	7,397,202	68,040	12,175	80,215	5,771	74,444
FY 2004-05					1,742,665	361,296	(7,537)	(8,068)	(15,605)	(1,092)	(14,513)
Amt Change					23.06%	4.88%	-11.08%	-66.27%	-19.45%	-18.92%	-19.50%
% Change											

Note: The Wells Fargo Bank - Balanced Fund includes endowment funds designated for long-term investment.

UTAH STATE UNIVERSITY  
COMMONFUND - COMMINGLED INVESTMENT FUNDS  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-3

	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 2005	\$30,784,321	\$0	\$6,610	\$810,566	\$31,588,277	\$31,186,299	\$49,646	\$3,161	\$52,807
Aug 2005	31,588,277	0	6,674	(84,994)	31,496,609	31,542,443	49,628	3,206	52,834
Sep 2005	31,496,609	0	6,487	132,376	31,622,498	31,559,554	19,667	3,084	22,751
Oct 2005	31,622,498	0	6,690	(591,523)	31,024,285	31,323,392	39,643	3,189	42,832
Nov 2005	31,024,285	0	6,542	945,472	31,963,215	31,493,750	39,770	3,164	42,934
Dec 2005									
Jan 2006									
Feb 2006									
Mar 2006									
Apr 2006									
May 2006									
Jun 2006									
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Comparative Totals:									
Year-to-date	\$30,784,321	\$0	\$33,003	\$1,211,897	\$31,963,215	\$31,421,088	\$198,354	\$15,804	\$214,158
FY 2005-06	28,551,185	0	31,443	1,294,546	29,814,288	28,300,755	198,701	13,318	212,019
FY 2004-05					2,148,927	3,120,334	(347)	2,486	2,139
Amt Change					7.21%	11.03%	-0.17%	18.67%	1.01%
% Change									

Note: Commonfund - Commingled Investment Funds includes endowment funds designated for long-term investment.

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 2005	\$1,389,211	\$112,305	\$109,127	\$12,242	\$1,404,631	\$1,396,921	\$2,866	(\$511)	\$2,355
Aug 2005	1,404,631	2,914	5,200	(3,149)	1,399,196	1,401,914	5,875	0	5,875
Sep 2005	1,399,196	9,027	8,808	(509)	1,398,906	1,399,051	4,661	314	4,975
Oct 2005	1,398,906	3,212	0	(6,177)	1,395,941	1,397,424	3,337	0	3,337
Nov 2005	1,395,941	284,431	279,153	11,224	1,412,443	1,404,192	3,350	(1,988)	1,362
Dec 2005									
Jan 2006									
Feb 2006									
Mar 2006									
Apr 2006									
May 2006									
Jun 2006									
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Comparative Totals:									
Year-to-date	\$1,389,211	\$411,889	\$402,288	\$13,631	\$1,412,443	\$1,399,900	\$20,089	(\$2,185)	\$17,904
FY 2005-06	1,798,393	62,892	54,406	25,715	1,832,594	1,786,261	15,934	(386)	15,548
FY 2004-05					(420,151)	(386,361)	4,155	(1,799)	2,356
Amt Change					-22.93%	-21.63%	26.08%	-466.06%	15.15%
% Change									

Note: Other Investments include donor designated and other specified investments.

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	Less Expenses	Net Realized Income/(Loss)
Jul 2005	\$5,717,386	\$55,159	\$48,813	\$44,985	\$5,768,717	\$5,743,052	\$17,292	\$11,833	\$29,125	\$568	\$28,557
Aug 2005	5,768,717	47,147	36,277	(54,907)	5,724,680	5,746,699	10,919	(4,274)	6,645	69	6,576
Sep 2005	5,724,680	47,446	40,608	62,301	5,793,819	5,759,250	11,764	0	11,764	69	11,695
Oct 2005	5,793,819	20,676	569	(41,506)	5,772,420	5,783,120	21,477	0	21,477	4,793	16,684
Nov 2005	5,772,420	11,279	4,825	171,680	5,950,554	5,861,487	7,241	0	7,241	68	7,173
Dec 2005											
Jan 2006											
Feb 2006											
Mar 2006											
Apr 2006											
May 2006											
Jun 2006											
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Comparative Totals:											
Year-to-date	\$5,717,386	\$181,707	\$131,092	\$182,553	\$5,950,554	\$5,778,721	\$68,693	\$7,559	\$76,252	\$5,567	\$70,685
FY 2005-06	5,466,456	169,150	122,598	194,472	5,707,480	5,523,362	60,563	13,656	74,219	5,356	68,863
Amt Change					243,074	255,359	8,130	(6,097)	2,033	211	1,822
% Change					4.26%	4.62%	13.42%	-44.65%	2.74%	3.94%	2.65%

Note: Endowment Trusts include externally managed endowment trusts.

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 2005	\$43,394,639	\$136,405	\$2,907,502	\$13,102	\$40,636,644	\$44,162,400	\$139,828		\$139,828		\$139,828
Aug 2005	40,636,644	5,571,044	7,516,093	51,739	38,743,334	41,802,744	93,456	\$20,723	114,179		114,179
Sep 2005	38,743,334	2,821,061	4,686,318	33,280	36,911,357	40,805,887	88,044	14,811	102,855		102,855
Oct 2005	36,911,357	1,723,923	2,950,009	30,853	35,716,124	36,867,197	92,345	14,580	106,925		106,925
Nov 2005	35,716,124	10,137,707	5,303,437	28,008	40,578,402	38,485,495	95,686	4,240	99,926		99,926
Dec 2005											
Jan 2006											
Feb 2006											
Mar 2006											
Apr 2006											
May 2006											
Jun 2006											
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Comparative Totals:											
Year-to-date											
FY 2005-06	\$43,394,639	\$20,390,140	\$23,363,359	\$156,982	\$40,578,402	\$40,424,745	\$509,359	\$54,354	\$563,713		\$563,713
FY 2004-05	16,404,557	47,445,056	8,767,128	59,182	55,141,667	52,564,094	258,000	0	258,000		258,000
Amt Change					(14,563,265)	(12,139,349)	251,359	54,354	305,713		305,713
% Change					-26.41%	-23.09%	97.43%	100.00%	118.49%		118.49%

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

UTAH STATE UNIVERSITY  
SUMMARY OF INVESTMENT TRANSACTIONS  
For the Month of November 2005

Schedule F  
page 1 of 2

	Purchases		Sales		Receipts	Gain/(Loss)	Earnings
	Shares	Cost	Shares	Cost			
<b>Cash Management Investment Pool</b>							
Repurchase Agreements		\$60,056,743		\$55,758,018	\$0	\$8,507	
Time Certificates of Deposit		2,000,000		4,000,000	0	196,861	
Utah Public Treasurers' Investment Fund			11,000,000	11,000,000	0	1,014	
Obligations of U. S. Government						256,692	
<b>Total Cash Management Investment Pool</b>		<b>62,056,743</b>		<b>70,758,018</b>	<b>0</b>	<b>463,074</b>	
<b>Endowment Pool - Transactions of External Managers</b>							
<b>Wells Fargo Bank - Balanced Fund</b>							
Obligations of U.S. Government			1,149,410	1,150	(9)		
GNMA							
US Treasury Notes 5.875% Interest			100,000,000	98,781	100,000	4,757	
Obligations of State, County or Local Gov't & Agencies							
Bond Interest						477	
Corporate Bonds and Notes							
Donaldson Lufkn Bond Interest			50,000,000	49,592	50,000	4,730	
Mutual Funds							
Wells Fargo Advantage Index Fund #88		700,000					
Money Market Funds							
Fidelity Instl Cash		114,481		113,934	0	946	
Cash Funds							
Wells Fargo Cash #451		700,000		700,000	0		
Wells Fargo Advantage Cash #250		180,494					
<b>Total Wells Fargo Bank - Balanced Fund</b>		<b>1,694,975</b>		<b>963,466</b>	<b>1,618</b>	<b>10,910</b>	
<b>Commonfund - Commingled Investment Funds</b>							
Mutual Funds							
Commonfund-Multi-Strategy Equity	20,801		1,173	3,484	2,311	15,301	
Commonfund-Value Equity Fund	36,058		1,093	1,787	694	12,831	
Commonfund-Multi-Strategy Bond	66,381		776	870	94	10,804	
Commonfund-Growth Equity Fund	14,350		336	401	65	834	
<b>Total Commonfund - Commingled Investment Funds</b>		<b>0</b>	<b>3,378</b>	<b>6,542</b>	<b>3,164</b>	<b>39,770</b>	

UTAH STATE UNIVERSITY  
SUMMARY OF INVESTMENT TRANSACTIONS  
For the Month of November 2005

Schedule F  
page 2 of 2

	Purchases		Shares	Cost	Sales		Gain/(Loss)	Earnings
	Shares	Cost			Receipts	Cost		
<b>Total Endowment Pool - Transactions of External Managers</b>								
		\$1,694,975		\$966,844	\$971,626		\$4,782	\$50,680
<b>Other Investments</b>								
Corporate Bonds and Notes								60
U.S. West Communications Common and Preferred Stock	84,000	2,013	84,000	2,013	1,928	(85)		
Albertson's	8,200,000	279,128	8,200,000	279,128	277,225	(1,903)		
General Electric Co.								
Utah Public Treasurers' Investment Fund		3,290						3,290
Total Other Investments		284,431		281,141	279,153	(1,988)		3,350
<b>Endowment Trusts</b>								
Obligations of U.S. Government Interest								146
Common and Preferred Stock								
AT & T Corp Com New (merger)	761,050	4,756	77,000	921	921	0	0	
AT & T Inc (merger)			0,015	1	1	0	0	
SBC Communications Inc. (merger)			701,000	3,835	3,835	0	0	5,842
Dividends								
Mutual Funds								
Wells Fargo Strategic Inc #89								545
Wells Fargo Advantage Intermediate Gvt. Inc. Fund								27
Money Market Funds								
Achievement Treasury - FSB 68		4,750						373
Wells Fargo #250		18						18
Federated Treasury Obl FD WF #68		1,720						282
Wells Fargo Advantage #645		35						8
Total Endowment Trusts		11,279		4,825	4,825	0	0	7,241
<b>Plant Trusts</b>								
Wells Fargo								
Obligations of U.S. Government		1,674,942		1,280,159	1,284,399	4,240		19,216
Utah Public Treasurers' Investment Fund		8,462,765		4,019,038	4,019,038	0		76,470
Total Plant Trusts		10,137,707		5,299,197	5,303,437	4,240		95,686
Total All Investments		\$74,185,135		\$77,310,025	\$77,317,059	\$7,034		\$620,031



27 January 2006

**ITEM FOR ACTION**

RE: Review and Approval of the External Audit Reports

The attached resolution is submitted for the Board of Trustees consideration. The audit reports listed in the resolution have received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

Audits of University financial statements are conducted by various external agencies. The firm Hansen, Barnett & Maxwell performed the comprehensive audits on the University's financial statements for the year ended 30 June 2005. The firm Jones Simkins LLP performed the comprehensive audits on the Utah State University Research Foundation's financial statements for the year ended 30 June 2005.

The audit reports listed in the attached resolution were reviewed by the Board of Trustees Audit Committee in a meeting held on 2 December 2005.

**RECOMMENDATION**

The President, Vice President for Business and Finance, and the Audit Committee recommend approval by the Utah State University Board of Trustees of the external audit reports reviewed by the Board of Trustees Audit Committee.

**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 2 December 2005 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: David Cook, Chairman, Robert Foley, Richard Shipley, Douglas Anderson, Jodi Bailey, and

*WHEREAS*, the following audit reports were reviewed:

1. Utah State University Annual Financial Report, 2005
2. Utah State University Management Letter for the Year Ended 30 June 2005
3. Utah State University Supplemental Report in Compliance With Government Reporting Standards and OMB Circular A-133 for the Year Ended 30 June 2005
4. Bond Reports
  - a) Student Fee and Housing System Improvement and Refunding Revenue Bonds, Series A1999 for the Year Ended 30 June 2005
  - b) Student Fee Revenue Bonds, Series 1999, Roosevelt Campus, for the Year Ended 30 June 2005
  - c) Research and Refunding Revenue Bonds, Series 1995A and Refunding and Research Revenue Bonds, Series 2002A, for the Year Ended 30 June 2005
  - d) Research Revenue Bonds, Series 2003, for the Year Ended 30 June 2005
  - e) Student Building Fee Revenue and Refunding Bonds, Series 2004A and 2004B (Stadium/Spectrum and Student Recreational Facilities), for the Year Ended 30 June 2005
5. Athletics Department Agreed-Upon Procedures Report for the Year Ended 30 June 2005
6. Utah State University Research Foundation Financial Statements for the Year Ended 30 June 2005 and 2004
7. Utah State University Research Foundation Management Letter for the Year Ended 30 June 2005 and 2004

*WHEREAS*, the President, Vice President for Business and Finance, and the Audit Committee recommend approval of the above listed audit reports to the Utah State University Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Utah State University Board of Trustees hereby approves the above listed audit reports.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

Date \_\_\_\_\_

ITEM FOR ACTION

RE: Real Property Disposal

The proposed real property disposal 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 has agreed to allow Utah Power to purchase approximately 2.6 acres of vacant land located at approximately 1900 North 400 East in North Logan, Utah subject to approvals of the Utah State University Board of Trustees and the State of Utah Board of Regents. The property to be sold includes 2.00 acres for a construction site and approximately .60 acres for an access road 60 feet wide, as indicated on the attached map.

In order to adequately address the long-term expansion plans for the USU Innovation Campus, as well as the needs of the general public, Utah Power must construct a new substation in North Logan. Considering the above and the current master plan by the City of North Logan, which includes this land on the east side of a new city center area yet to be developed, Utah Power considers the 2.6 acres referred to above as the prime location for the substation.

The 2.6 acres are part of a larger 10.22 acre parcel currently owned by Utah State University which, in its entirety, has been used for many years for research purposes by the College of Agriculture and the Utah Agricultural Experiment Station. Currently, the land is in a transition period between research projects and if the land is disposed of now, the funds realized therefrom will be held to assist in acquiring replacement land for agricultural research purposes. Further discussions will be necessary to reach final decisions regarding the use of the remaining 8.6 acres in the entire property parcel.

The utility company is willing to purchase the land for fair market value which has been determined by independent appraisals. As a public utility company, Utah Power has the eminent domain authority under state law, therefore USU can sell the land directly to such an entity.

In order to separate the 2.6 acres from the larger parcel of 10.22 acres, subdivision approval must be obtained from the City of North Logan; therefore, the utility company will take the lead in accomplishing that and conduct a property survey. Utah Power is willing to expedite such efforts as it prefers to close the transaction by the end of March, 2006 in order to use internal funds that are available for the land purchase within the current corporate fiscal year budget.

RECOMMENDATION

The President and the Vice President for Business and Finance recommend approval by the USU Board of Trustees for this real property disposal and further recommend that the Vice President for Business and Finance be authorized to execute all necessary documents to complete the transfer of the property.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, USU has agreed to allow Utah Power to purchase approximately 2.6 acres of vacant land located at approximately 1900 North 400 East in North Logan, Utah subject to approvals of the Utah State University Board of Trustees and the State of Utah Board of Regents; and

WHEREAS, The property to be sold includes 2.0 acres for a construction site and approximately .60 acres for an access road 60 feet wide, as indicated on the attached map; and

WHEREAS, In order to adequately address the long-term expansion plans for the USU Innovation Campus, as well as the needs of the general public, Utah Power must construct a new substation in North Logan; and

WHEREAS, Considering the above and the current master plan by the City of North Logan, which includes this land on the east side of a new city center area yet to be developed, Utah Power considers the 2.6 acres referred to above as the prime location for the substation; and

WHEREAS, The 2.6 acres are part of a larger 10.22 acre parcel currently owned by Utah State University which, in its entirety, has been used for many years for research purposes by the College of Agriculture and the Utah Agricultural Experiment Station; and

WHEREAS, Currently, the land is in a transition period between research projects and if the land is disposed of now, the funds realized therefrom will be held to assist in acquiring replacement land for agricultural research purposes; but further discussions will be necessary to reach final decisions regarding the use of the remaining 8.6 acres in the entire property parcel; and

WHEREAS, The utility company is willing to purchase the land for fair market value which has been determined by independent appraisals and as a public utility company, Utah Power has the eminent domain authority under state law, therefore USU can sell the land directly to such an entity; and

WHEREAS, In order to separate the 2.6 acres from the larger parcel of 10.22 acres, subdivision approval must be obtained from the City of North Logan; therefore, Utah Power will take the lead in accomplishing that process and will conduct a property survey; and

WHEREAS, Utah Power prefers to close the transaction by the end of March, 2006 in order to use internal funds that are available for that purpose within the current corporate fiscal year budget;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees hereby approves disposal of the above described real property and further authorizes the Vice President for Business and Finance to execute all necessary documents to complete the conveyance of the property.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

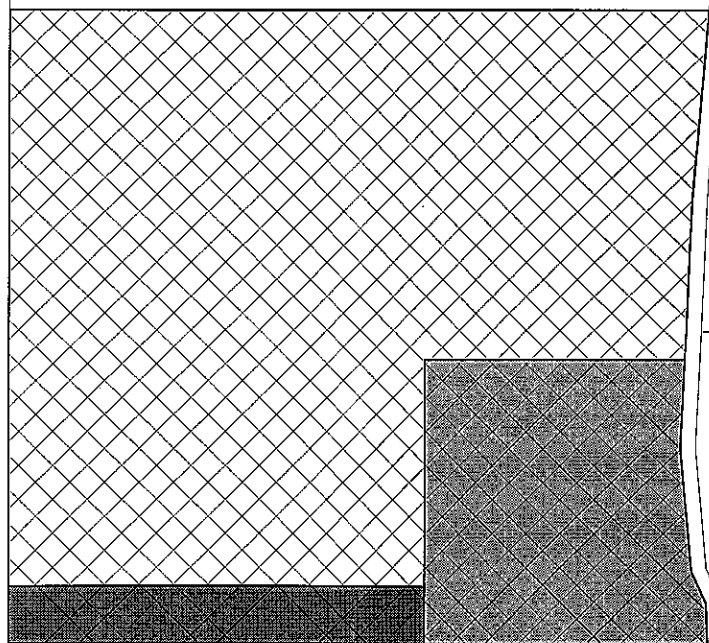
(2000 NORTH)


400 EAST


(1900 NORTH)


400 EAST

1800 NORTH



 USU PROPERTY  
10.22 ACRES

 60' RIGHT OF WAY  
0.60 ACRES

 SUB-STATION  
2.00 ACRES



**ITEM FOR ACTION**

**RE:** Contract/Grant Proposals and Awards (November, 2005)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for November, 2005, is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The awards for the month of November, 2005 amounted to \$7,238,544 versus \$10,237,814 for November, 2004. The current year's November awards figure was -29.3% lower than the November, 2004 figure.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that November, 2005 cumulative awards were .6% lower than last year for the same time period. Scholarships, fellowships, and state appropriations for research are not included in either figure.

The value of proposals submitted by faculty increased from \$14,883,998 in October, 2004 to \$20,784,168 during October, 2005. (+39.6%) The number of current year proposals (540) decreased -2.88% under that of FY2005 (556).

**RECOMMENDATION**

The President and Vice President for Research recommend that the Board of Trustees approve the contract and grant status report for November, 2005.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The attached lists of contract/grant proposals and awards (November, 2005) 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

UTAH STATE UNIVERSITY  
 SPONSORED PROGRAMS OFFICE  
 AWARDS BY COLLEGE  
 FOR PERIOD : November 2005

FY 2005/2006

COLLEGE	CURRENT MONTH					CUMULATIVE						
	AWARDS FY 2004/2005	AWARDS FY 2005/2006	TOTAL CHANGE \$	#s 04/05	#s 05/06	TOT CHG	AWARDS FY 2004/2005	AWARDS FY 2005/2006	TOTAL CHANGE \$	#s 04/05	#s 05/06	TOT CHG
AGRICULTURE	\$ 131,263.00	\$ 352,478.05	\$ 221,215.05	6	6	0	\$ 7,698,126.78	\$ 8,941,398.85	\$ 1,243,272.07	37	52	15
BUSINESS	\$ -	\$ -	\$ -	0	0	0	\$ 1,835,018.00	\$ 1,365,920.00	\$ (469,098.00)	5	6	1
EDUCATION	\$ 2,234,169.00	\$ 816,839.00	\$ (1,417,330.00)	18	12	(6)	\$ 14,944,361.04	\$ 10,953,389.83	\$ (3,990,971.21)	92	90	(2)
ENGINEERING	\$ 527,084.00	\$ 315,024.00	\$ (212,060.00)	11	15	4	\$ 5,635,889.21	\$ 5,711,261.66	\$ 75,372.45	72	84	12
HASS	\$ -	\$ 9,000.00	\$ 9,000.00	0	2	2	\$ 356,151.82	\$ 634,711.00	\$ 278,559.18	14	19	5
NAT. RESOURCES	\$ 240,817.00	\$ 747,750.00	\$ 506,933.00	8	8	0	\$ 4,516,993.00	\$ 5,790,879.00	\$ 1,273,886.00	73	85	12
SCIENCE	\$ 568,753.00	\$ 189,887.51	\$ (378,865.49)	7	5	(2)	\$ 4,408,454.00	\$ 3,699,930.51	\$ (708,523.49)	50	46	(4)
USURF	\$ 5,671,664.50	\$ 4,578,146.42	\$ (1,093,418.08)	27	21	(6)	\$ 16,926,658.22	\$ 17,888,747.15	\$ 962,088.93	114	110	(4)
MISCELLANEOUS	\$ 864,163.00	\$ 229,419.00	\$ (634,744.00)	9	6	(3)	\$ 2,391,762.26	\$ 3,246,091.90	\$ 854,329.64	58	62	4
JT. ADMIN. PROG. ADJUSTMENT	\$ -	\$ -	\$ -	0	0	0	\$ (509,683.00)	\$ (384,101.00)	\$ 125,582.00	(2)	(4)	(2)
GRAND TOTAL	\$ 10,237,813.50	\$ 7,238,543.98	\$ (2,999,269.52)	86	75	(11)	\$ 58,203,731.33	\$ 57,848,228.90	\$ (355,502.43)	513	550	37

PERCENTAGE CHANGE: NOV 2004 to 2005 -29.30%  
 NOV 2004 to 2005 -12.79%

TOTAL DOLLARS  
 FY 04/05 to FY 05/06 -0.61%

TOTAL NUMBERS  
 FY 04/05 to FY 05/06 7.21%

Notes : This report no longer includes Scholarship, Fellowship, State Legislative Research, or IOT/FIOT funds.  
 : The College of Family Life and The College of Natural Resources were re-organized in FY2001/2002  
 : Beginning in FY 2004/2005 the USURF Projects have all been removed from the individual college's and have been placed in the USURF line on this report.



## List of Awards Over \$1,000,000 from 11-01-2005 to 11-30-2005

\* FILTER(S) APPLIED: DBA: SDL; DBA: FSP; DBA: USURF; DBA: SDL/TRL; DBA: URI; DBA: NONE; DBA: USU; DBA: BSL; DBA: WDL; DBA: TCO

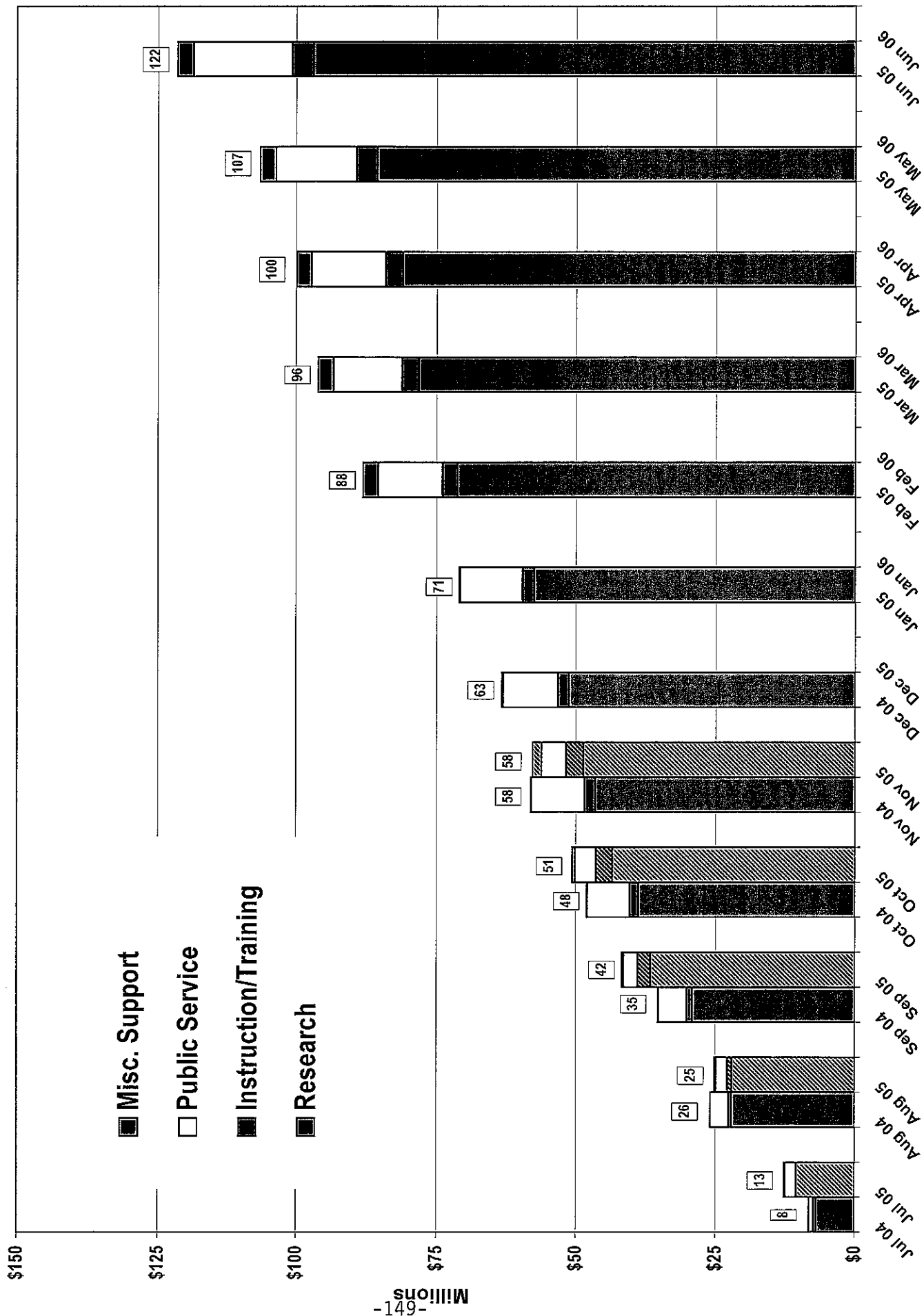
### Award # 1: Augmentation

Control Number	04S010	Agency	1800000.00
Funding Agency	NASA JET PROPULSION LABORATORY	USU	0.00
Department	ELECTRICAL & COMPUTER ENGINEERING	Total	1800000.00
College	COLLEGE OF ENGINEERING		
Admin. Center	USU RESEARCH FOUNDATION		
Type of Proposal	RESEARCH-APPLIED		
Principal Investigator	SCOTT SCHICK		
Co-PI(s)			
Period of Performance	10-23-2003 to 01-29-2006		
Award Date	11-29-2005		
Program Name	WIDE-FIELD INFRARED SURVEY EXPLORER (WISE)		
Statement	THIS PROPOSAL IS FOR THE WIDE-FIELD INFRARED SURVEY EXPLORER (WISE) PROGRAM.		

<b>Agency Total</b>	<b>1,800,000</b>
<b>USU Total</b>	<b>0</b>
<b>Grand Total</b>	<b>1,800,000</b>

\* 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 Laurie Littledike: Laurie.Littledike@usurf.usu.edu.

# Utah State University Sponsored Program Awards FY 2005, FY 2006



UTAH STATE UNIVERSITY  
 SPONSORED PROGRAMS OFFICE  
 PROPOSALS BY COLLEGE  
 FOR PERIOD : November 2005

FY 2005/2006

COLLEGE	CURRENT MONTH						CUMULATIVE					
	PROPOSALS FY 2004/2005	PROPOSALS FY 2005/2006	TOTAL CHANGE \$	#s 04/05	#s 05/06	TOT CHG	PROPOSALS FY 2004/2005	PROPOSALS FY 2005/2006	TOTAL CHANGE \$	#s 04/05	#s 05/06	TOT CHG
AGRICULTURE	\$ 595,402.00	\$ 903,563.00	\$ 308,161.00	5	11	6	\$ 16,385,101.00	\$ 15,312,191.00	\$ (1,072,910.00)	48	58	10
BUSINESS	\$ 140,298.00	\$ -	\$ (140,298.00)	2	0	(2)	\$ 965,034.00	\$ 2,021,080.00	\$ 1,056,046.00	8	4	(4)
EDUCATION	\$ 5,718,567.00	\$ 5,978,501.00	\$ 259,934.00	14	16	2	\$ 28,481,433.65	\$ 42,617,835.00	\$ 14,136,401.35	96	95	(1)
ENGINEERING	\$ 2,307,625.39	\$ 2,665,649.64	\$ 358,024.25	26	22	(4)	\$ 27,590,147.68	\$ 17,845,488.70	\$ (9,744,658.98)	124	122	(2)
HASS	\$ 18,820.00	\$ 166,221.00	\$ 147,401.00	2	6	4	\$ 1,912,211.18	\$ 669,382.00	\$ (1,242,829.18)	18	23	5
NAT. RESOURCES	\$ 547,198.00	\$ 2,129,455.00	\$ 1,582,257.00	9	11	2	\$ 9,500,951.61	\$ 7,153,817.00	\$ (2,347,134.61)	73	74	1
SCIENCE	\$ 1,283,011.00	\$ 5,279,395.00	\$ 3,996,384.00	12	9	(3)	\$ 16,162,063.25	\$ 19,033,473.00	\$ 2,871,409.75	59	57	(2)
USURF	\$ 3,681,710.38	\$ 2,158,907.00	\$ (1,522,803.38)	15	9	(6)	\$ 51,266,503.45	\$ 32,798,925.48	\$ (18,467,577.97)	82	61	(21)
MISCELLANEOUS	\$ 731,664.00	\$ 1,502,476.00	\$ 770,812.00	6	14	8	\$ 5,944,634.00	\$ 4,377,618.00	\$ (1,567,016.00)	55	50	(5)
JT. ADMIN. PROG. ADJUSTMENT	\$ (140,298.00)	\$ -	\$ 140,298.00	(2)	0	2	\$ (696,760.00)	\$ (2,021,080.00)	\$ (1,324,320.00)	(7)	(4)	3
GRAND TOTAL	\$ 14,883,997.77	\$ 20,784,167.64	\$ 5,900,169.87	89	98	9	\$ 157,511,319.82	\$ 139,808,730.18	\$ (17,702,589.64)	556	540	(16)
PERCENTAGE CHANGE:		DOLLARS NOV 2004 to 2005 39.64%		NUMBERS NOV 2004 to 2005 10.11%			TOTAL DOLLARS FY 04/05 to FY 05/06 -11.24%		TOTAL NUMBERS FY 04/05 to FY 05/06 -2.88%			

Notes : This report no longer includes Scholarship, Fellowship, State Legislative Research, or IOT/FIOT funds.  
 : The College of Family Life and The College of Natural Resources were re-organized in FY2001/2002  
 : Beginning in FY 2004/2005 the USURF Projects have all been removed from the individual college's and have been placed in the USURF line on this report.

## Selected List of Proposals Over \$1,000,000 from 11-01-2005 to 11-30-2005

\* FILTER(S) APPLIED: DBA: SDL; DBA: FSP; DBA: USURF; DBA: SDL/TRL; DBA: URI; DBA: NONE; DBA: USU; DBA: BSL; DBA: WDL; DBA: TCO

### Proposal # 1: Revision

Control Number	05S112	Agency	\$1,435,497.00
Funding Agency	US OFFICE OF NAVAL RESEARCH	USU	\$ .00
Department	ELECTRICAL & COMPUTER ENGINEERING	Other	\$ .00
College	COLLEGE OF ENGINEERING	Total	\$1,435,497.00
Research Center	USU RESEARCH FOUNDATION		
Type of Proposal	RESEARCH-APPLIED		
Principal Investigator	ROBERT PACK		
Period of Performance	11-01-2005 to 10-31-2007		
Proposal Date	11-08-2005		
Program Name	NET-CENTRIC MOBILE SENSOR LAB		
Statement	THIS PROJECT WILL BENEFIT THE PUBLIC THROUGH THE DEVELOPMENT OF A NET-CENTRIC MOBILE SENSOR LAB THAT WILL BEGIN A SERIES OF RELATIVELY LOW-COST EXPERIMENTS WITH MULTI-SENSOR SUITES OF THE MOST COMMONLY REQUIRED SENSORS IN A TACTICAL ENVIRONMENT. INTEGRATING EXISTING NAVAIR LASER AND SCANNER TECHNOLOGY INTO THE LAB VIA A NEW EYE-SAFE LADAR SENSOR, WHICH WILL PROVIDE A STATE OF THE ART VAN-DEPLOYABLE LADAR AROUND WHICH OTHER SENSORS CAN BE INTEGRATED IN SUPPORT OF EXISTING PROGRAMS, AND WILL GAIN CONFIDENCE IN MULTI-MODE SENSOR DATA COLLECTION AND FUSION ON A MOBILE PLATFORM.		

### Proposal # 2: Augmentation

Control Number	061162	Agency	\$1,500,000.00
Funding Agency	HEWLETT FOUNDATION	USU	\$ .00
Department	INSTRUCTIONAL TECHNOLOGY	Other	\$ .00
College	COLLEGE OF EDUCATION AND HUMAN SERVICES	Total	\$1,500,000.00
Research Center	UNIVERSITY RESEARCH & TRAINING		
Type of Proposal	RESEARCH-APPLIED		
Principal Investigator	DAVID WILEY		
Period of Performance	07-01-2005 to 12-31-2006		
Proposal Date	11-21-2005		
Program Name	STIMULATING THE DEVELOPMENT AND EFFECTIVE USE OF OPEN EDUCATIONAL RESOURCES		
Statement	THIS PROPOSAL OUTLINES THREE CLOSELY INTERRELATED PROJECTS: EDUCOMMONS, AND OPENCOURSEWARE MANAGEMENT SYSTEM; USU OPENCOURSEWARE PROVIDES OPEN ACCES TO MATERIALS USED IN COURSES AT UTAH STATE UNIVERSITY, AND OPEN LEARNING SUPPORT IS SOFTWARE THAT ENABES INFORMAL LEARNING GROUPS TO FORM AROUND EXISTING COLLECTIONS OF OPEN CONTENT.		

### Proposal # 3: New

Control Number	061248	Agency	\$1,144,609.00
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Funding Agency	UNIVERSITY OF UTAH	USU	\$ .00
Department	CENTER FOR ATMOS. & SPACE SCIENCES	Other	\$ .00
College	COLLEGE OF SCIENCE	Total	\$1,144,609.00
Research Center	CENTER FOR ATMOS. & SPACE SCIENCES		
Type of Proposal	RESEARCH-BASIC		
Principal Investigator	VINCENT WICKWAR		
Period of Performance	05-01-2006 to 04-30-2009		
Proposal Date	11-04-2005		
Program Name	ATMOSPHERE MONITORING FOR THE COSMIC RAY TELESCOPE ARRAY		
Statement	THE UNIVERSITY OF UTAH, WITH THE JAPANESE, ARE BUILDING COSMIC RAY OBSERVATORY NEAR DELTA, UT, TO INVESTIGATE THE ORIGINS OF THE UNIVERSE. WHEN COSMIC RAYS ENTER THE ATMOSPHERE THEY CREATE A SHOWER OF LIGHT. WE WILL ACCURATELY MEASURE THE INTENSITY OF THIS LIGHT TO DETERMINE AND MITIGATE ADVERSE ATMOSPHERIC EFFECTS.		

**Proposal # 4: New**

Control Number	061345	Agency	\$2,413,543.00
Funding Agency	NATIONAL AERONAUTICS & SPACE ADMINISTRATION	USU	\$ .00
Department	PHYSICS	Other	\$ .00
College	COLLEGE OF SCIENCE	Total	\$2,413,543.00
Research Center	CENTER FOR ATMOS. & SPACE SCIENCES		
Type of Proposal	RESEARCH-BASIC		
Principal Investigator	ROBERT SCHUNK		
Period of Performance	06-01-2006 to 05-31-2011		
Proposal Date	11-30-2005		
Program Name	SUITE OF SPACE WEATHER MODELS FOR THE COUPLED M-I SYSTEM		
Statement	WE PROPOSE TO CONSTRUCT A COMPREHENSIVE MODEL OF THE MAGNETOSPHERE-IONOSPHERE SYSTEM BY UPGRADING AND COUPLING ALREADY EXISTING PHYSICS-BASED GLOBAL MODELS OF THE NEAR-EARTH SPACE ENVIRONMENT TO IMPROVE OUR UNDERSTANDING OF SPACE WEATHER AND ITS IMPACT ON COMMONLY-USED SYSTEMS ON EARTH SUCH AS OVER-THE-HORIZON RADAR AND GPS SYSTEMS.		

<b>Agency Total</b>	<b>\$6,493,649.00</b>
<b>USU Total</b>	<b>\$ .00</b>
<b>Other Total</b>	<b>\$ .00</b>
<b>Grand Total</b>	<b>\$6,493,649.00</b>

\* 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 Laurie Littledike: Laurie.Littledike@usurf.usu.edu.

# Action Agenda

**ACTION AGENDA  
JANUARY 27, 2006**

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27 January 2006

ITEM FOR ACTION

RE: Amended Travel Policy

The proposed amendment to the travel and institutional advancement policy included herein is presented to the Board of Trustees for action. The amendment has received appropriate administrative approval.

EXECUTIVE SUMMARY

The current travel and institutional advancement policy was approved by the Board of Trustees on 1 July 2000 and amended on 20 May 2005. The following amendment to the policy, as previously approved, is being recommended:

1. To change the policy name from Travel and Institutional Advancement Policy to "Travel Policy."
2. All Institutional Advancement activities are now covered under the "Meals and Entertainment Policy."
3. To allow mileage rates to be changed as necessary to respond to fuel price variations.

This recommended amendment has been reviewed and approved by the University's Executive Committee.

RECOMMENDATION

The President and the Vice President for Business and Finance recommend the approval by the Utah State University Board of Trustees of the amendment to the Travel Policy.



RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

*WHEREAS*, The Utah State University Board of Trustees adopted the current travel and institutional advancement policy for Utah State University on 1 July 2000 and amended on 20 May 2005, and

*WHEREAS*, The policy name has been approved to change to "Travel Policy."

*WHEREAS*, The amendments to the travel and institutional advancement policy have received appropriate administrative review, and

*WHEREAS*, The President and Vice President for Business & Finance recommend approval of the amendments to the travel and institutional advancement policy;

*NOW, THEREFORE, BE IT RESOLVED*, That the Utah State Board of Trustees hereby approves the amendments to the Utah State University Travel Policy.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

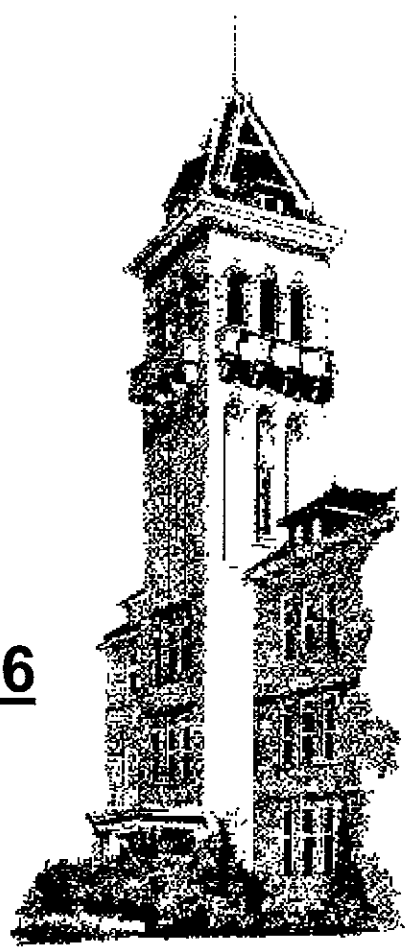
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Date

# **TRAVEL AND INSTITUTIONAL ADVANCEMENT POLICY**

**DRAFT**

**REVISED**

**20 MAY 2005**  
**27 JANUARY 2006**



**UTAH STATE UNIVERSITY**  
**TRAVEL AND INSTITUTIONAL ADVANCEMENT POLICY**  
 Revised ~~20 May~~ 27 January 2006 ~~2005~~

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UTAH STATE UNIVERSITY  
TRAVEL AND INSTITUTIONAL ADVANCEMENT POLICY  
Revised ~~27 January 2006~~ ~~20 May 2005~~

I. TRAVEL AUTHORIZATION

All University travel must be supported by a properly completed "Travel Authorization" (TA) form except for travel utilizing departmental vehicles. These forms are available at Central Distribution or the Controller's Office, Travel Department. The first three sections of the TA should be completed before commencement of travel. Section 4 of the form should be completed upon termination of travel status.

A. Travel Authorization - Initial Approval Process

1. Traveler must obtain approval from the account administrator for each account that will be charged.
2. A traveler may not approve his or her own travel authorization, but must obtain the approval of his or her Department Head, Dean or Director, Vice President, Provost, or President, as appropriate. Approval level must be at least one supervisory level above the traveler.
3. Travel authorizations should be routed as follows:  
(See section I.B. below for TAs requesting advances.)
  - a. In-state travel TAs should be submitted to the Controller's Office, Travel Department, prior to travel only when an advance of travel fund is required, or if commercial airline tickets are to be acquired by the University. Otherwise, TAs should be submitted after completion of the travel.
  - b. Out-of-state travel TAs on state funds should be submitted to the Dean or Director and the Vice President, or Provost, or President's Office as appropriate for approval at least seven (7) days in advance of the proposed start of travel.
  - c. International travel TAs require special approval before commencement of travel (See section III).
4. The travel authorization form should be completed for a single trip. Incidental mileage for a monthly period may be submitted on a single TA. Only travel costs as defined in this policy associated with the individual or group's trip should be reported on a TA. ~~All non-travel costs associated with a trip should be reported on the Institutional Advancement Reimbursement Form (refer to Section II.C.2.d and IV).~~

## B. Advance of Travel Funds

A traveler may request an advance of travel funds by indicating on the TA the amount and date of advance desired, and preference as to USU check or Traveler's Cheques. All salaried employees may obtain a corporate travel card for University travel from the Controller's Office. This card may be used to obtain the cash advance required for the trip. Traveler's Cheques are available immediately upon approval of the advance. USU checks will be available two to three days after approval of the advance. Travel advances will not be given to a traveler who has an amount outstanding on a previous advance of greater than 60 days after the return date. For advances not cleared within 90 days of the return, the traveler will be sent a letter by certified mail stating that if the advance is not cleared within five (5) days after receipt of the letter, the advance amount will be deducted from his/her pay check. Advances will not be available until 30 days before departure.

1. The amount of advance should not exceed:
  - a. Eighty percent (80%) of the per diem and estimated miscellaneous expenses or eighty percent (80%) of the estimated actual costs for lodging, meals, and miscellaneous expenses; plus
  - b. One hundred percent (100%) of allowance for mileage for personal automobile or coach airfare rate, if that election is made and approved for out-of-state travel; or
  - c. Cost of plane fare, if under unusual circumstances the traveler must purchase his or her own ticket for air travel.

## C. Settlement of Travel Authorization

1. The traveler is responsible for completing the "Travel Cost Reimbursement" and the "Reimbursement Request Summary" (Section 4) of the TA within ten (10) days after the trip is completed. Specific instructions for completing the TA are found on the reverse side of the TA form. Preferably, when reimbursement of actual costs is approved, the "Summary of Travel Costs" form, or a similar summary report along with the appropriate receipts, should accompany the completed travel authorization to support Section 4. This form is available at the Travel Department of the Controller's Office.
2. Travel advances will be deducted from the total reimbursable travel expenses, and a check for the net amount due the traveler will be made if the amount exceeds \$10. If the net reimbursable amount is under \$10, it will be paid in cash at the Controller's Office Cashier's window.
3. In the event the advance exceeds the amount of expenses incurred, the traveler is required to reimburse USU (Controller's Office) the amount of the excess advance. To determine the amount of the excess advance, complete section 4 of the TA, deduct the amount advanced from the summary of actual costs incurred, and return any

excess advance with the TA to the Travel Department of the Controller's Office.

D. Same Day Trips and Costs for Departmental Vehicles

For trips that begin and end the same day, reimbursement for mileage and meals should be submitted on the TA. These costs are deemed to be operating costs, not travel, and therefore should be coded to account code 711500subcode 7070 and not to 7503006110. Costs for departmental vehicles are also deemed to be operating costs, not travel, and therefore should be coded to account code 711500subcode 7070 and not to 7503006110.

II. ALLOWABLE TRAVEL COSTS

The determination and authorization of travel, as appropriate and necessary for University objectives, is the responsibility of the department head or other account administrator immediately involved. The authorization of the reimbursement to the traveler is the responsibility of the supervisor of the traveler. This supervisor must be at least one level above the traveler. The preparer of the travel reimbursement will assist the authorizer to comply with this policy. The traveler is certifying with signature that all expenses are correct and incurred in performance of University-related business. This entails, in addition to determining that the travel is appropriate and necessary, that the mode of travel and the cost thereof, as well as related costs of food and lodging, are appropriate and reasonable in terms of the stated purpose of the travel and are in compliance with this travel policy. Consideration should always be given to achieving the purpose of the travel in the most economical and efficient manner. Only costs incurred in appropriately authorized University (business) travel are allowable. The mode of transportation and the basis of reimbursement for food and lodging, i.e., per diem or actual costs, must be appropriately approved and documented by a TA. Other specific restrictions are as follows.

A. Transportation

1. Private Automobile

- a. Automobile Insurance – When using your private automobile, your personal automobile insurance will be the primary insurance coverage. The University's automobile insurance will only be effective after your personal insurance has been fully exhausted.
- b. Authorization - Motor pool vehicles are required when traveling for university business. There are a few exceptions to the motor pool vehicle requirement. When traveling under one of the exceptions; the trip authorizer should sign off and authorize the exception prior to the trip. The only exceptions are:
  - No motor pool vehicle was available.
  - The trip was for the sole purpose of traveling to the airport, and a motor pool car would have been parked for an extended period of time.
  - The trip included non-university related business.
  - The total university business related trip mileage (mileage claimed for

reimbursement) is less than 180 miles.

Whenever possible, staff members are encouraged to travel together and submit one claim for reimbursement.

- c. Mileage Guide- Reimbursement for use of a privately owned automobile will be based on mileage computed from the latest Standard Highway Mileage Guide, and will be limited to the most economical usually traveled routes.
- d. Reimbursement Rate – The University’s posted mileage rate will be updated upon a change in the Internal Revenue Service rate and is calculated based on their rate July 1 of each year and is calculated based upon the Internal Revenue Services’ mileage reimbursement rate. Travelers who meet one of the approved exceptions will be reimbursed at the currently posted mileage reimbursement rate for each mile actually traveled on official business unless the traveler and the department head agree to other arrangements. The current mileage reimbursement rate can found by visiting <http://controller.usu.edu/travel/notifications/milerate05.htm>. This is all-inclusive, and expenses such as parking, storage, traffic violations, etc., will not be reimbursed. However, reimbursement is available for parking expenditures incurred when traveling by air (see section II.D.1).

Should a university employee use a personal vehicle in the conduct of university business without meeting one of the allowed exceptions, that employee shall forfeit the reimbursement for use of the personal vehicle.

If the traveler is receiving a transportation allowance benefit as a basis for employment, this benefit will cover all the costs of operating the private automobile for business purposes. There will be no additional reimbursement for mileage incurred.

If the traveler has been provided a vehicle upon employment at the University and is required to personally pay all of the operating costs of the vehicle, reimbursement will be at the rate of twelve cents (12¢) per mile for all business miles, the rate currently approved by the Administration and IRS guidelines for out-of-pocket expenses. The University will also include as personal income reported to the IRS the total of all personal miles driven computed as the difference of the University rate and the out-of-pocket rate of twelve (12¢) per mile.

- e. Vicinity Travel - It is necessary to identify vicinity travel separately from mileage between points of travel when reimbursement is being claimed for vicinity travel. Vicinity travel in metropolitan areas which exceeds 50 miles per day should be detailed. When the TA covers vicinity travel of more than one day, each day of travel should be detailed in the “Travel Cost Reimbursement” section of the TA, or summarized there with detail attached. Supplemental travel forms are available at the Travel Department for this purpose.

- f. Automobile at Airfare Rate - When the travel is out-of-state, and the traveler elects to drive his or her own car the entire trip in lieu of using commercial carrier, reimbursement will be at the approved allowable mileage rate or the applicable coach rate, whichever is lower, plus the standard reimbursement for travel to the Salt Lake City International Airport.
- g. Standard Reimbursement to Airport - A traveler is reimbursed for mileage to and from Salt Lake City International Airport on the basis of one round trip per authorization (166 miles).

## 2. Motor Pool and Department Vehicles

- a. Reservations - Motor Pool vehicles should be requested on a per-trip basis. Vehicles may be obtained by submitting the Motor Pool copy of the TA and making arrangements with the Motor Pool as early as possible.
- b. Speed Restrictions - A State Executive Order directs each State employee using a state-owned road vehicle not to exceed the posted speed limit. Reported violations are thoroughly reviewed, and appropriate action is taken by the University administration.
- c. Personal Use - University vehicles are not to be driven for personal use unless such use is approved by an employee's department head, dean, or vice president, as applicable. (See Executive Memorandum No. 86-4 regarding personal use of University vehicles.)
- d. Costs for departmental vehicles are deemed to be operating costs, not travel, and therefore should be coded to account code 711500 ~~subcode 7070~~ and not to 7503006110.

## 3. Rental Cars

- a. Authorization - The need for the use of rental cars should be determined by the nature of the circumstances. Rental vehicles should be utilized on official University business when such use expedites travel schedules and facilitates the accomplishment of the individual's work assignments.
- b. Discounts - Particular attention should be given to economize on the rental rates. The traveler should ask for an institutional or corporate discount. The State of Utah has entered into an auto rental agreement with specific car rental agencies. Agency names and contract numbers can be obtained from the Controller's Office, Travel Department. These discounts are available for all University travel. Rental car agencies may change from time to time and notification will be provided as to the current carriers.
- c. Insurance Coverage - Pre-contracted liability and physical damage insurance is



available for vehicles rented from certain car rental agencies, if the traveler uses the appropriate Corporate Contract Number and pays the pre-negotiated rates. As these rental contracts are negotiated periodically, travelers should make sure they have the relevant information for the current year. For detailed information about contracts and insurance coverages, contact Risk Management Services. For detailed information about rental car rates and available services, please contact the Travel Office.

#### 4. Commercial Aircraft

- a. Class Restriction - Reimbursable air transportation costs are limited to those fares less than first class. If special and reduced fares are available, they should be secured. Employees making reservations for out-of-state travel should request the least expensive airfare available at the time reservations are made. State contracted airfares may be available at the travel agencies. You should request these airfare rates when contacting the agency. Stays over a Saturday night can reduce the cost of airfare significantly. When determining the least expensive airfare, you should also consider the additional lodging, meals, and incidentals for the extra days required by the Saturday night stay.
- b. Travel Agencies - Travelers are encouraged to purchase tickets from any local travel agency. However, they should not pay cash for their tickets. Travel agencies will bill the USU Travel Department for the ticket charges. If, under unusual circumstances, there is a need for travelers to purchase their own airline tickets, they may request an advance of funds to do so via a TA. The traveler's copy of the travel ticket will be required for reimbursement.

**A travel authorization number is required to be delivered to the travel agency before the travel agency can issue airline tickets.** The agency will indicate when the tickets can be picked up, or in most cases, when they will deliver the tickets to the traveler. A properly executed travel authorization should be forwarded to the Controller's Office within **14 days** of the date of purchase of the ticket. If a travel authorization is not received as prescribed, the Controller's Office will charge airfare to a departmental Education & General account or other available account.

- c. Special Coupons or Discount Tickets - If they may be utilized for University travel, special coupons or discount promotion tickets received by a traveler should be submitted to the applicable department head as soon as possible so that they might be utilized for departmental travel. Similarly, any cash refund or credit received by a traveler for ticket purchases should be submitted to the department to offset the expense reported on the TA.

#### 5. Private Aircraft

- a. Authorization - The use of a private aircraft on official University business may be authorized if the traveler elects, and it is determined by the applicable

supervising administrator not to be disadvantageous to the University or purpose of the trip.

- b. Insurance Coverage - Private aircraft owners opting to fly their aircraft on University business must have their own liability insurance. This insurance coverage should be at least \$1,000,000 per occurrence and name the University as an Additional Insured for such flights.

The employee's life insurance accidental death benefit (two times regular rate) is not applicable for accidents in private aircraft; however, the regular life insurance is in effect for all employees (pilots and passengers).

- c. Reimbursement Rate - Reimbursement for private airplane travel will be at the rate of:

Ten cents (\$0.10) higher than the private auto rate ~~Thirty five cents (35¢)~~ per mile for one person  
Fifteen cents (\$0.15) higher than the private auto rate ~~Forty cents (40¢)~~ per mile for two or more persons

Mileage will be computed from the latest Standard Nautical Mileage Guide, or highway mileage if the nautical mileage is not listed.

## B. Lodging

Lodging will be reimbursed for the actual cost of lodging incurred.

## C. Food

### 1. Reimbursement for Actual Costs

When reimbursement for actual costs is requested by the traveler and approved by his or her supervising administrator, meals will be reimbursed based on actual costs as supported by receipts. When claiming reimbursement for actual meal costs, please complete the "Summary of Travel Costs" form. When claiming per diem for meals, the Summary of Travel Costs form may be required by the department. A "Summary of Travel Costs" form is available in the Travel Department for this purpose. When claiming reimbursement for the actual cost for meals, a receipt must be presented for the particular meal being claimed as actual. The other meals that day may be claimed as per diem amounts.

Charges for alcohol may not be paid from state appropriated funds or federal funds.

### 2. Reimbursement on Per Diem Basis

#### a. In-State Travel

- (1) Reimbursement Rates - The per diem amount will be \$28.

(2) Partial Days - Partial days per diem for in-state travel is computed as follows:

Allowance up to 24 continuous hours

11 to 14	One Meal
Over 14 to 18	Two Meals
Over 18 to 24	Three Meals

Allowance in excess of 24 continuous hours

6 to 11	One Meal
Over 11 to 14	Two meals
Over 14 to 24	Three meals

The meal per diem is as shown below. The dinner meal allowance is authorized only when the return time is later than 8:00 p.m.

Breakfast	\$ 7
Lunch	8
Dinner	<u>13</u>
Total	<u>\$28</u>

b. Out-of-State Travel

(1) Reimbursement Rates - The standard maximum per diem is \$28 per day except in high rate metropolitan areas (See appendix A) where the per diem is \$36 per day.

(2) <u>Low Rate per diem</u>		<u>High Rate per diem</u>	
Breakfast	\$ 7	Breakfast	\$ 9
Lunch	8	Lunch	10
Dinner	<u>13</u>	Dinner	<u>17</u>
Total	<u>\$28</u>	Total	<u>\$36</u>

(3) Partial Days - Out-of-State per diem computation for partial days is as follows:

Allowance up to 24 continuous hours

11 to 14	One Meal
Over 14 to 18	Two Meals
Over 18 to 24	Three Meals

Allowance in excess of 24 continuous hours

6 to 11	One Meal
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Over 11 to 14	Two meals
Over 14 to 24	Three meals

If the election is made to be reimbursed for actual costs, the above partial per diems are not applicable.

c. Time Period

(1) Normal

Per diem begins at the time of departure from home station and ends at the time of return to that station.

(2) Travel by Automobile Required

If an automobile is the only mode of travel possible to fulfill authorized objectives of the trip and/or serve the best interest of the University, per diem will be paid from the time of departure from and return to home station. The reason for the necessity of automobile travel must be indicated on the TA or attached documentation.

(3) Travel by Automobile Requested

If the travel is out-of-state, and the mode of travel elected by the traveler is by private or Motor Pool automobile rather than commercial aircraft, and less than three authorized University travelers share the vehicle, per diem will normally be computed on the time it would have taken if the travel had been by commercial airline. In addition, when a request for out-of-state travel by private automobile is authorized for less than three University employees, the employee(s) will be charged annual leave for the normal working hours required to travel to and from destination in excess of normal flight time.

Although this is the policy for most situations, the unique circumstances of each trip must be considered by the authorizing account administrator to ensure that the interests of the University are best served by its application. Any exception requested should be so noted on the TA and must be approved by the President, Provost, appropriate Vice President, or Dean.~~appropriate Vice President, Provost, or President.~~

d. Registration Fees, and Banquets, and Institutional Advancement of University Guests

Payments for registration fees, banquet fees, or other conference fees normally paid in advance should be submitted on a requisition to Purchasing Services for

advance payment. However, these fees will be reimbursed on a TA if they are not previously paid on a requisition.

~~Costs associated with institutional advancement activities with University guests should be submitted for reimbursement on the Institutional Advancement Reimbursement form. These costs should not be submitted on the TA but will be separately reimbursed.~~

The value of any meals included in the registration fee will be deducted from the applicable per diem allowance. The deduction for meals will be \$7, \$8, and \$13 for breakfast, lunch, and dinner, respectively, regardless of the value indicated on the registration brochure.

e. Camping Out

Individuals who must camp out as part of their job assignment will receive a per diem allowance of \$35 per day, based on the following for partial day considerations:

Breakfast	\$5
Lunch	\$6
Dinner	\$8
Sleeping Accommodations	\$16

D. Other Allowable Costs

1. Airport Parking - When using on- or off-airport parking facilities for official University business, the basis for reimbursement is at the prevailing rate at the airport parking lot. Long-term parking facilities should be used when appropriate. A receipt is required to obtain reimbursement.
2. Telephone, Taxi, Etc. - All University business related phone calls on a trip and **one** safe arrival phone call may be reimbursed on the TA. Documentation of business purpose and person called is required. All non-trip related phone calls should be submitted on a check request ~~the Institutional Advancement Reimbursement form~~ identifying the business purpose and person called. Miscellaneous expenses not included in the per diem allowance should be itemized in chronological order, and the business purpose explained on the TA or attached sheet. Individual transactions of fifteen dollars (\$15) or more must be supported by an original receipt. Credit card receipts are not acceptable.
3. ATM Fees - All fees associated with the use of the University's corporate travel card to obtain a cash advance will be reimbursed to the traveler.

### III. INTERNATIONAL (FOREIGN) TRAVEL

All travel outside of the United States is subject to the following policy insofar as it does not contradict the provisions of the specific contracts and grants. Circumstances and transactions resulting from international travel that are not covered by USU travel policy and/or updates will be reviewed by the Controller's Office, Travel Department, using the U.S. Department of State regulations as a guide. Any proposed deviations from this policy are to be specifically identified when the TA is submitted for approval. The deviation(s) should be explained in an attached letter submitted with the TA.

#### A. Travel Authorization (TA)

1. Written approval by the sponsoring agency is required prior to initiation of the TA for all international travel using federal funds.
2. All international TAs should be submitted for USU administrative approval, as indicated on the TA, seven (7) days in advance of the proposed start of travel. TAs involving international travel on contract and grant funds should be routed through the Sponsored Programs Contract/Grant Office, and TAs on state funds should be submitted to the appropriate Vice President, Provost, or President's Office. Foreign in-country travel need not be approved by the Sponsored Programs Contract/Grant Office.
3. The TA should include an attached itinerary showing name of traveler, purpose of the travel, origin/destination, and dates of travel.

#### B. Advance of Travel Funds

Advances for international travel are governed by the USU travel advance policy (See Section I.B.).

#### C. Allowable Transportation Costs

1. All transportation costs shall be limited to those fares which are less than first class on commercially scheduled air travel by the most direct and/or expeditious route. Other necessary transportation required by efficiency or work requirements will be reimbursed at actual cost (reason for such requirements must be thoroughly documented). U.S. flag carriers should be used when possible. Usage of non-U.S. flag carriers on foreign travel on contract and grant accounts should be approved by the Sponsored Programs Contract/Grant Office before booking the flight. Private automobile travel to and from the Salt Lake International Airport will be computed as one round trip. Mileage will be paid only to one person when two or more authorized travelers travel in the same private automobile.

2. Personal excess baggage is allowed up to the total size and number of pounds of baggage regularly allowed for first-class travel. Excess baggage expense must be supported by a receipt. Any unused excess baggage credit or reimbursement received by the traveler must be returned to USU.

D. Per Diem Allowances

1. Calendar Day Unit

For the purpose of calculating per diem while on foreign travel status, the calendar day (midnight to midnight) will be the unit. For fractional parts of a day, at the commencement or end continuous travel, one-fourth of the rate for a calendar day will be allowed for each period of six (6) hours or fraction thereof. When a change in per diem rate is made during the day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of such quarter.

2. Per Diem En Route

As used below, the terms "exit" and "entry" points mean the last and first airports within the United States that are used during any particular trip.

- a. Travel Within the Continental United States

Per diem for the portion of travel on an international trip that takes place within the continental United States will be paid according to the following:

- (1) No Stopover - The maximum per diem rate per Federal Travel Regulations (currently \$50 per day) will be paid for all portions of international travel between the point at which such travel begins in the continental United States, and the point of exit from the continental United States, or vice versa, when there is no stopover in the continental United States.
- (2) Stopover - Per diem may be paid in accordance with Section II.C.2 (except the midnight to midnight calendar day unit will be used) for all portions of international travel between the point at which such travel begins in the continental United States and the point of exit from the continental United States, or vice versa, when a stopover in the continental United States is required to meet airline schedules or conduct University business.

- b. Travel Outside the Continental United States

Per diem for travel between exit or entry point in the continental United States and the assignment post, or between assignment posts, fits into one of the three following cases:

- (1) Same Day Travel (round trip) - The per diem rate is that of the place where the foreign travel begins (either the exit point in the continental United States or the assignment post);
- (2) En route Less than Six (6) Hours (not same day return) - The per diem rate is that of the destination (either the assignment post or the point of entry into the continental United States); and
- (3) En route Six (6) Hours or More (not same day return) - The per diem rate is \$6 per day from the exit point of the continental United States to the assignment post or vice versa. (Once the assignment post is reached, the per diem rate for that post is in effect.)

#### E. Per Diem Rates

Foreign per diem rates, regardless of fund sources, will be paid according to the amounts stated in the U.S. Department of State Travel Regulations as from time to time amended, except as may otherwise be restricted in the specific terms and conditions of a contract or grant. However, the same provision for reimbursement of actual costs applies as indicated in Section II.

#### F. Rest Stops

A rest period of up to twenty-four (24) hours may be authorized when air travel is less than first-class accommodations and the scheduled flight time (including stopovers to meet airline schedules) exceeds fourteen (14) hours by the most direct or usually traveled route. Per diem will be paid at the applicable rest site's rate. However, a rest stop shall not be authorized, nor per diem paid, when an employee elects for personal convenience to make a stopover or travel by an indirect route resulting in travel time in excess of fourteen (14) hours.

When personal leave of any kind is taken while an employee is traveling for University business, the exact hour of departure and return-to-duty status must be indicated on the TA. Per diem and other personal costs will not be allowed during leave of absence from official duty.

#### G. Settlement of Travel Authorization

1. Individual travel advances are to be settled within thirty (30) days after completion of the travel. This is imperative as travel costs cannot be charged to the individual contract, grant, or departmental accounts until the TA has been completed and sent to the Controller's Office, Travel Department, for processing.



2. Travel costs shall be identified to the appropriate project(s) or account number(s) by the traveler.
3. In order to be reimbursed for travel expenses, it is necessary to provide complete and accurate details of all travel expenses as follows:
  - a. A complete and actual itinerary indicating the hour of departure and arrival at each location in order to support the per diem claimed.
  - b. Daily miscellaneous expenses not included in the per diem allowance should be itemized in chronological order on the TA or attached sheet, if necessary. Individual transactions of fifteen dollars (\$15) or more must be supported by an original receipt.
  - c. Miscellaneous expense items should be reported in U.S. dollars with the applicable foreign exchange rate effective as of the date of purchase.

#### IV. Institutional Advancement Activities Reimbursement

##### A. Institutional Advancement Activities

Institutional Advancement Activities include activities engaged in by the department that cultivate or enhance the funding or image of the University, provide for the personal institutional advancement of staff members of the University, or assist in the recruitment and retention of qualified staff. These activities may include individuals outside the University.

##### B. Institutional Advancement Activities Costs

The determination of the appropriateness of the activity and the related costs is the responsibility of the department head or the supervisor of the individual incurring the expense. Consideration should always be given to achieving the purpose of the institutional advancement activity in the most economical and efficient manner. Charges for alcohol may not be paid from state appropriated funds or federal funds.

##### C. Institutional Advancement Activity Documentation

Documentation required by these activities is as follows: Business reason for the activity; the individuals involved in the activity, including their title and affiliation; and the dates of the activity. All costs should be supported by the actual receipts and listed by the provider, location, date, and amount of the expense. Additional information may be provided as it is deemed necessary.

##### D. Institutional Advancement Activity Certification

~~The employee and the employee's supervisor will certify with their signatures that the expenses were correct for the business reason indicated for the institutional advancement activity.~~

#### ~~E. Processing~~

~~Attach the Institutional Advancement Reimbursement form along with the receipts to a Check Request for reimbursement.~~

#### ~~V. SPOUSE PARTICIPATION~~

~~In certain University activities where there is a business-related purpose for spouse participation, the employee may be reimbursed for associated costs. As a general policy, University employees who elect to travel with spouses on University business are financially responsible for transportation and lodging that exceeds individual expenses incurred by the employee at single rates, as well as any meals not having a distinct business-related purpose.~~

DRAFT

## APPENDIX A — HIGH RATE PER DIEM METROPOLITAN AREAS

<u>KEY CITY</u>	<u>COUNTY AND OTHER DEFINED LOCATION</u>
California	
Los Angeles	Los Angeles, Kern, Orange, and Ventura Counties; Edwards Air Force Base; Naval Weapons Center and Ordnance Test Station, China Lake
San Francisco	San Francisco
District of Columbia	
Washington D.C.	Washington D.C.; the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland
Florida	
Key West	Monroe
Illinois	
Chicago	Du Page, Cook, and Lake
Maryland	
Columbia	Howard
Massachusetts	
Boston	Suffolk
Cambridge/Lowell	Middlesex
New Jersey	
Newark	Bergen, Essex, Hudson, Passic, and Union
New York	
New York City	The boroughs of Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties
White Plains	Westchester
Pennsylvania	
Chestor/Radnor	Delaware
Philadelphia	Philadelphia; city of Bala Cynwyd in Montgomery County

27 January 2006

**ITEM FOR ACTION**

RE: Proposed New University Meals and Entertainment Policy

The attached proposed new University Meals and Entertainment Policy is submitted to the Board of Trustees for approval. This policy has received the appropriate internal administrative review and approval.

**EXECUTIVE SUMMARY**

The proposed new University Meals and Entertainment Policy provides guidelines to the appropriate use of University funds when extending hospitality through meals and entertainment in the best interest of the University.

**RECOMMENDATION**

The President, Vice President for Business and Finance recommend that the Board of Trustees approve the new University Meals & Entertainment Policy to become effective immediately upon approval.

27 January 2006

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

*WHEREAS*, the University administration has proposed a new University Meals and Entertainment Policy to extend hospitality through meals and entertainment in the best interest of the University, and

*WHEREAS*, the administration and the President have reviewed and approved the proposed new Meals and Entertainment Policy and recommends its approval to the Utah State University Board of Trustees, and

*WHEREAS*, the Utah State University Board of Trustees has reviewed and given due consideration to the proposed University Meals and Entertainment Policy;

NOW, THEREFORE, BE IT RESOLVED, that the Utah State University Board of Trustees hereby approves the University Meals & Entertainment Policy as presented to be effective upon the date of this resolution.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

\_\_\_\_\_  
Date

## **Meals and Entertainment Policy**

There are occasions when extending hospitality through meals and entertainment is in the best interest of the University. To be reimbursable, these meals (either on or off-campus) and entertainment expenses must be essential to University business.

The University reimburses employees only for expenses that are related to the conduct of the University's business. We rely upon our employees to exercise restraint and good judgment in committing University funds.

### **1. Allowable Meal and Entertainment Expenses**

Expenses for entertainment and meals as entertainment must be ordinary and necessary and meet one of the following two tests.

#### **a. Directly-related Test**

To meet the directly-related test for meals and entertainment expenses, you must show that:

1. The main purpose of the combined business and entertainment was the active conduct of business,
2. You did engage in business with the person during the entertainment period, and
3. You have more than a general expectation of obtaining some benefit to the University.

Entertainment expenses generally are not considered directly related if you are not present or in situations where there are substantial distractions that generally prevent you from actively conducting business.

#### **b. Associated Test**

To meet the associated test for meals and entertainment expenses, you must show that the entertainment is:

1. Associated with the active conduct of University business, and
2. Directly before or after a substantial business discussion.

A business discussion will not be considered substantial unless you can show that you actively engaged in the discussion, meeting, negotiation, or other transaction to obtain some benefit to the University.

## **Tax Considerations**

Under Internal Revenue Service regulations (Publication 463), meal and entertainment expenses will be considered taxable income to you if you do not meet one of the tests noted above or if the expense is not substantiated with supporting documentation (see Documentation Requirements below).

## **2. Information on Specific Areas**

### **a. BEVERAGES/FOOD ITEMS**

Supplies of coffee, water, soda, juice and similar items may be purchased and provided to University guests.

### **b. APPRECIATION EVENTS**

Units may hold events during the year to show appreciation for employee efforts. The cost of the event should be reasonable. Approval of these events must be by one supervisory level above the department recognizing the employee.

### **c. RETIREMENT / SEPARATION FUNCTIONS**

Departments may hold a reception for employees retiring or separating from the University (one per employee). Reasonable expenditures are permitted. Approval of these events must be by one supervisory level above the department recognizing the employee.

### **d. HOLIDAY FUNCTIONS**

Holiday functions are permitted. The cost of such functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead (F&A).

### **e. ALCOHOL**

The purchase of alcohol is allowed upon approval of the Dean or Vice President. Charges for alcohol may not be paid from state appropriated funds or federal funds. Alcohol may not be purchased by using a purchasing card.

### **f. RETREATS and WORKSHOPS**

Beverages/refreshments (coffee, juice, soda, donuts, rolls etc.) for retreats and workshops are permissible. Meals may be provided when appropriate for the time and duration of the event.

**g. EMPLOYEE ONLY MEALS**

The cost of meals, where only USU employees are present, are generally not permitted. In situations where employees from multiple departments can only meet during a meal period it is permissible to charge the cost of the meal to University funds. Good judgment should be used when expending University funds in this manner.

The cost of individual meals to be reimbursed on a Travel Authorization does not apply here. The costs of those meals are reimbursable. However, group travel meals do fall under this policy and must have the Meals and Entertainment form completed.

Reimbursement will **not** be allowed when:

1. Two or more employees choose to go to lunch together to continue their business as an *incidental* part of the meal.
2. The meeting could have been scheduled during the normal course of business.
3. Business meals with faculty, staff, or other colleagues are frequent (occurring on a regular or routine basis) and reciprocal.

Such expenses are not allowable under this policy. Charges for these types of expenses on the University purchasing card must be reimbursed to the University. If not properly reimbursed, these will be considered taxable income.

**h. SPOUSE EXPENDITURES**

The entertainment expenses of the spouse of a guest, employee or the official host may be reimbursed as an *exceptional* expense provided such meals and entertainment serves a bona fide University business purpose. Participation in official functions that *require* the attendance of a spouse may be considered a bona fide business purpose. Fundraising events, alumni gatherings, community and recruiting events are examples of activities that may require the attendance of a spouse. Expenditures for spouse travel (meals, airfare, etc.) are generally not permitted.

**3. Documentation**

Business meals and entertainment expenses must be documented (substantiated) to meet requirements of the Internal Revenue Services regulations and prudent business practices. Documentation required by these activities is as follows: Business reason for the activity; the individuals involved in the activity, including their title and affiliation; and the dates of the activity. All costs should be supported by the itemized actual receipts (not just a credit card



receipt) and listed by the provider, location, date, and amount of the expense. Additional information may be provided as it is deemed necessary.

This documentation is required if the employee is requesting reimbursement or if the expense is charged to the University by a credit card or other method.

If the expense cannot be properly documented, the employee must bear the cost of the business meal and/or entertainment.

#### **4. Activity Certification**

The employee and one supervisory level above the employee will certify with their signatures that the expenses were correct for the business reason indicated for the activity. If this activity is an exception to this policy, then the Dean or Vice President must certify with their signatures giving their approval of the exception.

#### **5. Processing**

##### **a. Reimbursement**

If requesting reimbursement, attach the Meals and Entertainment form along with the receipts to a check request for reimbursement.

##### **b. Purchasing Card Transaction**

Any purchasing card transaction that includes items covered by this policy must have the Meals and Entertainment form attached to it and kept on file in the department.

##### **c. Requisition**

If a requisition includes items that are covered by this policy, then the Meals and Entertainment form must be forwarded to purchasing for the requisition to be processed.

#### **6. Exceptions**

There are occasions when it is in the University's best interest to make an exception to the above policy. In those cases, the Meals and Entertainment Expense form must be signed by the Dean or Vice President.

#### **7. University Providers**

Units are encouraged to consider University providers of meals and entertainment products and services.

# Strategic Agenda

**STRATEGIC AGENDA  
"ATHLETICS"  
JANUARY 27, 2006**

- I. The Western Athletics Conference in Review
- II. Fall Sports Review
- III. Academics Progress Rate and Graduation Success Rate
- IV. Romney Stadium Renovation Update
- V. Winter/Spring Sports Update
- VI. The Way Ahead

# Written Reports

# Academic Services

**AGENDA  
ACADEMIC/PROVOST  
JANUARY 27, 2006**

	<u>Page</u>
<u>Information Items</u>	
1. Events, Actions, or Issues	1
2. Faculty and Staff Activities and Achievements	3

## Office of the Provost

Name: Raymond T. Coward, Provost  
Telephone: 435.797.1167  
E-mail: [Raymond.Coward@usu.edu](mailto:Raymond.Coward@usu.edu)  
Date: 12 January 2008

### Events, Actions, or Issues since Last Trustees' Meeting

#### Graduate School

**December Commencement.** 19 PhD and 167 Masters candidates were hooded at the December '05 commencement. For comparison, last year there were 7 PhD and 136 Masters graduating mid-year. Including summer degree completions, 48 PhDs and 502 Masters have finished since May '05 commencement.

**Recruitment & Fall 2006 Applications.** Associate Dean Shelley Lindauer reports a total of seven recruitment events were attended during the fall 2005 semester and an eighth is planned for spring. This is the most participation in recruitment fairs by Utah State University in recent history. In addition, the Graduate School is providing recruitment funding to 19 departments another high. We have been encouraging departments to take advantage of recruitment resources and funding available from our office. At this time of year we have approximately 25% of the total graduate applications for next fall. Preliminary indications are that application numbers are at least at the same level as last year, if not a few percent higher. We will have firmer data of this type in the next report.

**Program Development.** On November 29, Interim Dean Smith, together with SDL Chief Scientist Gail Bingham and IT Department Head Byron Burnham met with NASA Associate Administrator Angela Diaz at NASA headquarters in Washington, D.C. The USU team presented a proposal for a unified approach to NASA educational funding of science and engineering programs to address projected workforce shortages in aerospace and related industries. Follow up discussions on the issue are planned.

#### Office of International Affairs

A delegation of nine administrators and scientists from the Dominican Republic were on campus November 2 - 12, 2005 to work with USU counterparts in the Center for Integrated BioSystems and the Department of Instructional Technology. This is in conjunction the Dominican Republic Phase III agreement which was signed at the Trustees Meeting in August.

The Office of International Affairs hosted Mr. Zhaobin ZHU, Vice-Mayor, Wanhushan Township, Shaanxi Province, China on November 14, 2005; a guest of the US Department of State from China. Mr. Zhu visited with the Department of Agricultural Systems Technology and Education, the Ecology Center and Utah State Extension to discuss working with rural communities in agriculture and business development and agricultural cooperatives.

International Week (November 14 - November 18, 2005) was held by the Office of International Students & Scholars (OISS) and Study Abroad. The week's events included speakers, panel discussions, and international film festival, and other cultural events and displays.

A delegation from International Affairs and the College of Business traveled to South America November 28 – December 2, 2005 where it visited the Universidad del Salvador in Buenos Aires, Argentina and the Pontificia Universidad Católica de Valparaíso in Viña del Mar, Chile, to establish study abroad and intensive Spanish language instruction opportunities for USU business students in these locations.

### **Affirmative Action / Equal Opportunity**

**Affirmative Action Program (AAP).** Working with the Office of Human Resources and the Analysis, Assessment and Accreditation Office, we are working on our annual AAP update. The two required documents look first at women and minorities with an additional document considering persons with disabilities and Vietnam-era veterans/disabled veterans. These documents are required by Executive Order 11246 (as amended) of all federal contractors with more than 50 employees and \$50,000 in government contracts.

The primary focus of the AAP is on women and minorities. The Office of Federal Contract Compliance Programs (OFCCP) - that agency that enforces Executive Order 11246 - indicates that an AAP is "more than a paperwork exercise." It is to be used as "a management tool designed to ensure equal employment opportunity." Several quantitative analyses are conducted to determine if USU is employing women and minorities with respect to their proportional representation in the labor force. These include:

- Workforce Analysis (Organizational Profile), which analyzes women and minorities by unit (Academic College and Vice President organization), job titles and salary.
- Job Group Analysis, which looks at women and minority representation by specific job groups defined by the University.
- Availability Analysis, which documents the availability of women and minorities who could potentially be employed in specific job categories (i.e., those either holding specific jobs or, in the case of faculty, those attaining specific terminal degrees) and by specific geographical areas.
- Utilization Analysis, which analyzes the utilization of women and minorities in specific job groups at USU, with respect to availability in the labor force. When USU employs less than 80% of women and minorities who are available for specific job groups, then the incumbency is considered less than the estimated availability. This state (incumbency less than availability) does not necessarily constitute discrimination, but guides future goals and actions to enhance the diversity of the workforce.
- Placement Goals, which represent the availability percentage of women and minorities in a specific job group. When the incumbency is less than the estimated availability, USU is required to develop these goals which are "targets reasonably attained by means of applying every good faith effort to make all aspects of the entire affirmative action program work."

The AA/EO Office will present the AAP to the President for signature by the end of January and will continue to work with leadership, search committees, the Office of Human Resources, and all other appropriate groups, to continue to enhance the diversity at USU.

**Upcoming Actions.** Requests for nominations for the 13<sup>th</sup> Annual USU Diversity Awards will be sent out in late January or early February.



27 January 2006

**ITEM FOR INFORMATION**

**RE:** Faculty and Staff Activities and Achievements

The attached report of faculty and staff activities and achievements are submitted to the Trustees for information.

**EXECUTIVE SUMMARY**

Faculty and staff receive invitations to participate in a variety of conferences, workshops, seminars, performances, and competitions at regional national, and international levels. Formal presentations are made in most cases. Faculty have submitted proposals and received grants from many private foundations and public agencies. The results of their research have been published in scholarly journals, proceedings and collections. Particularly noteworthy contributions and awards or published books are presented to the Trustees for information. More complete compilations of faculty and staff activities and achievements are available from the Office of the Provost.

## AWARDS AND HONORS

### College of Education and Human Services

- **Jean M. Lown** (Department of Family, Consumer, and Human Development) & Lance Palmer (Ph.D 2004 in FCHD) received the Outstanding Journal Paper Award from the Association for Financial Counseling and Planning Education on November 18, 2005 for "Long term care insurance purchases: An alternative approach" (Published in the journal: Financial Counseling and Planning).
- **David Wiley**. (Department of Instructional Technology). Appointed as a fellow at the Center for Internet and Society at Stanford Law School. September 2005.

### College of Humanities, Arts and Social Sciences

- **Susan Dudash**, Department of Languages, Philosophy and Speech Communication, College of Humanities, Arts, & Social Sciences, as Assistant professor in French and Director of the Medieval and Early Modern Studies Program, awarded Advisor of the Year for the Department of Languages, Philosophy and Speech Communication. December, 2005.
- **Artemis Preeshl**, Department of Theatre Arts, College of Humanities, Arts, & Social Sciences, Received \$2,000 for the Dee Visiting Scholar Award to present workshops and a lecture-performance of NEA award-winning choreographer, Maida Withers, in the new Performance Hall at Utah State University in February, 2006.
- **Elaine Thatcher**, Mountain West Center for Regional Studies and **Bruce Saperston**, Department of MUSIC, both of the College of Humanities, Arts, & Social Sciences were awarded the Utah Humanities Council Merit Award for the upcoming Mountain West Songfest (June, 2006), DECEMBER 16, 2005.

## CONTRACTS AND GRANTS

### College of Business

- Letty Workman, BIS PhD student, received the 2005-06 UVSC Presidential Scholar Award allowing her to conduct research on "Enhancing Student Understanding and Scholarship through Service Learning". This research grant will provide the funding needed to develop and support student and faculty research through service learning projects in courses offered by the UVSC School of Business.

### College of Humanities, Arts and Social Sciences

- **Evelyn Funda**, Department of English, College of Humanities, Arts, & Social Sciences, November 1, 2005; Was awarded the "Utah Humanities Council's Albert J. Colton Fellowship for Work of National or International Significance" for studying the literary depiction of women working in agriculture.
- **Artemis Preeshl**, Department of Theatre Arts, College of Humanities, Arts, & Social Sciences, Received an \$800 grant from the Women and Gender Research Institute to research the integration of music and comedy in Italian theater and opera at the International Centre for the Research of the Actor in Rome, in June, 2006.
- **Elaine Thatcher**, Mountain West Center for Regional Studies, and **Norm Jones**, Department of History and Religious Studies Program, both of the College of Humanities, Arts, & Social Sciences, were awarded a \$10,000 grant by the Ford Foundation as a part of its Difficult Dialogues initiative.
- **Elaine Thatcher**, Mountain West Center for Regional Studies, College of Humanities, Arts, & Social Sciences, \$2,500 granted by the Utah Arts Council for the Mountain West Songfest in June 2006, notified December 2005.
- **Elaine Thatcher**, Mountain West Center for Regional Studies, College of Humanities, Arts, & Social Sciences, a grant of \$5,000 from the Utah Humanities Council to help fund the Native American content of the Mountain West Songfest & Symposium in June 2006, notified November, 2005.

## PUBLICATIONS

### Books

### College of Education and Human Services

- McCrudden, M. T., Schraw, G., **Steve Lehman**, & Poliquin, A. (Department of Psychology). (in press). The effect of causal diagrams on text learning. Contemporary Educational Psychology.

### College of Humanities, Arts and Social Sciences

- **Michael Christiansen**, Department of Music, College of Humanities, Arts, & Social Sciences, *Fingerboard Theory for Guitar*, a comprehensive music theory text for guitarists, pub. Mel Bay Publications Inc., Nov. 2005.

- **Michael Christiansen**, Department of Music, College of Humanities, Arts, & Social Sciences, *Bossa Nova and Samba for Guitar*, a bossa nova and samba method book for guitarists, presenting accompaniment and solo techniques in these Latin styles, pub. Mel Bay Publications, Inc., Dec. 1, 2005
- **Richley Crapo and Bonnie Glass-Coffin**, Department of Sociology, Social Work and Anthropology, College of Humanities, Arts, & Social Sciences, *Anonimo Mexicano*: This is an annotated translation of an Aztec manuscript dated CA AD 1600 with other early Spanish manuscripts. This is the first English translation of this important document. Published December 2005.
- **Brock Dethier**, Department of English, College of Humanities, Arts and Social Sciences, November 2005; Published a book, *First Time Up: An Insider's Guide for New Composition Teachers* (Logan, UT: USU Press).
- **Steven Simms**. Department of Sociology, Social Work and Anthropology, College of Humanities, Arts, & Social Sciences, Publication of research *Ceramics from Camels Back Cave and Mobility in Farmer-Forager Systems in the Eastern Great Basin*. With J. Bright and A. Ugan. In *The Archaeology of Camels Back Cave/* by D. Schmitt and D. Madsen. University of Utah Anthropological Papers 125. University of Utah Press, Salt Lake City.

#### Articles

##### College of Agriculture

- **Sidwell, R. W., K. W. Bailey, M. H. Wong, D. L. Barnard, and D. F. Smee**. 2005. In vitro and in vivo influenza virus-inhibitory effects of viramidine. *Antiviral Res.* 68:10-17.
- **Ojwang, J. O., S. Ali, D. F. Smee, J. D. Morrey, C. D. Shimasaki and R. W. Sidwell**. 2005. Broad-spectrum inhibitor of viruses in the *Flaviviridae* family. *Antiviral Res.* 68:49-55
- **Julander, J. G., Q. A. Winger, A. L. Olsen, C. W. Day, R. W. Sidwell, and J. D. Morrey**. 2005. Treatment of West Nile virus-infected mice with reactive immunoglobulin reduces fetal titers and increases dam survival. *Antiviral Res.* 65:79-85.
- **Fatemi, S. H., D.A. Pearce, A. I. Brooks, and R. W. Sidwell**. 2005. Prenatal viral infection in mouse causes differential expression of genes in brains of mouse progeny: A potential animal model for schizophrenia and autism. *Synapse* 57:91-99.

##### College of Business

- **Dr. Irvin T. Nelson**, School of Accountancy, "A Pursuit of Excellence: Small Business Strategies for Success Against Major Retailers." *Journal of Business and Entrepreneurship* (October 2005), 1-23.
- **Dr. James Scott**, BIS Department, and BIS PhD student, Peter Cardon, "The Use of Third Persons to Address the Face Needs of Chinese Businesspersons." 2005 Delta Pi Epsilon National Conference Book of Readings, November, 2005, 139-144.
- **Dr. James Scott**, BIS Department, with C. Blaszczynski "Business Students' Perception about Structured versus Traditional Abstracts." 2005 Delta Pi Epsilon National Conference Book of Readings, November, 2005, 43-48.

##### College of Education and Human Services

- **Lucy Delgadillo**. (Department of Family, Consumer, and Human Development). Demand-side housing policy in Costa Rica: a response to the housing deficit. *International Journal of Consumer Studies*, 2006, 30, (1), pp 95-104.
- **Nick Eastmond** (Department of Instructional Technology). A review of *Distance Education: What Works Well* by Michael Corry and Chih-Hsiung Tu (Eds.), in *The Quarterly Review of Distance Education*, 6(4), pp. 415-417. Fall 2005.
- **Melanie Domenech Rodríguez & Nelson, J.K.** (Department of Psychology). Closing the distance: Making Psi Chi accessible to distance education students. *Eye on Psi Chi*, 10(2), 30-31, 44. Also available on the web at: [http://www.psichi.org/awards/winners/hunt\\_reports/nelson.asp](http://www.psichi.org/awards/winners/hunt_reports/nelson.asp) 2005.
- **Nelson, J.K., Melanie Domenech Rodríguez, & Yardley, J.** (Department of Psychology). Going the distance: Making Psi Chi accessible to distance education students. *Eye on Psi Chi*, 10(2), 40-41, 49-51. Also available on the web at: [http://www.psichi.org/awards/winners/hunt\\_reports/nelson.asp](http://www.psichi.org/awards/winners/hunt_reports/nelson.asp) 2005.
- **Carmel Yarger**. (Department Communicative Disorders & Deaf Education). Deaf education website provides happy job hunting, tips on successful teaching, and most importantly, a sense of community. *Odyssey*, 6 (2) pp. 44-45. 2005.

##### College of Humanities, Arts and Social Sciences

- **Shane Graham**, Department of English, College of Humanities, Arts and Social Sciences, November 2005 - journal article appeared in print: "Albie Sachs, Indres Naidoo, and the South African Prison Memoir." *Scrutiny2: Issues in English Studies in Southern Africa* 10.1 (2005): 29-44. November 2005 - journal article accepted for future publication: "Memory, Memorialization, and the Transformation of Johannesburg: Ivan Vladislavic's Propaganda by Monuments and The Restless Supermarket." *Modern Fiction Studies*. 33 pages.

# Business and Finance

**AGENDA  
BUSINESS AND FINANCE  
JANUARY 27, 2006**

<u>Information Items</u>	<u>Page</u>
1. Events, Actions, or Issues	1
2. Business and Finance Performance Dashboard, January 2006	3

## Vice President for Business and Finance

Name: W. Glenn Ford  
Telephone: 797-1146  
e-mail: [glenn.ford@usu.edu](mailto:glenn.ford@usu.edu)  
Date: 27 January 2006

### *Events, Actions, or Issues since Last Trustee's Meeting:*

#### **Finance:**

- As of the end of November 2005, the State Appropriated Funds budget (reported in the Trustees Consent Agenda) totaled \$222,412,165, up \$17,417,073 (8.50%) over 2004-2005 budget. The state appropriated funds expenditures for year-to-date totaled \$79,459,584, up \$621,701 (1%) over the same 2004-2005 period and represented 36% of the total budget. The percent of budget expended, 36%, was 6% less than would be expected to be spent on a strict time of budget year expired basis. Total expenditures of all funds totaled \$203,287,797, up \$11,657,169, (6%) over the same 2004-2005 period.
- The Investment activity for November, 2005, and comparative year-to-date totals for FY 2005-2006 for Cash Management Investment Pool, Wells Fargo Bank-Balanced Fund, Commonfund-Commingled Investments, Endowment Trusts and Plant Fund Trusts is reported in the Trustees Consent Agenda. The aggregate net realized gain for the month was \$7,034 and earnings were \$620,031. The Cash Management Investment Pool experienced a 0.36% total return for the month with an annualized total investment gain of 4.29%. The Endowment Pool experienced a 2.47% total gain for the month compared to beginning of the year value with a year-to-date total gain of 4.16%.
- Received administrative approval for a revised Travel Policy and a new Meals and Entertainment Policy. These policies have been submitted for approval by the Board of Trustees at their 27 January 2006 meeting.

#### **Facilities:**

- Merrill Library – all of the non-library units have now moved out of the building; the bid sale is underway and should be complete by the end of January. The hazardous waste abatement will begin as soon as the bid sale is complete with the demolition still scheduled for spring.

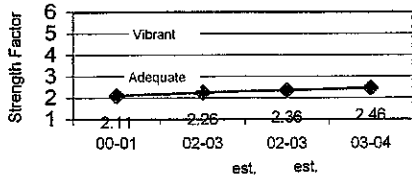
### *Upcoming Events, Actions or Issues:*

- Performance Hall – the ribbon cutting is scheduled for January 12, 2006. The Opening Gala is scheduled for January 14, 2006.

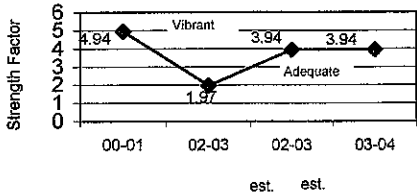
# BUSINESS AND FINANCE PERFORMANCE DASHBOARD - JANUARY 2006

## FINANCIAL

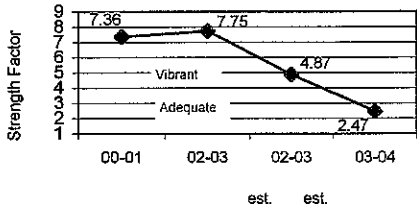
### Primary Reserve ▲



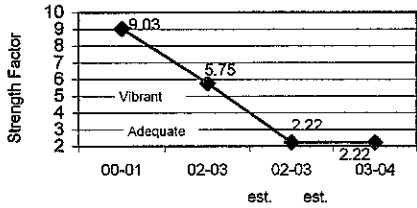
### Net Income ●



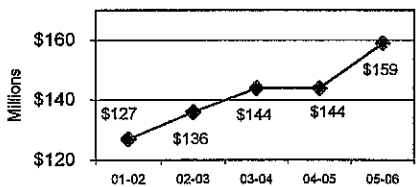
### Viability ▼



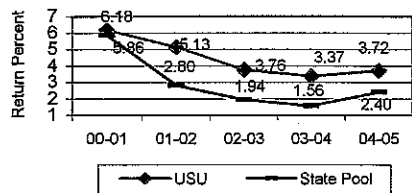
### Return on Net Asset ▼



### Average Daily Cash Balances (Nov) ▲

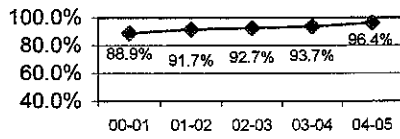


### Cash Investment Yield ▲

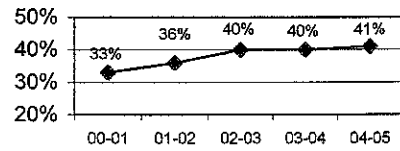


## CUSTOMER SERVICE

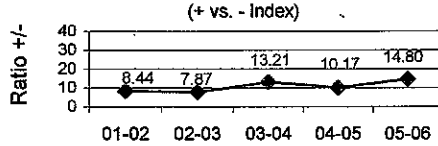
### Books Available 1st Day Class (Fall Sem) ▲



### Used Texts Available (Fall Sem) ▲

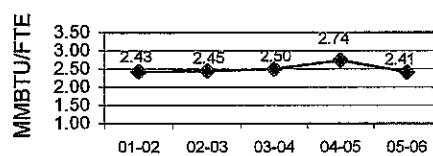


### Facilities Customer Service Response (Nov) ▼



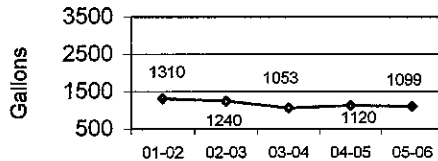
## ENERGY CONSERVATION

### Energy Consumption/FTE (Nov) ▼



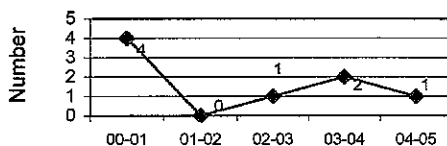
## ENVIRONMENT

### Culinary Water Usage/FTE (Nov) ●



## SAFE AND SECURE CAMPUS

### Violent Crime Incidents ▼

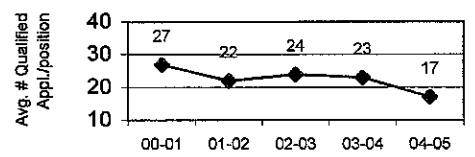


TREND:  
 ▲ higher  
 ▼ lower  
 ● no change

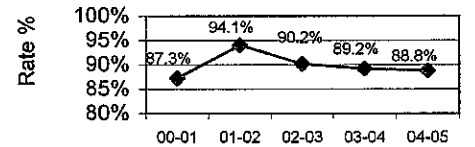
RESULTS:  
 green = better  
 red = worse  
 black = neutral

## HUMAN RESOURCE MODEL

### Prof/Classified Employee Recruitment ▼

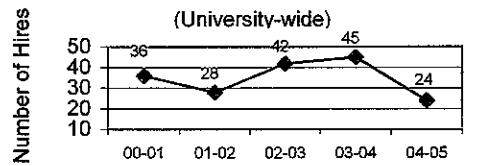


### Employee Retention (4th Quarter) ▼



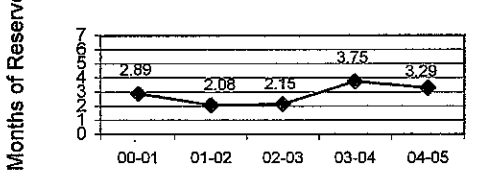
## DIVERSITY

### Minority New Hires ▼

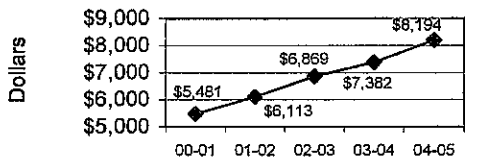


## HEALTH CARE

### Medical Claims Reserve-proj. year end ▼

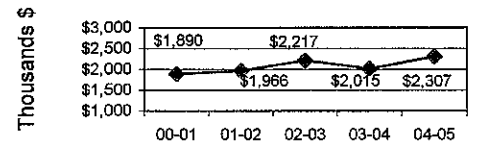


### Health Care Cost/Enrollee (Aug) ▲



## F&A Cost Recovery

### Fac./Adm. Cost Recovery Year-to-date ▲



# Extension/ Cont Ed



**AGENDA  
COOPERATIVE EXTENSION,  
CONTINUING EDUCATION, AND CONFERENCE SERVICES  
JANUARY 27, 2006**

<u>Information Items</u>	<u>Page</u>
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2. Cooperative Extension Performance Dashboard, November 2005	3
3. Continuing Education Performance Dashboard, October 2005	5
4. Conference Services Performance Dashboard, FY 2003-04	7

## UNIVERSITY EXTENSION

(Cooperative Extension, Continuing Education and Conference Services)

January 2006

**Heidi LeBlanc** was nominated by Food Stamp Nutrition Education Programs throughout the nation to serve on a Paraprofessional Competency committee. This committee will help unify the FSNE program.

**Marilyn Albertson** received a \$3,600 grant for Teaching First Time Homebuyer, Responsible Homeownership and Understanding Bankruptcy. The grant pays for part-time educator Lorilee Allred and Albertson to teach classes on self-sufficiency to clients in the housing program.

**Dan Peterson**, Executive Director of Conference Services, has been elected to serve as the Regional Director-Elect for Region 4 of the Association of Collegiate Conference & Events Directors-International (ACCEDI) for the 2005-2006 year, following which he will serve as Regional Director for the 2006-2007 year. Region 4 includes Arizona, Colorado, New Mexico, Wyoming and Utah. ACCEDI includes more than 1,400 campus professionals.

**Eddie Loo** of Utah State University (USU), an assistant professor with Extension, and a senior instructional designer, is the lead instructional technology consultant for a five-year \$3.5 million grant through Tulane University and USAID/Rwanda (United States Agency for International Development) and the Emergency Plan to strengthen public health leadership and district health management capacity in Rwanda, focusing on the critical problems of HIV, malaria, child survival, and family planning/reproductive health. The grant will utilize appropriate, cutting-edge instructional technology to enhance the RSPH's delivery of health information.

**Nancy Glomb** received a \$107,574 grant from the Utah State Office of Education. This grant supports the Mild/moderate Special Education Distance Education program.

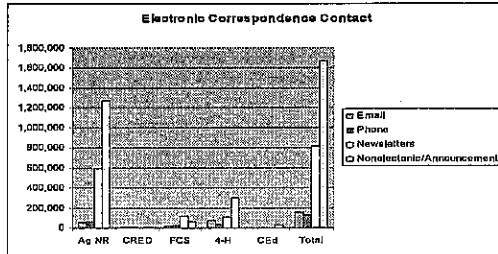
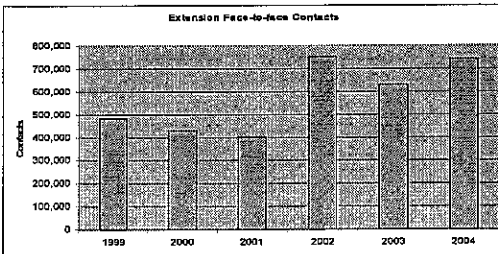
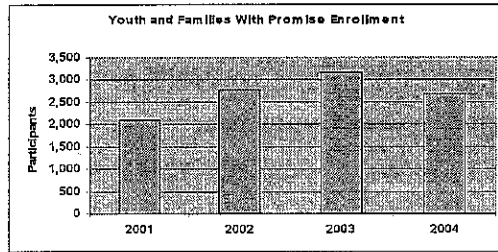
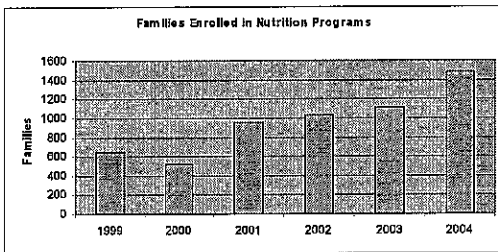
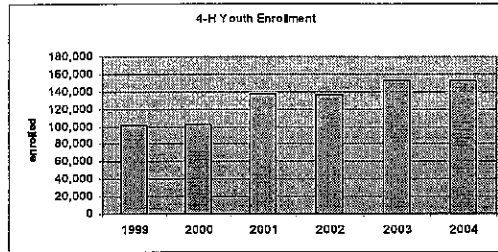
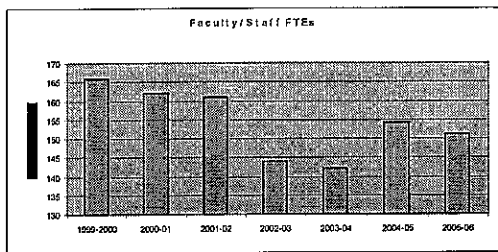
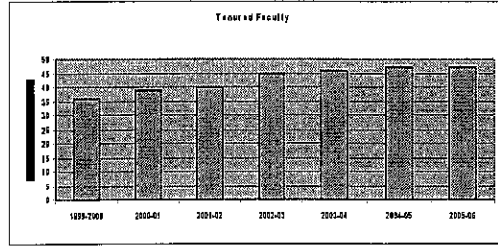
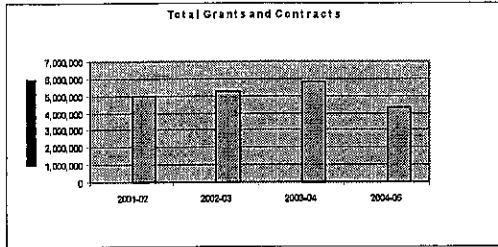
**Deb Jones** and **Dave Francis** were awarded \$50,500 from the Daniels Fund to assist with a number of 4-H programs throughout the State of Utah including: 4-H After school Programs in Morgan, Grand and Sevier Counties Purchasing a 12-unit mobile computer lab for use by 4-H around the state in various tech and financial literacy camps/workshops Scholarships and Youth Volunteer Incentives for the 4-H Aggie Adventures for Kids program

**Corinne Mayberry** and **Dave Francis** Thanksgiving Point Institute and USU Extension 4-H staff members were awarded \$8,000 to support and expand hands on science experiences for youth participating in USU Extension 4-H programs at Thanksgiving Point. **Micron Foundation**

**Utah State University-Brigham City students** raised close to \$13,000 in cash and another \$30,000 in gifts for the Angels for Christmas service project. The program was able to provide 195 Box Elder county families (554 children) with their Christmas.

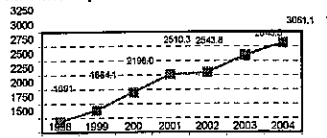
# Cooperative Extension Performance Dashboard

## Nov 15, 2005

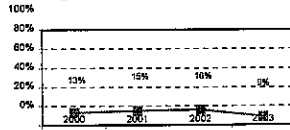


Continuing Education 10/15/05

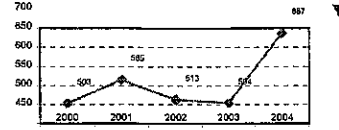
Full Time Equivalent Students\*\*



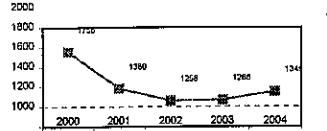
Receiving Financial Aid



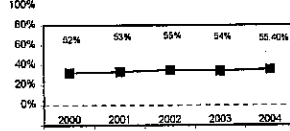
Face to Face



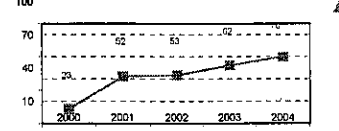
FTE - Face to Face courses\*\*



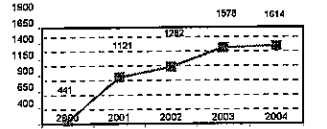
Gender / % of Female Students



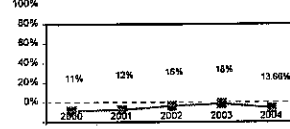
Print Based



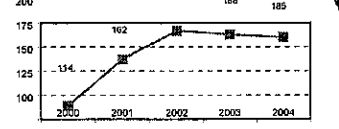
FTE - Technology Delivered Courses\*\*



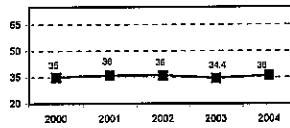
Ethnicity / % of Minority Students



Technology Delivered



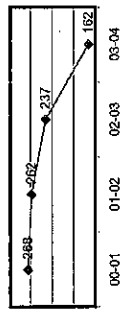
Average Age of Student



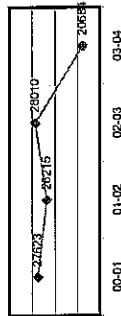
# USU Conference Services Dashboard FY 03-04

## WORKLOAD

### # Of Programs for Conf Services



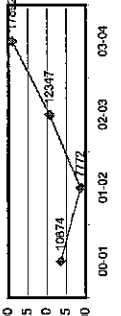
### # of Attendees for Conf Services



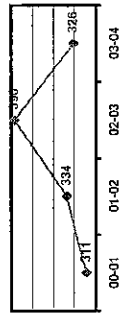
### # of ECC Commercial Use



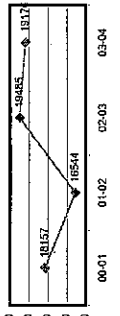
### # of ECC Commercial Attendees



### # of ECC Public Service Use

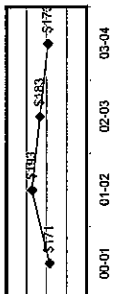


### # of ECC Public Service Attendees

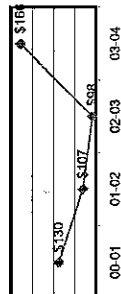


## CONF REGISTRATION FEES

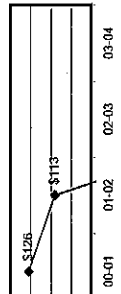
### 1 Youth Team (Thousands)



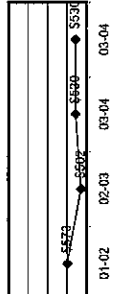
### 1 Adult Learning Team (Thousands)



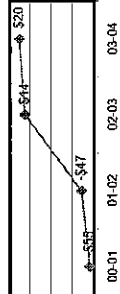
### 2 Professional Development Team(Dissolved)



### 2 Conventions & Tradeshow Team

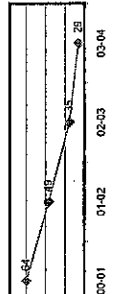


### 2 Business Institute (Thousands)



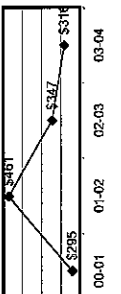
## STAFF

### 2 Full-Time Staff (FTE)

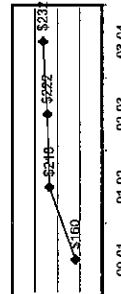


## ON CAMPUS SALES GENERATED

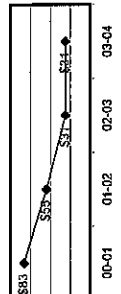
### 1 USU Food Services Sales (Thousands)



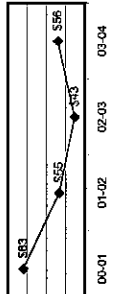
### 1 USU Housing Sales (Thousands)



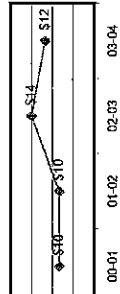
### 1 University Inn Sales (Thousands)



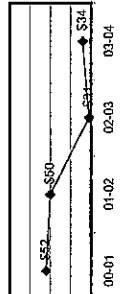
### 1 USU Distribution Sales (Thousands)



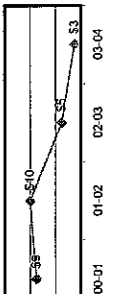
### 3 USU Parking Sales (Thousands)



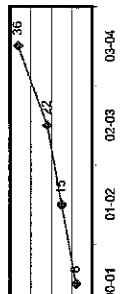
### 3 USU PDP Sales (Thousands)



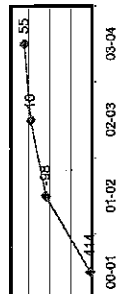
### 1 USU Motor Pool Sales (Thousands)



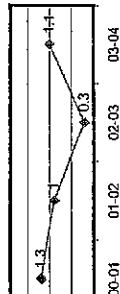
### 3 Revenues ECC Commercial (Thousands)



### 4 CS Overall Net Revenue (Thousands)



### Cash On Hand (7/01/04) (Millions)



Trend  
 ■ = Same  
 ▲ = Better  
 ▼ = Worse

- 1- Reflects continued dismissal of low revenue programs
- 2- No staff service provided
- 3- Reflects restructuring of programs and reduction of overhead expenses.
- 4- Only reflects direct payment made by CS. Does not account any guests paying on their own.

# Information Technology

## INFORMATION TECHNOLOGY (IT)

M. Kay Jeppesen

435/797-1134

[m.k.jeppesen@usu.edu](mailto:m.k.jeppesen@usu.edu)

January 12, 2006

### Events, Actions or Issues since Last Trustee's Meeting

#### Classroom & Multimedia Services (CMS)

- The CMS Multimedia support team is streaming class lectures using Macromedia Breeze for Human Anatomy, Bioethics, Chemistry 1210 and Business Information Systems 1400.
- CMS is Podcasting (downloadable audio files for mp3 player) class lectures for Chemistry 3700, Human Anatomy, Bioethics and Chemistry 1210.
- CMS is on the cutting edge of Vodcasting (downloadable video files for handheld devices). Currently the men's and women's basketball games are being digitized for download.
- CMS is working with the WAC on video streaming of the basketball games.
- Audiovisual Services Statistics: Five deliveries/pickup, 23 showings, three bulb changes on LCD projectors, 115 over the counter checkouts, one room down for one day or more (EC 106).
- Audiovisual Services is updating Medianet, a software application that handles all the University's audiovisual scheduling and inventory. They will also be transferring the hardware to Network & Computing Services to put on their VMS server. Two new students have been hired to support audiovisual services and to provide faculty support in the classrooms.
- Classroom Services has encountered a stumbling block because lack of funding has created a problem with construction of new general assignment classrooms and created some issues with being able to properly maintain other classrooms. It has been necessary to replace a large number of lamps over the last couple of months.
- They have continued to work with the several new construction projects on campus including the new Library and the Performance Hall. They have also completed one new department conference room in VSB-302. Others include the Agriculture Experiment Conference Room in Ag. Science. Maurice Thomas has inquired concerning the equipment which is in storage and was planned for the renovation of the Engineering Lab. With the Engineering Lab remodel on hold the College of Engineering may want to install this equipment in other rooms.
- The Edith Bowen Auditorium has been rewired with CMS supporting all events there through the end of January to make certain the system functions properly. The system cannot be completed until a second mixer is received.
- CMS continues to support all major athletic events in the Smith Spectrum and Romney Stadium. Engineering also supported the KJZZ broadcast of the USU/BYU game via EDNET in mid-December. The new baseband fiber electronics has been installed at the Stadium and the Spectrum. This technology has full digital capability and will enable dual feeds originating in both venues as well as a return feed for monitoring of off air signals, etc.
- The "fly-away" fiber electronics was received over the Christmas recess and will soon be ready for use at various campus locations such as the Fine Arts Center and Taggart Student Center. The system will enable full duplex operation (audio and video in both directions) for any campus venue connected to the fiber optic network.



- Roll-out of the new CATV fiber is a priority over the next four months. All of the ordered equipment has now been received and is ready for installation. Comcast fiber has been installed at the Aggie TV headend and Quonset hub. Aggie TV headend signals are also now available in the Quonset hub. The first CATV fiber drop was connected to the Mail Distribution Center in late December. Several units around campus have expressed interest in the cable TV and have wanted to know when the service will be available.
- CMS provided support for the December 17<sup>th</sup> Winter Commencement ceremony. There were no closed circuit feeds other than the video scoreboard and only Web Streaming was used to deliver signals off campus.

#### **Network & Computing Services (NCS)**

- Network & Computing Services along with Telecommunications & Telephone Services have completed the Facilities and CE Building upgrades. There is 100 MHz service throughout campus to desktops everywhere with 1 GHz if requested.
- Over 100,000 tests have been scanned through the Academic User Services.
- Email usage remains high through the system, averaging over 100,000 emails per day, dropping off slightly on Sundays.
- Licensing & Network Management will negotiate to obtain lower rates for USU now that the Adobe/Macromedia buyout is official. They have completed the McAfee site license for the University (this is the 5<sup>th</sup> year this service has been provided campus wide).

#### **Telecommunications & Telephone Services**

- The Pinnacle telemanagement system continues to be enhanced to provide additional functionality to support requirements identified with the Information Technology organization. Progress is being made in developing an integrated, converged IT billing system which will combine the (currently) independent billing processes which are associated with data and video support.
- The campus continues Voice over Internet Protocol (VoIP) experimentation in a controlled environment. USU has been selected as a “beta” test site. The beta test equipment is currently being implemented.

#### **University Extension Technology (UET)**

- The move has been completed from the Merrill Library to the Engineering classroom building.
- The UET server and technical infrastructure has been relocated to the environmentally controlled central IT server room in the SER Building.

# Research

**AGENDA  
RESEARCH  
JANUARY 27, 2006**

	<u>Page</u>
<u>Information Items</u>	
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2. Performance Dashboard, FY 2005	3
3. Technology Management Indicators	5
4. Innovation Campus	9

**Vice President for Research**

Name: Brent C. Miller  
Telephone: 797-1180  
E-Mail: [brent.miller@usu.edu](mailto:brent.miller@usu.edu)  
Date: January 12, 2006

***Events, Actions or Issues since last Trustee's Meeting:***

**Federal Relations** - Developed and prioritized USU's FY2007 congressional funding requests with President, Provost, and Deans. Continued discussions with USU's representatives in Washington, DC regarding strategies to move congressional funding requests through Congress..

**Economic Development/Research Initiative** - Charged USU's Nutrition Task Force and Intelligent Systems Task Force to develop contact lists of possible USTAR hires. Continued discussions and meetings regarding possible microbial hires as well as potential of utilizing USURF's Bioscience building space for USTAR new hires. Hosted a Centers of Excellence brown bag luncheon with Nicole Toomey-Davis (Director, Centers of Excellence Program), Ned Weinschenker and Marshall Wright (Governor's Office of Economic Development) who provided an overview of what that office is doing for our entrepreneurial faculty and administrators. The Centers of Excellence and Clusters programs provide funding for faculty projects with economic development potential. Arranged for President Albrecht and Tom Rugh (TIAA-CREFF representative) to discuss TIAA-CREFF involvement in USTAR/EDI.

**Governor's Office** - Explored potential role the State and USU could play in the dietary supplement industry by meeting with Greg Jones, (Governor's Office) and Loren Israelsen (Utah Natural Products Alliance -UNPA), Henry Nowak and Bart Weimer in Salt Lake City. Began Workforce Innovation in Regional Economic Development (WIRED) proposal with College of Business and Engineering leaders. WIRED is an initiative of the Department of Labor to prepare/repair the workforce for tomorrow's opportunities. Discussed WIRED initiative with Greg Jones and USU colleagues prior to its submission on January 5.

**High Performance Computing (HPC)** - Chaired HPC Advisory Board Meeting and discussed the following: (1) 2005 Supercomputing Conference Report, meeting with Linux Networx and joint exhibit with UofU; (2) the white paper, "Utah Cyber Infrastructure Plan"; (3) ACRES future plans, symposium at USU in 2006, USDA involvement, HPC with Ag at USU, \$545K budget; and (4) HPC office space, student worker and equipment.

**Innovation Campus (IC)** - Attended the IC Governing Board meeting to review proposed policy changes and approve tenant applications.

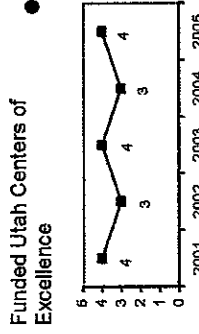
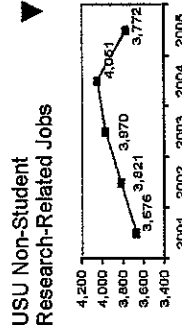
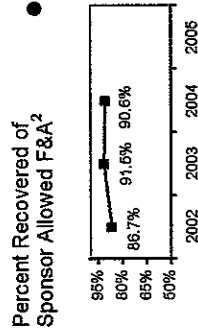
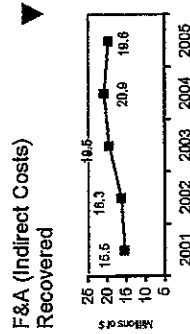
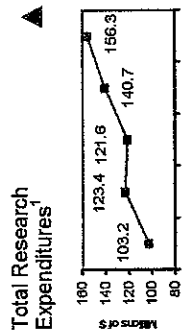
**USURF Board of Trustees** - Attended strategic planning meetings with USURF Board of Trustees and USU administration. Attended USURF Business and Audit Council to review and discuss the USURF budget and prepare recommendations to Board of Trustees. Participated in USURF Board of Trustees meeting and discussed the *Financial Report from the Business and Audit Council*; *Technology Commercialization Report*; *SDL Report*; and *Strategic Planning: Resources & Personnel Report*.

***Upcoming Events, Actions, or Issues:***

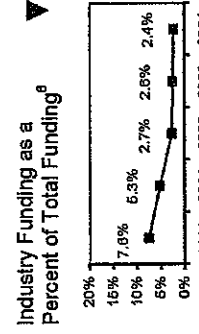
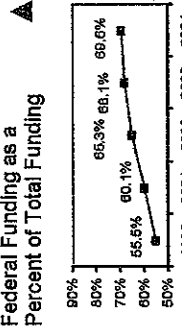
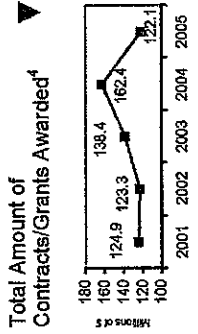
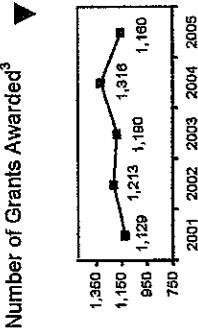
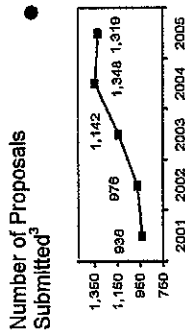
February 13 - Governor's Science Advisory Committee (SAC), Salt Lake City  
February 15-17 - Council on Research Policy and Graduate Education (CRPGE) Executive Committee meeting, Washington, D.C.

# USU RESEARCH PERFORMANCE DASHBOARD – FY 2005

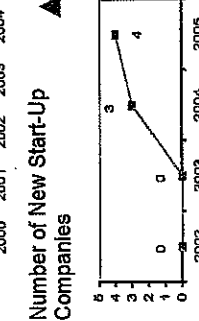
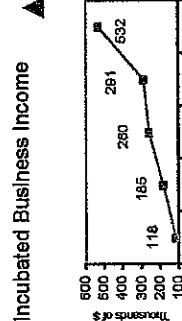
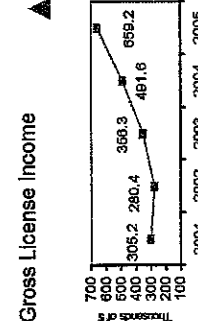
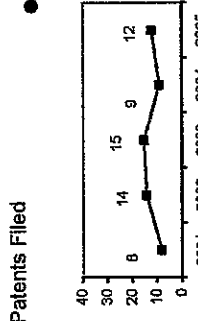
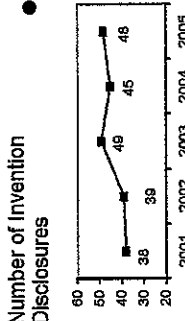
## Research Funding



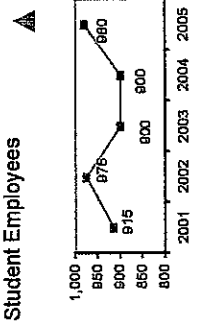
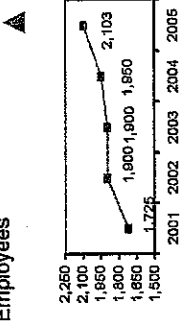
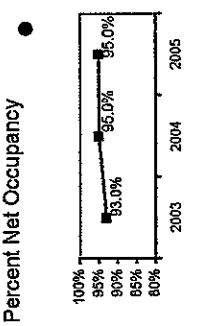
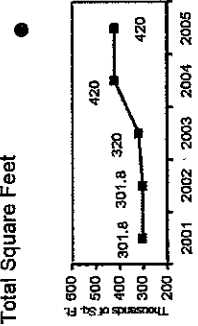
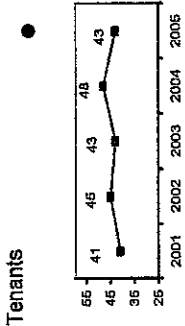
## Sponsored Programs



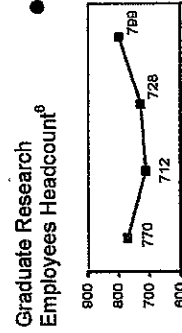
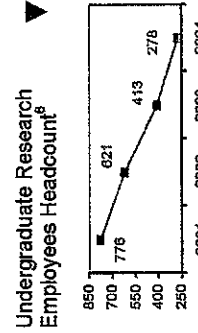
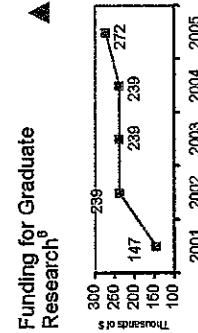
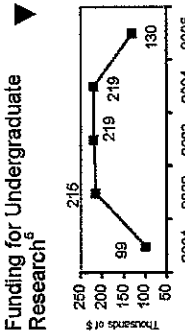
## Tech. Commercialization



## Innovation Campus



## Student Research



**TREND KEY:**  
 ▲ higher  
 ▼ lower  
 ● no change

**FOOTNOTES:**  
 1 According to NSF Report  
 2 Sponsor Allowed F&A. Some funding agencies by policy limit the recovery of F&A costs to less than the negotiated rate.  
 3 One proposal can be awarded in multiple years.  
 4 The largest SDL project, RAMOS, was canceled.

5 USU funding for DR/USU Presidential Scholarship Program ended.  
 6 Graduate research funding includes: fellowships, travel, and graduate student recruitment

27 January 2006

**ITEM FOR INFORMATION**

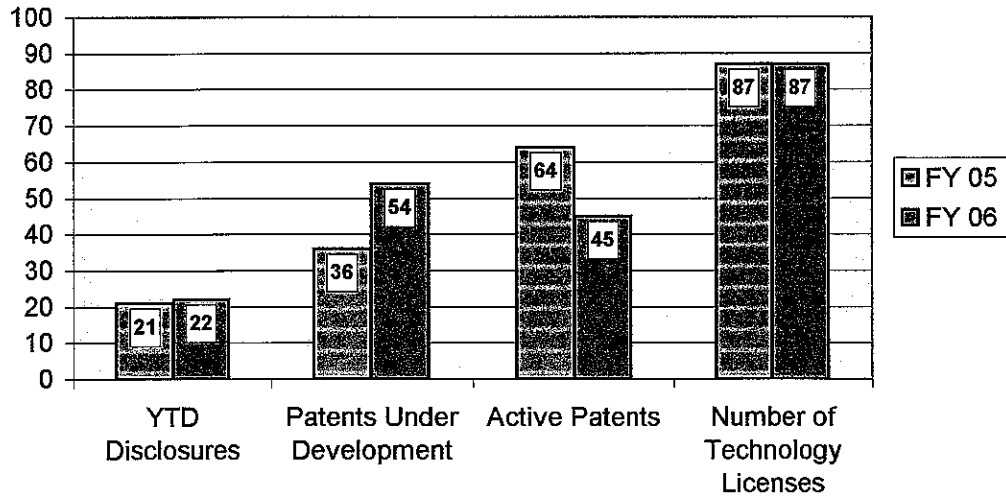
**RE: TECHNOLOGY MANAGEMENT INDICATORS**

The following graphs for December 2005 (Summary of USU Technology Commercialization Indicators and University-wide Licensing Income) are submitted to the Board of Trustees for their information.

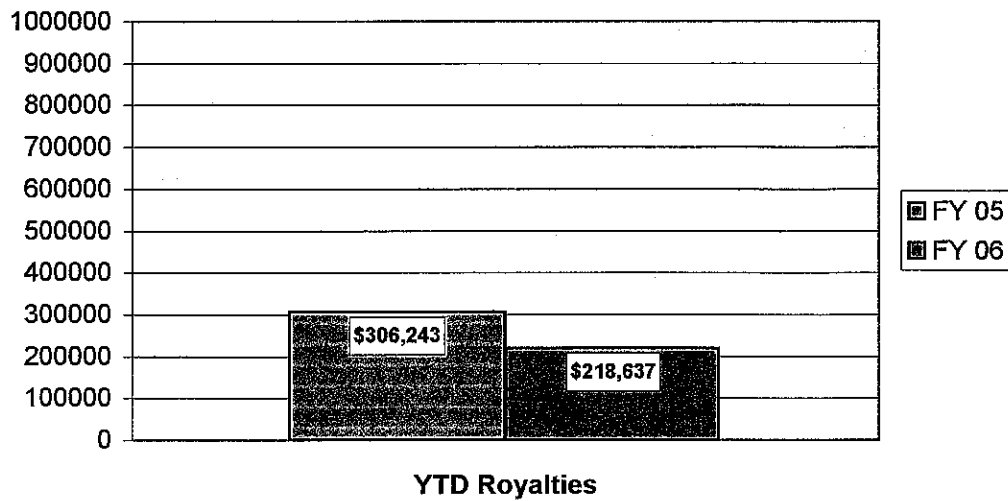
**EXECUTIVE SUMMARY**

The figure "USU Technology Management Indicators" contains YTD information through December 2005 from the Technology Commercialization Office. The number of YTD disclosures in the current year (22) is higher compared to the year before. Patents under development have increased 50%. The number of technologies licensed through December 2005 is the same as last year. Licensing income YTD was lower in December of this year (\$218,637) compared to the year before (\$306,243).

**USU Technology Commercialization Indicators  
as of Dec 31, 2005**



**USU Licensing Income  
as of Dec 31, 2005**



27 January, 2006

**ITEM FOR INFORMATION**

RE: **INNOVATION CAMPUS**

The following document summarizes activities and accomplishments at USU's Innovation Campus.

**EXECUTIVE SUMMARY**

The Innovation Campus celebrated its 20th Anniversary on November 21, 2005. Chris Roybal, State of Utah's Senior Advisor for Economic Development was the keynote speaker. The event included a formal luncheon. Teresa McKnight, Interim Director of the Innovation Campus, was elected to serve on the Association of University Research Parks (AURP) Board of Directors for a three year term.



## Utah State University Innovation Campus

1) Utah State University 's Innovation Campus celebrated its 20th anniversary on November 21, 2005. Chris Roybal, State of Utah's Senior Advisor for Economic Development was the keynote speaker. Mr. Roybal discussed the role Utah State University and the Innovation Campus play in Utah's economy. Roybal is former president and CEO of the Economic Development Corporation of Utah.

Started in 1985 with one building in a North Logan field, the campus has grown into a bustling, high-tech research center that employs 2,100 people. Innovation Campus companies generated approximately \$121 million in revenue last year.

"We are celebrating the past accomplishments of Innovation Campus and we are also looking ahead to an exciting future," said Brent Miller, USU Vice President for Research. "With a recently completed master plan and the purchase of adjoining land, the campus is poised to grow to over 150-acres of high-tech business space at full build-out. This growth will solidify Innovation Campus as a major economic hub for northern Utah."

The Innovation Campus is home to more than 40 businesses, including the award-winning LetterPress Software, Inc. LetterPress was founded by USU alums and develops cost-effective internet and CD-ROM based instructional software. In 2005, the business was awarded the Distinguished Achievement Award for Children's Science Software for creation of animated, educational software that teaches children how to handle food safely. Utah State's Space Dynamics Laboratory, Technology Commercialization Office, the USU Research Foundation, and Gemini Life Sciences (a business that commercializes USU plant technologies) are also housed on the Innovation Campus. Other businesses such as Astrotech Inc., Earthfax Development, IntelliChoice Inc., MicroBio Systems LP, Phoenix PharmaLabs, Spectrum Research Technologies, and SynVax Inc. are also located at the Innovation Campus.

The idea for the Innovation Campus began in 1984. Then university Vice President for Research, Bartell Jensen, and then Graduate School Dean, Larry Piette, designated 30 acres of land in North Logan to create a place where USU researchers, students, and private industry could partner and generate ideas to strengthen Cache Valley's economy. "Research parks have had an impact on the local and national economy because of their ability to produce innovative and marketable products and services, as well as new jobs," said Jensen. Jensen was honored at the anniversary celebration as the founder of the Innovation Campus, as well as others who have participated in the park's success.

2) Bruce A. Wright, Chair of the Association of University Research Parks (AURP) Board of Directors announced the nomination and election of Teresa W. McKnight, Interim Director of the Utah State University Innovation Campus, to the AURP's Board of Director's for a three year term.

The purpose of AURP is to promote the development and operations of research parks that foster innovation, commercialization, and economic competitiveness in a global economy through collaboration among universities, industry and government.

# Student Services

## **STUDENT SERVICES**

Juan N. Franco  
797-1712  
Juan.Franco@usu.edu  
January 27, 2006

### **Events, Actions, or Issues Since Last Board of Trustees Meeting**

- As part of the Gear-Up grant, Student Affairs representatives have met with students and parents from South Cache, Mountain Crest, Logan High, Mount Logan Middle School, North Cache, and Skyview schools. The purpose of the grant is to have the university to work with public schools to encourage and help prepare low-income students to attend college. The response from the schools and parents has been excellent. When the new charter school opens in the fall 2006, it also will be a participant in the Gear-Up program.
- The Student Services Division is initiating a division newsletter. The first issue should come out in mid-January. Intended primarily as an additional means of communication within the Division, the newsletter will include stories of interest to staff and students.
- The first building of the Living/Learning Community (the Community Center) is now finished, although not ready for occupancy. It is hoped that the building will be ready for recruitment purposes in a few weeks. Most of the other buildings and the parking structure should be available for fall, 2006.
- The Graduate Management Admission Test (GMAT) is no longer being offered at USU. The Educational Testing Service, the organization that offers the GMAT, informed current GMAT sites (including USU) that they had signed an exclusive contract with a private testing company to offer the exam. Students will now have to travel to either Ogden or Salt Lake City to take the exam. The USU Business College is contemplating accepting either the GMAT or the GRE as part of the admission requirements.

### **Upcoming Events**

- On January 23, 2006 the State Legislature will pay tribute to the victims of the van accident. Representative Rhonda Menlove is sponsoring the tribute which will take place in the State Capital building in Salt Lake City.
- Work continues on the new Child Development Center. Working with architects and Physical Facilities representatives, "programming" of the building is underway. The building is planned to be built on 800 East, across from the football stadium on property owned by the University.

# University Advancement

**AGENDA  
UNIVERSITY ADVANCEMENT  
JANUARY 27, 2006**

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Information Items

- |   |   |
|---|---|
| 1. Events, Actions, or Issues               | 1 |
| 2. Development Fund Report for FY 2005-2006 | 7 |

## UNIVERSITY ADVANCEMENT

M. Scott Mietchen, Vice President  
435-797-1158  
scott.mietchen@usu.edu  
January 27, 2006

### Significant Gifts Received

November and December 2005

- Linda B. Anderson
  - Gift of Russell Reproduction, Remington Reproduction & Ceramic Eagle to support the College of Education & Human Services
- Richard W. & Moonyeen Anderson
  - To support the Richard & Moonyeen Anderson Scholarship in the College of Engineering
- Leonard J. Arrington Lecture & Archives Foundation
  - To support the Leonard J. Arrington Special Collections in USU Libraries
- AT&T Foundation
  - To support the Washington DC Internship in the College of Humanities, Arts & Social Sciences
- Joseph L. & Karen Black
  - To support the Karen Dunn Black Scholarship in the College of Business
- Blue Spruce Ranches, Inc. on behalf of James G. & Donna R. Drollinger
  - To support USU's efforts in the Uintah Basin
- Val A. Browning Foundation
  - To support the Geology Program in the College of Science
- Marie Eccles Caine Foundation
  - To support programs in the Caine School of the Arts
  - To support programs in the College of Education & Human Services
  - To support the Caine Foundation Library in USU Libraries
- Campbell Scientific, Inc. on behalf of Campbell Scientific employees
  - To support the College of Agriculture
  - To support the College of Business
  - To support the College of Education & Human Services
  - To support the College of Engineering
  - To support the College of Humanities, Arts & Social Sciences
  - To support the College of Science
  - To support the Athletic Program

- Dolores Chase
  - Gift of painting to support the Nora Eccles Harrison Museum of Art in the Caine School of the Arts
- Shirlee B. Clyde
  - To support programs in the College of Engineering
  - To support Engineers Without Borders in the College of Engineering
- Janice J. & Thomas D. Dee, II
  - To support the Janice Judge Dee Scholarship in the College of Humanities, Arts & Social Sciences
- David M. & Amie M. Dunkley
  - To support the Marching Band in the Caine School of the Arts
  - To support the Manon Caine Russell and Kathryn Caine Wanlass Performance Hall in the Caine School of the Arts
- George S. & Dolores Doré Eccles Foundation
  - To support the Manon Caine Russell and Kathryn Caine Wanlass Performance Hall in the Caine School of the Arts
  - To support the Utah Botanical Gardens in the College of Agriculture
  - To support the Center for Integrated BioSystems in the College of Agriculture
  - To support the USU Audiology Program and Hearing Clinic in the College of Education & Human Services
- First Security Foundation
  - To support the First Security Foundation Scholarship in the College of Business
  - To support the First Security Foundation Scholarship in the College of Agriculture
  - To support scholarships in the College of Science
  - To support the Business Library Grant in USU Libraries
- Rex & Janice Gardner
  - To support the Ellen Kathleen Burton Endowment in the College of Agriculture
- Anna Lou Hansen
  - To support the R. Gaurth Hansen Professorship and the R. Gaurth Hansen Endowment in the College of Science
- Dell Loy & Lynnette Hansen
  - To support the Dell Loy & Lynnette Hansen Scholarship in the Provost's Office
  - To support International Affairs in the Provost's Office

- Gary & Helen Hansen
  - Gift of the Gary B. Hansen Collection to support USU Libraries
- Larry & Myra Hendricks
  - To support the Larry & Myra Hendricks Scholarship in the College of Business
- Katherine K. & Charles H. Horman
  - To support the Equine Program in the College of Agriculture
- ICON Health & Fitness, Inc.
  - To support the Athletic Program
- David L. & Lynda Jeppesen
  - To support Women's Basketball in Athletics
  - To support the Football Program in Athletics
  - To support the Aggie Up Project in Athletics
  - To support programs in Athletics
  - To support the David & Lynda Jeppesen Scholarship in Student Services
- Emma Eccles Jones Foundation
  - To support programs directed by the Office of the President
- Lillywhite Trust
  - To support the Ray L. & Eloise H. Lillywhite Endowment in the Provost Office
  - To support the Joanne Lillywhite Christensen Endowment in the College of Education & Human Services
- Evanna S. Merkley Associates, LLC
  - To support USU's efforts in the Uintah Basin
- Estate of Mabel L. Muller
  - To support the Frank B. & Minnie F. Ellsworth Endowments in the College of Humanities, Arts & Social Sciences
- Merlin & Susan Olsen
  - To support the Lyn & Merle Olsen Endowment in the Provost's Office
- Richard & Lavina Olsen
  - To support the Richard Olsen Lecture Series in the College of Science
- Warren & Barbara Phillips
  - To support programs in Mechanical & Aerospace Engineering in the College of Engineering
- Jay H. Price, Jr.
  - To support the Jay H. Price, Jr. Scholarship in the College of Business



- Questar Corporation
  - To support the Engineering Building in the College of Engineering
  - To support the Questar Engineering Scholarship in the College of Engineering
  - To support the Questar Business Scholarship in the College of Business
  - To support the Questar Science Scholarship in the College of Science
  
- S. J. & Jesse E. Quinney Foundation
  - To support programs and scholarships in the College of Natural Resources
  - To support the Nora Eccles Harrison Museum of Art in the Caine School of the Arts
  
- Charles & Annaley Redd Foundation
  - To support the Charles Redd Foundation Scholarship in the College of Agriculture
  - To support the Religious Studies Program in the College of Humanities, Arts & Social Sciences
  
- Dan C. & Manon C. Russell
  - To support the Manon Caine Russell and Kathryn Caine Wanlass Performance Hall in the Caine School of the Arts
  - To support the Nora Eccles Harrison Museum Guild in the Caine School of the Arts
  - To support the Caine Foundation Art Objects in the Caine School of the Arts
  - To support the Dan C. & Manon Caine Russell Fellowship in the Caine School of the Arts
  - To support scholarships in the Women's Center
  - To support the Caine Foundation Library in USU Libraries
  - To support the Western Text Society in the Provost's Office
  
- Rutter Foundation
  - To support the R. Gaurth Hansen Professorship in the College of Science
  
- Kathryn & Vishnoo Shahani Charitable Trust on behalf of Kathryn W. Shahani
  - To support scholarships in the Women's Center
  - To support the Caine School of the Arts
  
- Richard L. & Joyce C. Shipley
  - To support the Leonard J. Arrington Chair in the College of Humanities, Arts & Social Sciences
  - To support the Anthropology Museum in the College of Humanities, Arts & Social Sciences
  - To support the Great Basin Archaeology Projects in the College of Humanities, Arts & Social Sciences

- Barry Sloane
  - Gift of paintings to support the Nora Eccles Harrison Museum in the Caine School of the Arts
- Bernon M. & Irene E. Smith
  - To support the Bernon & Irene Smith Endowment
- Tanner Charitable Trust
  - To support the Religious Studies Program in the College of Humanities, Arts & Social Sciences
- Tanner University Trust
  - To support University needs directed by the Office of the President
- Nora Eccles Treadwell Foundation
  - To support the Nora Eccles Harrison Ceramic Collection in the Caine School of the Arts
- Marta C. Trowbridge
  - To support the Olga Berg Brown & Naomi Berg Christensen Teaching Excellence Scholarship in the College of Education & Human Services
- Dr. Kathryn C. Wanlass
  - To support the Manon Caine Russell and Kathryn Caine Wanlass Performance Hall in the Caine School of the Arts
- Wells Fargo Foundation
  - To support the Wells Fargo Scholarship in the College of Business
  - Gift to sponsor the Corporate Breakfast
- Williams & Hunt in memory of Bruce H. Jensen
  - To support the Bruce H. Jensen Scholarship in the College of Business
- Robert H. Williams
  - To support USU's efforts in the Uintah Basin

January 27, 2006

ITEM FOR INFORMATION

RE: Development Fund Report

The summary of the Development Fund Report, prepared by our Development Office for fiscal year 2005-2006 is submitted to the Trustees for information purposes. The fiscal year 2005-2006 total cash received is \$19,290,133 which represents a 96% increase over fiscal year 2004-2005.

**Monthly Gift Comparison - Trustee Report  
Utah State University Advancement Office  
(Summary of Private Support)**

**December 2005**

	December 2005		December 2004		This year to date:		Last year to date:		Increase (Decrease)
	12/1/2005	12/31/2005	12/1/2004	12/31/2004	7/1/2005	12/31/2005	7/1/2004	12/31/2004	
					Increase (Decrease)				
<b>Donor Types:</b>									
Alumni	\$1,796,021.21	\$806,363.66	\$806,363.66	\$806,363.66	122.73%	\$8,318,252.02	\$2,238,443.11	\$2,238,443.11	271.61%
Other Individuals	\$5,476,855.19	\$184,902.35	\$184,902.35	\$184,902.35	2.862.03%	\$6,007,556.08	\$470,144.77	\$470,144.77	1,177.81%
Corporations	\$176,117.68	\$153,277.12	\$153,277.12	\$153,277.12	14.90%	\$721,743.26	\$519,596.73	\$519,596.73	38.90%
Corporate Foundations	\$45,452.62	\$19,700.00	\$19,700.00	\$19,700.00	130.72%	\$122,054.62	\$72,855.50	\$72,855.50	67.53%
Utah Foundations	\$1,536,200.68	\$1,091,381.00	\$1,091,381.00	\$1,091,381.00	40.76%	\$3,286,252.80	\$6,011,032.25	\$6,011,032.25	(45.33%)
National Foundations	\$22,000.00	\$120,250.00	\$120,250.00	\$120,250.00	(81.70%)	\$123,622.98	\$157,750.00	\$157,750.00	(21.63%)
Trusts	\$540,860.87	\$44,296.00	\$44,296.00	\$44,296.00	1,121.02%	\$583,305.92	\$259,893.95	\$259,893.95	124.44%
Associations/Other	\$8,326.00	\$6,260.75	\$6,260.75	\$6,260.75	32.99%	\$127,345.41	\$118,131.44	\$118,131.44	7.80%
<b>Total</b>	<b>\$9,601,834.25</b>	<b>\$2,426,430.88</b>	<b>\$2,426,430.88</b>	<b>\$2,426,430.88</b>	<b>295.72%</b>	<b>\$19,290,133.09</b>	<b>\$9,847,847.75</b>	<b>\$9,847,847.75</b>	<b>95.88%</b>
<b>Gift Types*:</b>									
Cash	\$1,935,054.31	\$1,890,759.30	\$1,890,759.30	\$1,890,759.30	2.34%	\$10,086,691.58	\$9,162,233.19	\$9,162,233.19	10.09%
Matching Gifts	\$5,441.62	\$785.00	\$785.00	\$785.00	593.20%	\$23,908.62	\$23,602.50	\$23,602.50	1.30%
Securities	\$2,328,061.84	\$294,659.60	\$294,659.60	\$294,659.60	690.09%	\$3,613,085.70	\$347,993.76	\$347,993.76	938.26%
Real Estate	\$5,194,156.31	\$38,530.00	\$38,530.00	\$38,530.00	13,380.81%	\$5,194,156.31	\$38,530.00	\$38,530.00	13,380.81%
Tangible Property**	\$139,120.17	\$201,696.98	\$201,696.98	\$201,696.98	(31.03%)	\$372,290.88	\$275,488.30	\$275,488.30	35.14%
Intangible Property***	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
Grants****	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
<b>Total</b>	<b>\$9,601,834.25</b>	<b>\$2,426,430.88</b>	<b>\$2,426,430.88</b>	<b>\$2,426,430.88</b>	<b>295.72%</b>	<b>\$19,290,133.09</b>	<b>\$9,847,847.75</b>	<b>\$9,847,847.75</b>	<b>95.88%</b>

\*Received Gifts - Pledges not included.

\*\*Tangible Property is defined as those items usually called personal property. It includes personal collections of art, books, movies; cars, boats and aircraft; livestock; securities; equipment; software; printed materials; food used for hosting an event; oil and gas wells.

\*\*\*Intangible Property is defined as an asset that has been produced through creativity and innovation. Examples include patents, copyrights and software under development.

\*\*\*\*Grants from private sources for sponsored research are included in this schedule and also by the Office of Sponsored Programs. The current month figures will always be the month prior to the report date.

# Athletics

## **ATHLETICS**

Name: Randy Spetman  
Telephone: 797-0912  
E-mail: Randy.Spetman@usu.edu  
Date: January 12, 2006

### **Events, Actions, or Issues Since Last Trustee Meeting**

The USU soccer team earned the National Soccer Coaches Association of America Team Academic Award for the 3rd straight year... posting a 3.42 team GPA. This GPA was the best among all women's soccer programs in Utah.

Aggie athletics is in full swing as our men's and women's basketball teams, as well as gymnastics, enter conference season. All of our coaches have expressed excitement about being in the WAC, especially the increased competition and the opportunity to compete in bigger arenas in front of larger (and sometimes more hostile) crowds.

The men's team won our own Gossner Classic beating Arkansas –Little Rock and Binghamton of New York. The Aggies are now 24 – 0 in the Gossner Classic.

Women's basketball played a very competitive preseason schedule; many of those games were on the road. While the increased competition has not resulted in many wins, the team feels they are very prepared for conference action.

Utah State's first WAC tournament will be held in Reno on March 7 – 11 at the Lawlor Event Center.

Gymnastics opened on the road at Fullerton and has its first home meet on January 20 vs. BYU.

Utah State Athletics is pleased to announce the Hall of Fame of 2006. This is the first group to be inducted since 1995. This year's inductees include John "Clyde" Worley (football), Al Smith, former pro bowler and NFL star (football), Marvin Roberts, who spent time in the NBA (basketball), Kristine (Stano) Lilly, All-American Gymnast (gymnastics), and Dr. John Worley (administration). The Hall of Fame is the highest honor bestowed by the athletics department. Former inductees include Merlin Olsen, Wayne Estes, Jay Don Blake, LaDell Andersen and many others.

# Pub Relations/ Marketing

**AGENDA  
PUBLIC RELATIONS AND MARKETING  
JANUARY 27, 2006**

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1. Events, Actions, or Issues	1
2. Public Relations and Marketing Performance Dashboard, January 11, 2006	3



## Public Relations and Marketing

John DeVilbiss, executive director  
435-797-1358; [john.devilbiss@usu.edu](mailto:john.devilbiss@usu.edu)  
January, 2006

Events, actions, issues since last Trustee's meeting:

**Video Projects:** PRM's multimedia specialist is working on a recruitment video for housing. A Founder's Day video is in the preproduction stage (storyboard, meetings, planning). The piece will include alumni highlight segments.

**Transformation Report:** PRM staff worked with President Albrecht to write, design and produce a university report centered around his Inaugural Address. (The address and all inaugural-related activities were cancelled due to September's van crash.) The report presents the vision and goals that will guide the university over the next several years. The report was distributed in January 2006 to legislators, key donors and friends of USU.

**Unveiling of the Manon Caine Russell Kathryn Caine Wanlass Performance Hall:** In mid-January, USU unveiled the Manon Caine Russell Kathryn Caine Wanlass Performance Hall. Public Relations and Marketing worked with Tom Peterson, director of the Caine School of the Arts, to arrange media coverage for the unveiling that included stories by KSL Channel 5 TV, KTVX Channel 4 TV, the *Salt Lake Tribune*, *Deseret Morning News*, *Ogden Standard Examiner* and the *Herald Journal*.

**Web site, Utah State Today, Calendar:** Following months of planning, development and program coding, a new homepage was unveiled in December on the university's Web site. The new-look aims to be user-friendly with a sophisticated, academic look. An updated version of *Utah State Today*, the university's online newsletter, was also unveiled. News at the site can now be posted daily, and a weekly email will highlight the week's top news items. In the future, plans include custom email news selections for users. The university's new Events Calendar also came online. All activities were under the direction of the university webmaster in the PRM office.

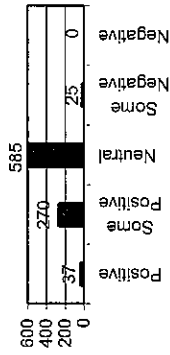
**Commencement:** Approximately 550 Utah State University students participated in the university's Fall Commencement exercise. PRM helped coordinate activities as part of the comprehensive committee overseeing the ceremony. It facilitated the extensive media coverage the event received, including both preview informational coverage and post-event highlights. The coverage also included extensive visibility on the university Web site through both highlight features and numerous photo presentations.

**Tracking National News:** In addition to promoting the university's research and accomplishments to members of the media, PRM also tracks national news items about USU. From December to mid-January, 118 items appeared across the country. USU's work with Alzheimer's disease and nutrition, diet news and research concerning drug effectiveness in Avian Influenza top the news hits.

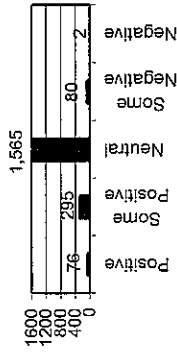
# PUBLIC RELATIONS MARKETING PERFORMANCE DASHBOARD - Jan. 11, 2006

## YEARLY

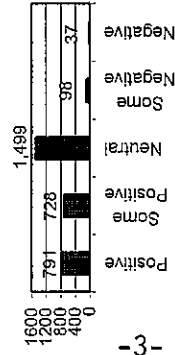
Pos./Neg. 2002 (June-Nov)



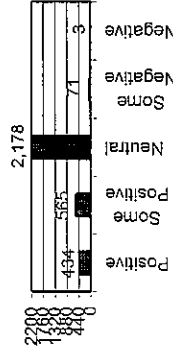
Pos./Neg. 2003



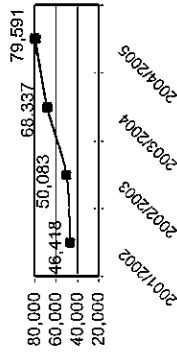
Pos./Neg. 2004



Pos./Neg. 2005

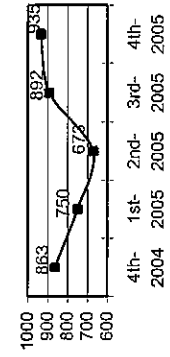


Annual Licensing Royalties

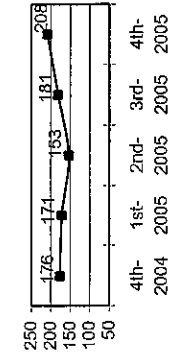


## QUARTERLY

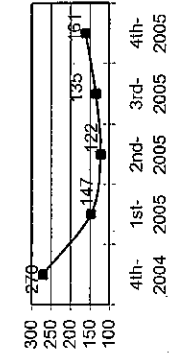
Total Hits 2004-2005



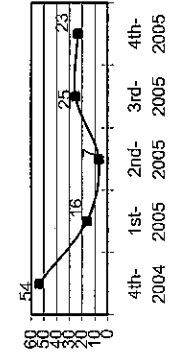
National Hits 2004-2005



Somewhat Positive Hits 2004-2005

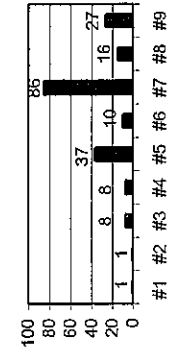


Somewhat Negative Hits 2004-2005

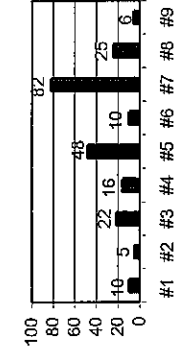


## MONTHLY

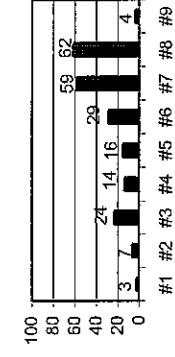
Messages - January 2005



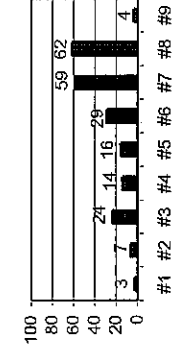
Messages - February 2005



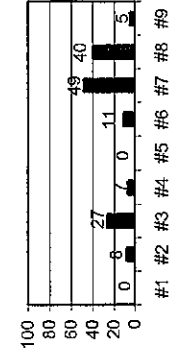
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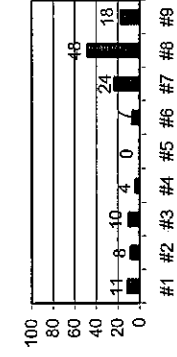
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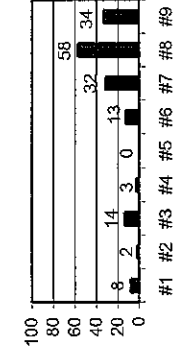
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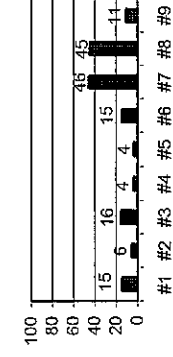
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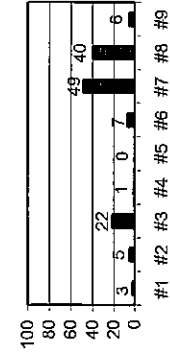
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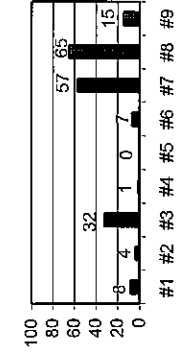
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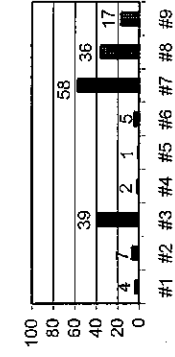
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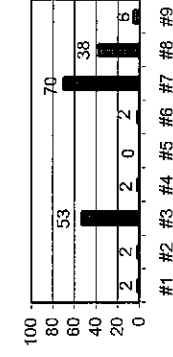
Messages - October 2005



Messages - November 2005



Messages - December 2005



# Faculty

**Faculty Senate Report for Board of Trustees**  
Submitted by Derek Mason

The U.S.U. Faculty Senate met on December 5, 2005.

Announcements

Rob Morrison, a senator from the Library and a member of the executive committee, is leaving Utah State University.

Stephen Bialkowski, chair of BFW committee and member of the executive committee, is leaving on a Fulbright.

Jeanette Norton, who is currently Vice-Chair of BFW, will serve as Chair of BFW, with Kathryn Fitzgerald serving as Vice-Chair.

The ARR committee will be creating a survey about attitudes.

Information Items

Bruce Miller was looking for input on the need or desire to have a convocation hour reserved for University lectures, symposiums, or other University events. In the quarter system, there was time set aside from 11:30-12:30 on Thursday. If interested, email [Bruce.Miller@usu.edu](mailto:Bruce.Miller@usu.edu).

P & T Committee Participation by Alternative Methods

Gary Straquadine presented a policy issue regarding the tenure advisory committee meeting that is held annually with candidates. The question is what do we mean by the word "meet"? The best practice is for all members to meet together at the same time and place. However, sometimes people are on sabbatical, away from campus on an extended assignment, or have an emergency. The question is how are these situations to be handled? There is a need for more concise language, and discussions are underway with PRPC.

Reports Approved

Report from Educational Policies Committee was approved.

Key Issues and Action Items

Resolution thanking Interim Provost Noelle Cockett

Derek Mason presented the resolution. Lynn Dudley motioned to accept the resolution, Rob Morrison seconded, passed unanimously.

Petition to Discuss Domestic Partner Benefits

A subsidiary motion to refer the issue to the BFW Committee and to create a website to post all information from BFW or any Faculty member for review by all passed.

# Professional Employees

## PROFESSIONAL EMPLOYEES ASSOCIATION

Marsha Howell

757-1034

[mhowell@purchasing.usu.edu](mailto:mhowell@purchasing.usu.edu)

January 27, 2006

### EVENTS, ACTIONS, OR ISSUES SINCE LAST TRUSTEES MEETING

All Professional Employees at USU extend their warmest congratulations and support to President Stan L. Albrecht on becoming the 15th President of Utah State University, officially recognized during Fall Commencement on December 17, 2005.

We enjoyed an extended Christmas break from December 26 to January 2. We thank our Administration for giving us these extra days during the holidays to spend with our families.

Marsha Howell, PEA President, and Jill Ballard, CEA President, met with Glenn Ford and Lee Burke in December to discuss the upcoming UHESA Day at the State Capitol on February 2, 2006. We all want to feel comfortable in supporting each other in our goals and requests from the Legislature in their 2006 session. Lee Burke was very supportive of this event and offered his help if needed.

Congratulations to Cindy Moulton, Assistant Registrar and Scheduler, who received the PEA Outstanding Award for Winter Quarter. Unfortunately, Cindy and her husband are moving to Arizona; and Cindy will no longer be at USU to serve the needs of students and staff. We thank her for tireless hours which continually benefitted the University and will miss her.

### UPCOMING EVENTS, ACTIONS, OR ISSUES

Jean Lown from Family Life, Consumer, and Human Development will address the professional employees at a brown bag on January 25, 2006. She will discuss our retirement plans, specifically TIAA/CREF.

UHESA Day at the State Capitol is scheduled for February 2, 2006. We are encouraging professional employees who wish to participate to take a day's vacation and join us to visit with our state representatives. Staff members from the other nine institutions of Higher Education throughout the state will participate with us.

Our campaign for contributions to the PEA Scholarship Fund will coordinate with USU's Family Fund Campaign, which will kickoff in February. Lee Roderick is the chairman and has included representatives from PEA, CEA, Faculty, and retired faculty and staff. We encourage professional employees to donate generously to our scholarship fund or any other area throughout the University as they desire.

# Classified Employees

## CLASSIFIED EMPLOYEE ASSOCIATION

Jill Ballard  
797-1038  
jballard@purchasing.usu.edu  
January 12, 2006

### **Events, Actions, or Issues Since Last Trustee's Meeting:**

Co Brunner was awarded the Employee of the Quarter. She was nominated by the Department of Special Education and Rehabilitation. She was awarded with a certificate and several gifts from on campus vendors. She will be up for the classified Employee of the Year at our annual CEA Luncheon.

Shannon Johnson from our Employee Relations Committee has been participating as a CEA representative on a USU Bookstore committee. One area that they are looking closely at is developing a contract with faculty that would encourage textbooks to be used 3-5 years instead of changing every year.

Maren Seamons volunteered to represent CEA on the SAAVI Committee.

We will be getting scholarship applications available for our two scholarships given at our luncheon. They are given to a spouse, child or grandchild of a Classified Employee. It can also be given to a CEA Employee.

Marla Boyer and Dave Cowley is co-chair of the newly structured EBAB. A benefits package is being put together to look at and discuss. There is a great interest in having a wellness program. A sub-committee is being put together to look into having a wellness program and the benefits of having one.

Amy Brazier will be taking over for Monte Larson as our committee chair for the Media and Public Relations committee. Amy suggested that we advertise for a student/intern to work on our website. This would be less expensive than going with the Webmaster like we previously talked.

Had a meeting with UHESA on January 11. UHESA Day at the State Capitol is February 2<sup>nd</sup>, 9 a.m., in room W140. A "meet & greet" with our representatives is scheduled for 10 am – 12 noon. Anyone that is interested in going is invited. We have asked all employees that are going to take an annual leave day.

### **Upcoming Events, Actions, or Issues:**

CEA Forum with Jean Lown in February or March.

UHESA Day at the Capitol will take place February 02, 2006.