

**AGENDA**  
**REGULAR MEETING OF THE**  
**UTAH STATE UNIVERSITY BOARD OF TRUSTEES**  
**Utah State University – University Inn, Alma Sonne Board Room**  
**March 8, 2019**

<b>10:30 a.m.</b>	Audit Committee Meeting	Welcome Center Sage Rm 112A
<b>11:15 a.m.</b>	Audit Committee/Board of Regents Meeting	Welcome Center Sage Rm 112A
<b>12:00 noon</b>	Lunch (Board of Trustees and Foundation Board)	UI 507
<b>1:00 p.m.</b>	Regular Meeting	UI 508
<b>1:05 p.m.</b>	Closed Session	UI 508
<b>2:00 p.m.</b>	Regular Meeting	UI 508
	<ul style="list-style-type: none"><li>• Strategic Agenda<ul style="list-style-type: none"><li>Elevating USU through Philanthropy and Engagement <i>Matthew T. White, Vice President for Advancement and President of the USU Foundation Board</i></li></ul></li><li>• Introductory Items</li><li>• Chair’s Report</li><li>• President’s Report</li><li>• Consent Agenda</li><li>• Action Agenda</li><li>• Committee Meeting Items</li></ul>	
<b>3:30 p.m.</b>	Student Health, Safety, and Well-being Committee Meeting	UI 510

## **STRATEGIC AGENDA**

### **Elevating USU through Philanthropy and Engagement**

*Matthew T. White, Vice President for Advancement  
and President of the USU Foundation*

## CHAIR'S REPORT

### A. Information Items

1. Academic Approval Committee Report
2. Alumni Association Report
3. Audit Committee Report
4. Recruitment, Enrollment, and Retention Committee Report
5. Student Health, Safety, and Well-being Committee Report
6. USUSA Report
7. Commencement
8. Schedule of meetings, note change in date for the March 2020 meeting
9. The next Board of Trustees meeting will be held via telephone on April 5, 2019

## Board of Trustees Meeting Schedule for 2019-2020

Date of Trustees Meeting	Meeting Type	Date of Regents Meeting
Friday, January 11, 2019	Regular Meeting	January 25, 2019 Utah Valley University
Friday, March 8, 2019 <sup>1</sup>	Regular Meeting (afternoon meeting)	March 29, 2019 Salt Lake Community College
Friday, April 5, 2019 <sup>2</sup>	Telephone Conference Meeting (30 minutes)	
Wednesday, May 1, 2019 <sup>3</sup>	Regular Meeting	May 17, 2019 Snow College
Friday, June 28, 2019	Regular Meeting	August 1-2, 2019 Southern Utah University
Friday, August 16, 2019	Regular Meeting (Workshop)	September 12-13, 2019 Utah State University
Friday, October 11, 2019	Regular Meeting	November 15, 2019 Salt Lake Community College
Friday, January 10, 2020	Regular Meeting	January 24, 2020 University of Utah
Friday, March 13, 2020 <sup>4</sup>	Regular Meeting (afternoon meeting)	March 27, 2020 Dixie State University
Friday, April 3, 2020 <sup>5</sup>	Telephone Conference Meeting (30 minutes)	
Wednesday, April 29, 2020 <sup>6</sup>	Regular Meeting	May 15, 2020 Weber State University

### NOTE:

Change of date to May 1, 2019, due to change in the academic calendar for Spring semester 2019 and commencement.

Change of date to March 13, 2020, due to change in the academic calendar for Spring semester 2020 and Spring break and Founders Day/Old Main event.

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<sup>1</sup> Founders Day event that evening

<sup>2</sup> Brief Telephone Conference call to approve Promotion and Tenure decisions only

<sup>3</sup> Commencement, May 2-3, 2019

<sup>4</sup> Founders Day event that evening

<sup>5</sup> Brief Telephone Conference call to approve Promotion and Tenure decisions only

<sup>6</sup> Commencement, April 30 – May 1, 2019

## PRESIDENT'S REPORT

### I. PRESIDENT'S REPORT

#### A. Information Items

1. Student Resolution of Commendation to Sierra Wise

#### B. Recent Events

1. Plant and Animal Genome Conference – San Diego, January 11-14, 2019
2. Basketball – USU at Wyoming – January 12, 2019
3. K-16 Alliance – January 14, 2019
4. Basketball – USU at San Jose State – January 16, 2019
5. Northern Utah Economic Development Partnership – Ogden, January 17, 2019
6. Salt Lake Chamber 2019 Economic Outlook and Public Policy Summit – Salt Lake City, January 18, 2019
7. Legislative Preview Reception at USU Botanical Center – Kaysville, Utah, January 17, 2019
8. President's Pre-game Reception – January 19, 2019
9. Basketball – Colorado State at USU – January 19, 2019
10. Capitol Council of Presidents – Salt Lake City, January 22, 2019
11. Remarks at 150<sup>th</sup> Golden Spike Exhibit Celebration – Salt Lake City, January 23, 2019
12. Golden Spike Reception – Salt Lake City, January 23, 2019
13. Regence Community Board Meeting – Salt Lake City, January 24, 2019
14. Board of Regents at Utah Valley University – Orem, January 25, 2019
15. Basketball – USU at New Mexico – January 26, 2019
16. Association of Governing Board Conference – Ft. Lauderdale, Florida, January 27-29, 2019
17. Sunrise Session, Michael Twohig – Salt Lake City, January 29, 2019
18. Basketball – San Jose State at USU – January 30, 2019
19. College of Ag Pre-Game Reception – February 2, 2019
20. Basketball – UNLV at USU – February 2, 2019
21. Capitol Council of Presidents – Salt Lake City, February 5, 2019
22. Basketball – USU at Fresno State – February 5, 2019
23. Association of Public Land-Grant Universities Winter Board Meeting – Washington, D.C., February 6-7, 2019
24. Basketball – USU at San Diego State – February 9, 2019
25. Salt Lake Chamber Board of Governors – Salt Lake City, February 12, 2019
26. Present at Higher Ed Appropriations Subcommittee – Salt Lake City, February 13, 2019
27. Capitol Council of Presidents – Salt Lake City, February 13, 2019
28. Basketball – Wyoming at USU – February 13, 2019
29. Aggie Ice Cream at the Capitol – Salt Lake City, February 15, 2019
30. Basketball – USU at Air Force – February 16, 2019
31. Basketball – New Mexico at USU – February 20, 2019
32. Basketball – USU at Boise State – February 23, 2019

33. Legislative Spouses Luncheon – USU Taylorsville, February 26, 2019
34. Capitol Council of Presidents – Salt Lake City, February 26, 2019
35. Research Landscapes, Randy Martin – Salt Lake City, February 26, 2019
36. Basketball – San Diego State at USU – February 26, 2019
37. Remarks at Extension Annual Conference – February 27, 2019
38. Mountain West Board of Directors Executive Committee Call – February 28, 2019
39. Basketball – Nevada at USU – March 2, 2019
40. Higher Ed Day Legislative Luncheon at the Capitol – Salt Lake City, March 4, 2019
41. Council of Presidents – Salt Lake City, March 4, 2019
42. Research on Capitol Hill – Salt Lake City, March 5, 2019
43. Capitol Council of Presidents – Salt Lake City, March 5, 2019
44. Basketball – USU at Colorado State – March 5, 2019
45. Truth and Tuition Hearing – March 6, 2019
46. Speak at Rotary Lunch – March 7, 2019
47. USU Foundation Board Dinner – March 7, 2019
48. USU Foundation Board Meeting – March 8, 2019
49. USU Board of Trustees – March 8, 2019
50. USU Founders Day and Old Main Society – March 8, 2019

C. Upcoming Events

1. Mountain West Men’s and Women’s Basketball Championship Tournament – Las Vegas, Nevada, March 10-16, 2019
2. Council of Presidents – Salt Lake City, March 12, 2019
3. Mountain West Board of Directors Meeting – Las Vegas, Nevada, March 13, 2019
4. Higher Education Strategic Planning Commission – Salt Lake City, March 20, 2019
5. Stater’s Council Breakfast – March 25, 2019
6. Salt Lake Chamber Board of Governor’s – Salt Lake City, March 26, 2019
7. Speak at Diversity Awards Luncheon, President’s Home – March 26, 2019
8. Remarks at President Tuminez Inauguration at Utah Valley University – Orem, March 27, 2019
9. Board of Regents at Salt Lake Community College – Salt Lake City, March 28-29, 2019
10. Speak at Student Life Advisory Council Breakfast, President’s Home – April 4, 2019
11. President’s Ambassadors Appreciation Dinner, President’s Home – April 4, 2019
12. USU Board of Trustees Telephone Conference Meeting – April 5, 2019



## RESOLUTION OF COMMENDATION

### SIERRA WISE

Sierra Wise is a senior from Orem, Utah, where she graduated from Timpanogas High. When she decided to come to Utah State University, no one was more pleased than her grandfather who graduated from USU with an engineering degree.

Sierra came to Logan after applying to a few different schools, including a certain one down south, but decided to come to Utah State with a scholarship offer. She didn't waste time finding a passion within the Caine College of the Arts working towards a Bachelor of the Arts in Visual Arts with a minor in Psychology. She loves the faculty within the college and the opportunity for using art in research.

Sierra left to serve an LDS mission in Guatemala after her first year at Utah State University. Upon her return in the spring of 2016, she continued her involvement at USU. She was a Teaching Assistant for US Institutions and an Undergraduate Teaching Fellow for a freshman honors course in music theory. Sierra is a very accomplished student and just received an Undergraduate Research and Creative Opportunities (URCO) grant for creating empowered space for women through feminism and community art making which intersects her major and minor as a platform to promote social justice by giving a voice to marginalized communities. The project was inspired by second wave feminism conscious-raising sessions. This earned her a spot as a panelist at SECAC, a professional arts conference. The exhibition will conclude the end of February in the Caine College of the Arts project gallery.

Along with her academic accolades, Sierra has served as the Caine College of the Arts (CCA) Academic Senator for the last two years. She created the USU Battle of the Bands, continued Artoberfest, created student-to-student scholarships for the CCA, and has been a part of the Dean search committee for the Dean. Sierra has also been a major influence within the college to bring about change to the faculty code with legislation promoting student safety, sexual assault prevention and proper professor evaluations.

Sierra plans to work for the next year at Telos, a center for adolescent boys, where they obtain skills needed to become successful in their future. She will then go on to graduate school to pursue a joint degree in social work and law. Making art will always be a big part of her life.

Thank you, Sierra, for the tireless work you have given to make our campus a safer, better place than you found it. You have certainly had a great impact here at USU.

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

Noelle E. Cockett

President

March 8, 2019

## CONSENT AGENDA

1. Minutes from the Closed Session held on January 11, 2019
2. Minutes from the Regular Meeting held on January 11, 2019
3. Academic Proposals
  - a. The Department of Animal, Dairy, and Veterinary Science in the College of Agriculture and Applied Sciences proposal to offer a Ranch Horse Science Certificate of Completion
  - b. The Department of Electrical and Computer Engineering in the College of Engineering proposal to offer a minor in Electrical Engineering
  - c. The Department of Journalism and Communication in the College of Humanities and Social Sciences proposal to offer a Social Media Emphasis with Emphases
  - d. The Department of Management in the Jon M. Huntsman School of Business proposal to offer a Bachelor of Science/Bachelor of Arts in Business Administration with Emphases in Human Resource Management and Operations Management
  - e. The Department of Applied Economics in the College of Agriculture and Applied Sciences proposal to change the name of the Master of Science in International Food and Agribusiness to Master of Sciences in Agribusiness and restructure the Master of Science
  - f. The Department of Management in the Jon M. Huntsman School of Business proposal to change the name of the Bachelor of Science/Bachelor of Arts from Business Administration to Management
  - g. The Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposal to change the name of Land, Plant, and Climate Systems to Soils and Sustainable Land Systems
  - h. Proposal to move the Department of Computer Science from the College of Engineering back to the College of Science
4. Certificate of Treasurer for September 2018
5. Certificate of Treasurer for October 2018
6. Certificate of Treasurer for November 2018
7. Contract/Grant Proposals and Awards for December 2018
8. Contract/Grant Proposals and Awards for January 2019
9. Delegation/Administrative Reports – 11/21/18 to 12/21/18
10. Delegation/Administrative Reports – 12/21/18 to 01/25/19
11. Faculty and Staff Adjustments
12. Report of Investments for September 2018
13. Report of Investments for October 2018
14. Report of Investments for November 2018
15. Report of Institutional Discretionary Funds
16. Written Reports



UTAH STATE UNIVERSITY BOARD OF TRUSTEES

Utah State University, University Inn, Alma Sonne Board Room, Logan, Utah

January 11, 2019

Minutes of the Closed Session of the Utah State University Board of Trustees held in the University Inn, Alma Sonne Board Room, commencing at 9:16 a.m.

MEMBERS PRESENT

Jody K. Burnett	Chair
Mark K. Holland	Vice Chair
Kent K. Alder	
David G. Butterfield	
John Y. Ferry	
Jaren Hunsaker	
David H. Huntsman	
Crystal C. Maggelet	
J. Scott Nixon	
Frank Peczuh, Jr	
Clark L. Whitworth	

UNIVERSITY REPRESENTATIVES PRESENT

Noelle E. Cockett	President
Mica McKinney	General Counsel
Sydney M. Peterson	Chief of Staff and Secretary to the Board of Trustees
Frank D. Galey	Executive Vice President and Provost

Chair Burnett conducted the meeting. Personnel and legal issues were discussed.

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

The meeting adjourned at 10:18 a.m.

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Jody K. Burnett, Chair

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

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Date Approved

UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
Utah State University, University Inn, Alma Sonne Board Room, Logan, Utah  
January 11, 2019

Minutes of the Regular Meeting of the Utah State University Board of Trustees held in the University Inn, Alma Sonne Board Room, commencing at 9:16 a.m.

MEMBERS PRESENT

Jody K. Burnett	Chair
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Jaren Hunsaker	
David H. Huntsman	
Crystal C. Maggelet	
J. Scott Nixon	
Frank Peczuh, Jr.	
Clark L. Whitworth	

UNIVERSITY REPRESENTATIVES PRESENT

Neil N. Abercrombie	Vice President, Government Relations
Jodi Bailey	Chief Audit Executive
Carolyn Brittain	Staff Assistant
Noelle E. Cockett	President
David T. Cowley	Vice President, Business and Finance
Julie Duersch	Staff Employee Association
Francis D. Galey	Executive Vice President and Provost
Mica McKinney	General Counsel
Sean Michael	Department Head, Landscape Architecture & Environmental Planning
James D. Morales	Vice President, Student Affairs
Katie Jo North	Director of Admissions
Sydney M. Peterson	Chief of Staff and Secretary to the Board of Trustees
William M. Plate, Jr.	Vice President for Marketing & Communications
Michael Torrens	Director, Analysis Assessment & Accreditation
Robert W. Wagner	Vice President, Academic and Instructional Services
Kenneth L. White	Vice President for Extension; Dean, College of Agriculture and Applied Sciences; Director, AES
Matthew T. White	Vice President, Advancement
David R. Woolstenhulme	Vice President, Regional Campuses

OTHERS PRESENT

Spencer Burke	<i>Statesman</i>
Peter Pigott	<i>Statesman</i>

Chair Burnett called the meeting to order.

Action: Trustee Nixon moved in accordance with 52-4-205 of the Utah Code, that the Trustees go into a Closed Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals, pending or reasonably imminent litigation, and the possible sale of real property. Trustee Holland seconded the motion. The voting was unanimous in the affirmative.

Chair Burnett reopened the Regular Meeting at 10:25 a.m. thanking those present for their attendance.

## I. STRATEGIC AGENDA

### 1. Fall 2018 Enrollment Management Discussion - Robert Wagner, Vice President, Academic & Instructional Services, and Michael Torrens, Director, Analysis Assessment & Accreditation

Director Torrens presented enrollment data for the last five years, including a glimpse of Spring 2019 numbers. He explained terms and trends, what they are influenced by, and how they affect each other. Full Time Equivalent (FTE) numbers are trending upwards as students enroll in more credits per semester to take advantage of tuition plateaus and are seeking to graduate in less time. The Logan campus has experienced consistent modest growth over the last five years. The trend for regional campuses overall is slightly down. Statewide transfer numbers are down. President Cockett noted that what is most important is student retention and completion. A National Student Clearing House will make it possible to track students to see if they transfer, drop out or come back. Vice President Wagner spoke about recruitment and engagement efforts (Appendix A).

### 2. Risk Management - Noelle E. Cockett, President

President Cockett noted that the administration has been working on a top-down risk assessment. Internal Audits will present a draft of these items to the Board of Regents at an annual review meeting in March. Over the next year, Utah State University will be working on risk mitigation.

## II. CHAIRS REPORT

### A. Action Items

#### 1. Oath of Office for Trustee David H. Huntsman

Chair Burnett administered the Oath of Office to David H. Huntsman.

## B. Information Items

### 1. Proposed Committee Changes

Chair Burnett briefly spoke about the current committee structure and membership. There are two new committees:

- Student Health, Safety, and Well-being
- Recruitment, Enrollment, and Retention

Committee membership was updated and will remain in place through June 2019.

### 2. Academic Approval Committee Report

Trustee Alder explained that proposals submitted to the Academic Approval Committee are reviewed and scrutinized prior to being forwarded for the full Board's approval. Proposals are then placed on the Consent Agenda or Action Agenda for Trustee approval.

### 3. Alumni Association Report

Trustee Butterfield stated that the Alumni Association is working on a long-term model to sustain its activities. The alumni team will also be working with colleges to identify key locations to revive alumni chapters.

### 4. Audit Committee Report

Trustee Nixon asked the Board to accept the recommendation from the Audit Committee to approve the following audit reports, which were reviewed by the committee [Resolution 19-01-25] (Appendix KK).

- Utah State University Financial Report, Independent State Auditor's Report on Internal Control, and Single Audit Management Letter for the Year Ended 30 June 2018
- Utah State University Research Foundation Financial Statements and Management Letter for the Year Ended 30 June 2018
- Utah Public Radio Financial Statements and Independent Auditor's Report on Internal Control for the Year Ended 30 June 2018
- Edith Bowen Laboratory School Financial Statements, Independent State Auditor's Report on Internal Control, and Independent State Auditor's Report on Compliance for the Year Ended 30 June 2018

Action: Trustee Nixon moved to approve the Audit Committee's Review and Acceptance of the External Audit Reports FY18. Trustee Ferry seconded the motion. The voting was unanimous in the affirmative.

5. USUSA Report

Trustee Hunsaker highlighted the Aggie Heroes event held in November. Aggies benefited by listening to stories from individuals who have faced exceptional challenges and how they overcame their difficulties.

6. Old Main Society/Founders Day Celebration – March 8, 2019.

7. The next Board of Trustees meeting will be held in the afternoon on March 8, 2019.

### III. PRESIDENT’S REPORT

#### A. Information Items

1. Introduction of new Vice President for Marketing and Communications, William M. Plate, Jr.

President Cockett introduced Bill Plate, Utah State University’s new Vice President for Marketing and Communications. Plate has 16 years of experience working in higher education communications, digital journalism, and social media. Public Relations and Marketing, as well as some of the Student Marketing and Communications group, will report to his office.

2. Legislative Preview – Neil N. Abercrombie, Vice President Government Relations

Vice President Abercrombie stated that following a good state revenue year it is hoped that the Legislature will approve a 2.5 percent compensation increase for higher education employees. Another issue to watch is the request to align USU Eastern’s technical course tuition to be in line with technical college offerings throughout the state.

A few dates of note are:

- Thursday, January 13, 2019 – Legislative Preview event, at the Kaysville Botanical Center
- Monday, March 4, 2019 – Higher Education Day on the Hill, which includes lunch with Regents, Trustees, and Legislators
- Tuesday, March 5, 2019 – research posters from the Utah State University and the University of Utah are featured/presented at the Capitol

3. Student Resolution of Commendation to Madeline Hill

USUSA President Hunsaker shared the letter of commendation for Madeline Hill. Without seeking recognition, she has given much service during her time at Utah

State. Post-graduation Maddie plans to study occupational therapy (Appendix B).

B. Recent Events

1. Football – UNLV at USU – October 13, 2018
2. Panel Member at World Food Prize – 2018 Borlaug Dialogue International Symposium – Des Moines, Iowa, October 16-18
3. Inaugural Professor Lecture, Nathan Greer, President’s Home – October 18, 2018
4. Football – USU at Wyoming – October 20, 2018
5. Salt Lake Chamber Board of Governors – Salt Lake City, October 23, 2018
6. Women’s Artistic Leadership Initiative VIP Reception – Salt Lake City, October 24, 2018
7. Football – New Mexico at USU – October 27, 2018
8. Remarks at Inclusive Excellence Symposium – October 29, 2018
9. Council of Presidents – Salt Lake City, October 30, 2018
10. Sunrise Session, Joe Wilson – Salt Lake City, October 30, 2018
11. Stater’s Council Breakfast Meeting – October 31, 2018
12. Aggies Hero Event – November 1, 2018
13. Basketball – Evergreen State College at USU – November 1, 2018
14. USU Football – USU at Hawaii – November 3, 2018
15. Inaugural Professor Lecture, Karen Munoz, President’s Home – November 6, 2018
16. Basketball – USU at Montana State University – November 6, 2018
17. Inaugural Professor Lecture, Erin Davis, President’s Home – November 7, 2018
18. USU Alumni/Utah Jazz Game Event – Salt Lake City, November 7, 2018
19. Panel Member at Utah Global Forum – Salt Lake City, November 8, 2018
20. Basketball – University of Hartford at USU – November 9, 2018
21. Association of Public Land-Grant Universities 2018 Annual Meetings – New Orleans, November 10-13, 2018
22. USU Football – San Jose State at USU – November 10, 2018
23. Inaugural Professor Lecture, Chris Skousen, President’s Home – November 12, 2018
24. Higher Education Strategic Planning Commission Meeting – Salt Lake City, November 13, 2018
25. Inaugural Professor Lecture, Heidi Wengreen, President’s Home – November 13, 2018
26. Basketball – Mississippi Valley State at USU – November 13, 2018
27. Inaugural Professor Lecture, Zonda Wang, President’s Home – November 14, 2018
28. Board of Regents at Dixie State University – St. George, November 15-16, 2018
29. Basketball – Utah Valley University at USU – November 16, 2018
30. USU Football – USU at Colorado State – November 17, 2018
31. Basketball – MGM Tournament – Las Vegas, Nevada, November 19-21, 2018
32. Inaugural Professor Lecture, John Stevens, President’s Home – November 20, 2018
33. USU Football and Alumni Pre-Game Party – USU at Boise State – November 24, 2018
34. Mountain West Board of Directors Executive Committee Call – November 26, 2018
35. Inaugural Professor Lecture, Kathleen Mohr, President’s Home – November 26, 2018
36. Salt Lake Chamber Board of Governors – Salt Lake City, November 27, 2018
37. Inaugural Professor Lecture, Scott Deberard, President’s Home – November 27, 2018
38. Speak at Athletics Council re: Mental Health – November 28, 2018

39. Inaugural Professor Lecture, Keith Grant-Davie, President's Home – November 28, 2018
40. Basketball – Northern Iowa at USU – November 28, 2018
41. Salt Lake Tribune Editorial Board – Salt Lake City, November 29, 2018
42. Speak at USU Research Landscapes Luncheon – Salt Lake City, November 29, 2018
43. Board of Regents Fall Resource and Review – Salt Lake City, November 29, 2018
44. USU Foundation Board Dinner and Meeting – Salt Lake City, November 29-30, 2018
45. Basketball – USU at University of California Irvine – December 1, 2018
46. Donor Meetings/Events with VP for Advancement Matt White – New York City, December 2-6, 2018
47. Inaugural Professor Lecture, Sherry Marx, President's Home – December 5, 2018
48. Basketball – USU at BYU – December 5, 2018
49. Inaugural Professor Lecture, Sylvia Read, President's Home – December 6, 2018
50. Basketball – USU vs. Weber State at Beehive Classic – Salt Lake City, December 8, 2018
51. Mountain West Board of Directors Meetings – Phoenix, Arizona, December 9-10, 2018
52. Regional Campus Visits to USU Eastern, USU Salt Lake Center, USU Tooele, USU Brigham City – December 11-12, 2018
53. USU Football – USU vs. North Texas – New Mexico Bowl, December 13-14, 2018
54. Basketball – Alabama State University at USU – December 15, 2018
55. Basketball – USU at University of Houston – December 20, 2018
56. Basketball – Eastern Oregon University at USU – December 28, 2018
57. Basketball – USU at Nevada – January 2, 2019
58. Basketball – Air Force at USU – January 5, 2019
59. Council of Presidents – Salt Lake City, January 8, 2019
60. EDCUtah Board of Trustees Meeting – Salt Lake City, January 8, 2019
61. Basketball – Fresno State at USU – January 9, 2019
62. USU Board of Trustees – January 11, 2019

### C. Upcoming Events

1. Plant and Animal Genome Conference – San Diego, January 11-14, 2019
2. Basketball – USU at Wyoming – January 12, 2019
3. K-16 Alliance – January 14, 2019
4. Basketball – USU at San Jose State – January 16, 2019
5. Salt Lake Chamber 2019 Economic Outlook and Public Policy Summit – Salt Lake City, January 18, 2019
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9. Remarks at 150<sup>th</sup> Golden Spike Exhibit Celebration – Salt Lake City, January 23, 2019
10. Regence Community Board Meeting – Salt Lake City, January 24, 2019
11. Board of Regents at Utah Valley University – Orem, January 25, 2019
12. Basketball – USU at New Mexico – January 26, 2019
13. Association of Governing Board Conference – Ft. Lauderdale, Florida,

January 27-29, 2019

14. Sunrise Session, Michael Twohig – Salt Lake City, January 29, 2019
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20. Association of Public Land-Grant Universities Winter Board Meeting – Washington, D.C., February 6-7, 2019
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29. Basketball – USU at Boise State – February 23, 2019
30. Capitol Council of Presidents – Salt Lake City, February 26, 2019
31. Basketball – San Diego State at USU – February 26, 2019
32. Remarks at Extension Annual Conference – February 27, 2019
33. Mountain West Board of Directors Executive Committee Call – February 28, 2019
34. USU Board of Trustees – March 1, 2019

President Cockett highlighted the following upcoming events:

- USU Libraries photo archives exhibit celebrating the 150th Anniversary of the Golden Spike, grand opening reception, 4th floor gallery, Utah State Capitol – January 23, 2019, 3-5 p.m.
- USU’s Research Landscapes, AIR by Randy Martin, O.C. Tanner headquarters, 1930 State Street, Salt Lake City – February 26, 2019

#### IV. CONSENT AGENDA

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

1. Minutes from the Closed Session held on October 12, 2018
2. Minutes from the Regular Meeting held on October 12, 2018
3. Academic Proposals
  - Office of Academic and Instructional Services proposal for a new Center for Student Analytics (Resolution 19-01-01) (Appendix C)
  - School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposal to change the name of the Bachelor of Science in Agricultural Communication and Journalism to Agriculture Communication (Resolution 19-01-02) (Appendix D)



- School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposal to offer an emphasis in the Agricultural Systems Technology program (Resolution 19-01-03) (Appendix E)
  - School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposal to add School-Based and Community-Based Emphases to the Bachelor of Science degree in Family and Consumer Sciences Education (Resolution 19-01-04) (Appendix F)
  - The Department of English in the College of Humanities and Social Sciences to change the name of American Studies to Folklore and American Studies and restructure the program (Resolution 19-01-05) (Appendix G)
  - The Department of Mathematics and Statistics in the College of Science proposal to offer an Applied Mathematics Emphasis with Emphases (Resolution 19-01-06) (Appendix H)
  - The Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences to establish the I-System Institute for Transdisciplinary Studies (Resolution 19-01-07) (Appendix I)
  - The School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposal to offer an Elementary Mathematics Specialist Certificate (Resolution 19-01-08) (Appendix J)
4. Awards and Proposals – September 2018 (Resolution 19-01-09) (Appendix K)
  5. Awards and Proposals – October 2018 (Resolution 19-01-10) (Appendix L)
  6. Awards and Proposals – November 2018 (Resolution 19-01-11) (Appendix M)
  7. Bad Debt Write-off Recommendation for Fiscal Year Ending 30 June 2018 (Resolution 19-01-12) (Appendix N)
  8. Certificate of Treasurer for July 2018 (Resolution 19-01-13) (Appendix O)
  9. Certificate of Treasurer for August 2018 (Resolution 19-01-14) (Appendix P)
  10. Delegation / Administrative Reports – 08/24/18 to 10/26/18 (Resolution 19-01-15) (Appendix Q)
  11. Delegation / Administrative Reports – 10/26/18 to 11/21/18 (Resolution 19-01-16) (Appendix R)
  12. Honorary Degrees 2019 (Resolution 19-01-17) (Appendix S)
  13. Report of Investments for July 2018 (Resolution 19-01-18) (Appendix T)
  14. Report of Investments for August 2018 (Resolution 19-01-19) (Appendix U)
  15. Report of Institutional Discretionary Funds (Resolution 19-01-20) (Appendix V)
  16. USU Policy 401.4.2 (7) – Faculty with Term Appointments (Resolution 19-01-21) (Appendix W)
  17. USU Policy 405.6.2 (2) – Faculty with Term Appointments (Resolution 19-01-22) (Appendix X)
  18. USU Policy 516 – Meals and Entertainment – revision (Item of Information) (Appendix Y)
  19. Written Reports
    - Academic & Instructional Services (Appendix Z)
    - Advancement (Appendix AA)
    - Business and Finance (Appendix BB)
    - Executive Vice President and Provost (Appendix CC)
    - Faculty Senate (Appendix DD)

- Public Relations & Marketing (Appendix EE)
- Research and Graduate Studies (Appendix FF)
- Student Affairs (Appendix GG)
- USUSA (Appendix HH)

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

## V. ACTION AGENDA

1. Proposal from the Department of History in the College of Humanities and Social Sciences to offer a Master's Degree in Ancient Languages and Cultures (Resolution 19-01-23) (Appendix II)

Provost Galey explained that this degree poses no additional costs. Students with advanced studies will be better prepared for success in their professional goals such as seeking a PhD. This degree will make our program competitive.

Action: Trustee Ferry moved to approve the proposal from the Department of History in the College of Humanities and Social Sciences to offer a Master's Degree in Ancient Languages and Culture. Trustee Nixon seconded the motion. The voting was unanimous in the affirmative.

2. Proposal from the Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences to offer a Baccalaureate Degree in Chinese (Resolution 19-01-24) (Appendix JJ)

This degree proposal is in response to student requests, changes in the labor market, and faculty analysis of current trends. Chinese is a vital language in the global economy. This degree offering will make Utah State more competitive.

Action: Trustee Huntsman moved to approve the proposal from the Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences to offer a Baccalaureate Degree in Chinese. Trustee Hunsaker seconded the motion. The voting was unanimous in the affirmative.

3. Review and Acceptance of the External Audit Reports FY18 (Resolution 19-01-25) (Appendix KK)

Trustee Nixon reviewed this proposal during his Audit Committee report.

4. Request for Differential Tuition for the College of Agriculture and Applied Sciences (Resolution 19-01-26) (Appendix LL)

Ken White, Vice President for Extension; Dean, College of Agriculture and Applied Sciences; and Director, AES, explained that the colleges' undergraduate enrollment has more than doubled over the last decade. Student resources have not kept pace. The proposal includes a \$15 per credit hour fee for 1000-2999 level courses and a \$39 per credit hour fee (increasing over time to \$59) for 3000-5999 level courses. The proposal eliminates most upper-division course fees. Funds would be used to increase instructional capacity for high-growth programs, increase access to academic advisors, and provide experiential learning through high-impact practices.

Action: Trustee Holland moved to approve the proposal to establish differential tuition for the College of Agriculture and Applied Sciences as follows:

- approval for up to \$39 per credit hour fee for three years as proposed
- after three years, the proposal will be brought back to the Board for further review and approval
- an additional proviso for Dean White to be given the flexibility to work with Vice President Woolstenhulme to implement the proposal at the Regional Campuses at a level that would not adversely affect students in the CTE program

Trustee Ferry seconded the motion. The motion carried with Trustee Hunsaker voting against the motion.

## VI. Committee Meeting Items

1. Minutes from the Audit Committee meeting held on March 2, 2018 (Appendix MM)
2. Agenda for the meeting on October 12, 2018 (Appendix NN)

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

The meeting adjourned at 12:49 p.m.

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Jody K. Burnett, Chair

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

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Date Approved

8 March 2019

**ITEM FOR ACTION**

Utah State University's Department of Animal, Dairy, and Veterinary Science in the College of Agriculture and Applied Sciences proposes offering a Ranch Horse Management Certificate of Completion in the manner described below.

**EXECUTIVE SUMMARY**

The Department of Animal, Dairy, and Veterinary Science in the College of Agriculture and Applied Sciences proposes offering a Ranch Horse Management Certificate of Completion.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Certificate of Completion in Ranch Horse Management in the College of Agriculture and Applied Sciences' Department of Animal, Dairy, and Veterinary Science.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Animal, Dairy, and Veterinary Science in the College of Agriculture and Applied Sciences proposes offering a Certificate of Completion in Ranch Horse Management, and

WHEREAS, The proposed certificate will provide customized training and support the students in gaining meaningful employment, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Certificate of Completion in Ranch Horse Management in the College of Agriculture and Applied Sciences' Department of Animal, Dairy, and Veterinary Sciences and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
New Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

**Institution Submitting Request:** Utah State University

**Proposed or Current Program Title:** Ranch Horse Management

**Sponsoring School, College, or Division:** Utah State University Blanding; College of Agriculture and Applied Sciences

**Sponsoring Academic Department(s) or Unit(s):** Animal, Dairy, and Veterinary Science

**Classification of Instructional Program Code<sup>1</sup> :** 01.0307

**Min/Max Credit Hours Required of Full Program:** 31 / 31

**Proposed Beginning Term<sup>2</sup>:** Fall 2019

**Institutional Board of Trustees' Approval Date:**

<input type="checkbox"/> Certificate of Proficiency	<input type="checkbox"/> Entry-level CTE CP	<input type="checkbox"/> Mid-level CP
<input checked="" type="checkbox"/> Certificate of Completion		
<input type="checkbox"/> Minor		
<input type="checkbox"/> Graduate Certificate		
<input type="checkbox"/> K-12 Endorsement Program		
<input type="checkbox"/> NEW Emphasis for Regent-Approved Program		
<input type="checkbox"/> Out of Service Area Delivery Program		

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name \_\_\_\_\_ Date:

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

**Utah System of Higher Education  
Program Description - Abbreviated Template**

**Section I: The Request**

Utah State University requests approval to offer the following Certificate of Completion: Ranch Horse Management effective Fall 2019. This program was approved by the institutional Board of Trustees on .

**Section II: Program Proposal/Needs Assessment**

**Program Description/Rationale**

*Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.*

A very large portion of the geographic area surrounding Utah State University Blanding, and from where students are recruited, is the Navajo Nation. Horses have always been a main component of Navajo culture, tradition, and everyday life. Most Navajo youth are introduced to the horse shortly after birth. The horse is used for work such as caring for the sheep and cattle, and Navajo youth spend countless hours in the saddle.

A certificate of completion in the Ranch Horse Management Program at the Blanding Campus will provide a foundation for those students wishing to find careers in the equine industry, but also portions of the beef industry as well where horses are used in cattle management systems. The certificate of completion is also a beginning pathway for students who decide to pursue an associate's degree in Agricultural Sciences or a bachelor's degree in equine science and management on the Logan campus. The ranch horse program will attract students to USU Blanding even if they are not seeking careers with horses, but would just like to take some classes while they pursue degrees in other areas. It will also be a means of introducing students to the possibilities and unlimited opportunities of earning a degree in some aspect of agricultural sciences or other areas.

**Labor Market Demand**

*Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer ([jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do](http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do)) and the Occupation Outlook Handbook ([www.bls.gov/oco](http://www.bls.gov/oco)).*

As of January 25, 2018 there were 28 job openings in the State of Utah looking for a ranch worker with horse experience. The Winecup and Gamble Ranching Enterprise of Montello, Nevada called USU Blanding in September seeking five potential employees with horse and cattle experience. Indeed.com reported that ranch jobs in 2018 in the West pay an average of \$2,400 per month. Currently there are 16 horseback tour businesses located in the Four Corners Area, five of which are located in Monument Valley. These businesses are always looking for individuals who have experience and are well versed in equine safety.

**Consistency with Institutional Mission/Impact on Other USHE Institutions**

*Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/). Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/).*

In accordance with the Utah System of Higher Education, Policy 312-6 regarding role of the land grant institution, Utah State University, acting as a community college through its Extension efforts, USU Blanding offers open admission to associate's degree programs with appropriate academic preparatory support. In accordance with Policy 321-4.4 the community college role is to transmit knowledge and skills through transfer education at the associate of arts and associate of science degree level along with offering associate of applied science degrees, career and technical education, customized training for employers, developmental education, and strong student services to support these functions. The addition of the Ranch Horse Management Program Certificate of Completion further extends the fulfillment of this mission.

In accordance with Utah Higher Education Policy 315-7 this program will not be offered outside of Utah State University's Designated Service Area.

### **Finances**

*What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

The Equine - Ranch Horse Management Program originally received funding from the Regional Campus Investment Fund in 2017 of approximately \$15,000 to construct an equine facility on the campus of Utah State University Blanding. In 2018 funding was received from the USU College of Agriculture and Applied Sciences for \$80,000. This money will be used to purchase horses, equipment, construct a limited amount of infrastructure, and basically bring the program up to an operational level to serve students. In the future money will come from student fees to help support the program, but outside funding will need to be pursued. Courses will be taught by current faculty.



### Section III: Curriculum

#### Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

		Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)					
<b>General Education Credit Hour Sub-Total</b>					
Required Courses					
+	-	ENGL 1010		Introduction to Writing Academic Prose	3
+	-	CMST 2110		Interpersonal Communications	3
+	-	ADVS 1110		Introduction to Animal Science	4
+	-	ADVS 1200		Basic Horsemanship Skills	3
+	-	ADVS 1600		Riding Fundamentals I	3
+	-	ADVS 2080		Beef and Dairy Herd Health and Production Practices	3
+	-	ADVS 2150		Yearling Fitting and Sales Preparation	3
+	-	ADVS 2190		Horse Production Practices	3
+	-	ADVS 2400		Riding Fundamentals II - Intermediate	3
+	-	ADVS 2500		Feeds and Feeding	3
<b>Required Course Credit Hour Sub-Total</b>					31
Elective Courses					
+	-				
<b>Elective Credit Hour Sub-Total</b>					
<b>Core Curriculum Credit Hour Sub-Total</b>					31

#### Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

## Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higher.utah.edu/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ENGL 1010 Introduction to Writing Academic Papers	3	ADVS 2080 Beef and Dairy Herd Health and Production	3
ADVS 1110 Introduction to Animal Science	4	ADVS 2190 Horse Production Practices	3
ADVS 1200 Basic Horsemanship Skills	3	ADVS 2400 Riding Fundamentals II - Intermediate	3
ADVS 1600 Riding Fundamentals I	3	ADVS 2500 Feeds and Feeding	3
CMST 2110 Interpersonal Communications	3	ADVS 2150 Yearling Fitting and Sales Preparation	3
<b>Total</b>	16	<b>Total</b>	15
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
<b>Total</b>		<b>Total</b>	
Four Year Map			

8 March 2019

**ITEM FOR ACTION**

Utah State University's Department of Electrical and Computer Engineering in the College of Engineering proposes offering a minor in Electrical Engineering in the manner described below.

**EXECUTIVE SUMMARY**

The Department of Electrical and Computer Engineering in the College of Engineering proposes offering a minor in Electrical Engineering.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer a minor in Electrical Engineering in the College of Engineering's Department of Electrical and Computer Engineering.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Electrical and Computer Engineering in the College of Engineering proposes offering a minor in Electrical Engineering, and

WHEREAS, The proposed change will offer the students a cross disciplinary background and will make them highly sought after in the job market, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a minor in Electrical Engineering in the College of Engineer's Department of Electrical and Computer Engineering and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
New Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

**Institution Submitting Request:** Utah State University  
**Proposed or Current Program Title:** Electrical Engineering  
**Sponsoring School, College, or Division:** Engineering  
**Sponsoring Academic Department(s) or Unit(s):** Electrical and Computer Engineering  
**Classification of Instructional Program Code<sup>1</sup> :** 14.1001  
**Min/Max Credit Hours Required of Full Program:** 17 / 19  
**Proposed Beginning Term<sup>2</sup>:** Fall 2019  
**Institutional Board of Trustees' Approval Date:**

<input type="checkbox"/> Certificate of Proficiency	<input type="checkbox"/> Entry-level CTE CP	<input type="checkbox"/> Mid-level CP
<input type="checkbox"/> Certificate of Completion		
<input checked="" type="checkbox"/> Minor		
<input type="checkbox"/> Graduate Certificate		
<input type="checkbox"/> K-12 Endorsement Program		
<input type="checkbox"/> <b>NEW</b> Emphasis for Regent-Approved Program		
<input type="checkbox"/> Out of Service Area Delivery Program		

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name \_\_\_\_\_ Date:

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

**Utah System of Higher Education  
Program Description - Abbreviated Template**

**Section I: The Request**

Utah State University requests approval to offer the following Minor: Electrical Engineering effective Fall 2019. This program was approved by the institutional Board of Trustees on .

**Section II: Program Proposal/Needs Assessment**

**Program Description/Rationale**

*Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.*

There is a strong demand from industry for mechanical engineers to have a better background in electrical engineering topics. To address this need, the Electrical and Computer Engineering Department developed the proposed requirements for a Minor in Electrical Engineering. The proposed program utilizes existing classes only (no new classes needed).

This need was first proposed by the department by USU's Mechanical and Aerospace Engineering Department, based on the following article: <https://www.asme.org/engineering-topics/articles/technology-and-society/does-silicon-valley-have-enough-engineers> which outlines the need for cross disciplinary electrical engineers with a better background in mechanical engineering, and similarly mechanical engineers with a better background in electrical engineering. The article states that "someone who has experience with industrial assets and mechanical engineering as well as IT skills will be the most sought after... Those people are not easy to find." Both the Mechanical and Electrical engineering departments at USU are developing minors to their BS degree programs to address this need. The department currently has Mechanical Engineering students taking classes from the Electrical Engineering department and Electrical Engineering students are taking Mechanical Engineering classes to make themselves more attractive to potential employers. What is lacking is formal recognition of these efforts on the students transcripts.

This minor would be appropriate for any students in the engineering or physics programs at USU.

**Labor Market Demand**

*Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer ([jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do](http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do)) and the Occupation Outlook Handbook ([www.bls.gov/oco](http://www.bls.gov/oco)).*

According to <https://jobs.utah.gov/jsp/utalmis/#/occupation/17-2141.00/report> website, both mechanical and electrical engineers have a 5 star rating for Occupation Outlook. Current graduates of the programs do not have difficulty finding good paying jobs. As mentioned above, students with cross disciplinary backgrounds are highly sought after on both a state and national level. Putting forth this minor is a way for students to get that recognized for their cross disciplinary background.

In addition, one sub-discipline that is very much in demand today is the engineering necessary for driverless automobiles (autonomous vehicles). This hot area requires expertise in control systems and computer controllers, which is an area of electrical engineering that can be studied in the proposed minor.

**Consistency with Institutional Mission/Impact on Other USHE Institutions**

*Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/). Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/).*

This minor would only be available at Utah State University and would be consistent with the institution's mission, roles, and goals. This is the first electrical engineering minor offered by a USHE institution, which will make USU unique in the system.

**Finances**

*What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

No additional costs are anticipated with this change. The number of students anticipated to participate in the minor will be small enough to fit into the department's current class enrollments.

### Section III: Curriculum

#### Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

		Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)					
<b>General Education Credit Hour Sub-Total</b>					0
Required Courses					
+	-	ECE 1400		Computer Programming for Electrical and Computer Engineers I	4
+	-	ECE 3620		Continuous-Time Systems and Signals	3
+	-	ECE 3710		Microcontroller Hardware and Software	4
<b>Required Course Credit Hour Sub-Total</b>					11
Elective Courses					
+	-	ECE 2290		Electrical Circuits 2	3
+	-	ECE 2700		Digital Circuits	4
+	-	ECE 3700		Digital System Design	3
+	-	ECE 3410		Microelectronics I	4
+	-	ECE 3640		Discrete-Time Signals and Systems	3
+	-	ECE 3870		Electromagnetics I	4
+	-	ECE 5230		Spacecraft Systems Engineering	3
+	-	ECE 5240		Space System Design	3
+	-	MAE 5530		Space System Design	3
+	-	MAE 5310		Dynamic Systems and Controls	3
+	-	ECE 5310		Control Systems	3
+	-	MAE 5320		Mechatronics	3
+	-	ECE 5320		Mechatronics	3
+	-	ECE 5330		Small Unmanned Aircraft Systems	3
+	-	MAE 5330		Small Unmanned Aircraft Systems	3
+	-	ECE 5460		VLSI Design Automation	3
+	-	ECE 5600		Introduction to Computer Networks	3
+	-	ECE 5630		Digital Signal and Image Processing	3
+	-	ECE 5640		Real-Time Processors	4
+	-	ECE 5660		Communication Systems I	3
+	-	ECE 5720		Computer Systems Programming and Architecture	3
<b>Elective Credit Hour Sub-Total</b>					6



		Course Number	NEW Course	Course Title	Credit Hours
<b>Core Curriculum Credit Hour Sub-Total</b>					17

### Program Curriculum Narrative

*Describe any variable credits. You may also include additional curriculum information, as needed.*

Some of the courses allowed as electives for the minor require 4 credit hours of effort instead of the nominal three credit hours. This could cause some students to take a maximum of 19 credit hours to complete the minor.

Two courses from the above elective course list need to be taken. No course may be applied toward a minor in Electrical Engineering with an earned grade of less than C-. No course may be repeated more than one time to improve the grade to a C- or better. Courses for Electrical Engineering Minors may not be taken on a Pass/ Fail Basis.

## **Degree Map**

*Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).*

*Please cut-and-paste the degree map or manually enter the degree map in the table below*

A typical degree map could be as follows:

Year 1

Fall Semester - ECE 1400 (Computer Programming for Electrical and Computer Engineers I), 4 credits

Year 2

Fall Semester - ECE 3620 (Continuous-Time Systems and Signals), 3 credits

Year 3

Fall Semester - ECE 3710 (Microcontroller Hardware and Software), 4 credits

ECE 5310 (Control Systems), 3 credits

Spring Semester - ECE 5330 (Small Unmanned Aircraft Systems), 3 credits

It is noted that ECE 1400 is currently taught every semester giving flexibility.

8 March 2019

**ITEM FOR ACTION**

Utah State University's Department of Journalism and Communication in the College of Humanities and Social Sciences proposes offering a Social Media Emphasis in the manner described below.

**EXECUTIVE SUMMARY**

The Department of Journalism and Communication in the College of Humanities and Social Sciences proposes offering a Social Media Emphasis.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Social Media Emphasis in the College of Humanities and Social Sciences' Department of Journalism and Communication.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Journalism and Communication in the College of Humanities and Social Sciences proposes offering a Social Media Emphasis, and

WHEREAS, The proposed change reiterate the importance of social media training for those entering a variety of communication professions, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Social Media Emphasis in the College of Humanities and Social Sciences' Department of Journalism and Communication, and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
New Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

**Institution Submitting Request:** Utah State University  
**Proposed or Current Program Title:** Social Media Emphasis  
**Sponsoring School, College, or Division:** College of Humanities and Social Sciences  
**Sponsoring Academic Department(s) or Unit(s):** Department of Journalism and Communication  
**Classification of Instructional Program Code<sup>1</sup> :** 09.0702  
**Min/Max Credit Hours Required of Full Program:** 39 / 42  
**Proposed Beginning Term<sup>2</sup>:** Fall 2019  
**Institutional Board of Trustees' Approval Date:**

<input type="checkbox"/>	Certificate of Proficiency	<input type="checkbox"/>	Entry-level CTE CP	<input type="checkbox"/>	Mid-level CP
<input type="checkbox"/>	Certificate of Completion				
<input type="checkbox"/>	Minor				
<input type="checkbox"/>	Graduate Certificate				
<input type="checkbox"/>	K-12 Endorsement Program				
<input checked="" type="checkbox"/>	<b>NEW</b> Emphasis for Regent-Approved Program				
	<i>Current Program BOR Approval Date:</i>				
	<i>Proposed Emphasis Title</i>	Social Media			
	<i>Credit Hours for NEW Emphasis Only:</i>	39	/	42	
	Propose a NEW Emphasis				
<input type="checkbox"/>	Out of Service Area Delivery Program				

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name \_\_\_\_\_ Date: \_\_\_\_\_

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

**Utah System of Higher Education  
Program Description - Abbreviated Template**

**Section I: The Request**

Utah State University requests approval to offer the following Degree: Social Media Emphasis effective Fall 2019. This program was approved by the institutional Board of Trustees on .

**Section II: Program Proposal/Needs Assessment**

**Program Description/Rationale**

*Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.*

Description: Students within the Journalism and Communication major currently choose one of three areas of emphasis: (1) Public Relations/Corporate Communication, (2) Broadcast/Electronic Media, and (3) Print. The Department of Journalism and Communication (JCOM) proposes to initiate a fourth emphasis --Social Media --to prepare students to work effectively within today's changing mass media environment.

This area of emphasis will prepare students for careers using social media as a platform for message creation and distribution in a variety of organizations and settings. It will prepare students to create, manage, and analyze social media content aimed at specific target audiences. Students will apply theory to develop effective strategies for use in emerging media campaigns and social media community building. Expertise will be developed through a variety of learning experiences, including hands-on practice, project-based learning, group activities, community-service projects, and internships.

Students in the new area of emphasis will take the foundational JCOM courses required of all majors (18 credits total), four courses specific to the social media track (3 social media courses and one public relations course; 12 credits total), plus electives (at least 9 credits). The Department will revise its current social media course and add two new courses; all other courses within the major will remain the same. Thus, departmental changes will be minimal.

Rationale for New Emphasis: Social media are becoming increasingly important sources of news, information, and entertainment. For example, the Pew Research Center reports that:

- 68 percent of U.S. adults say they use Facebook and 73 percent say they use YouTube (2018 data);
- 67 percent of Americans say they get news from social media (2017 data);
- 53% of U.S. adults say they used social media for some form of political or social-minded activity in 2017 (2018 data);
- majorities of U.S. adults consider social media very or somewhat important for meeting a variety of political goals, such as getting politicians to pay attention to issues (2018 data).

This trend has created new career opportunities, from managing social media for companies, nonprofits, public relations agencies, and political candidates to creating social media content for more traditional broadcast and print media outlets. The Social Media emphasis will prepare students to take

advantage of these opportunities.

Several factors suggest that interest in social media expertise is strong among USU students as well as employers, and these factors helped shape the Department's decision to propose a Social Media emphasis. JCOM 4040, the Department's current social media course, typically fills and often has a waiting list. JCOM graduates are already finding jobs as social media directors, marketers, analysts, or editors for international companies, public relations agencies, traditional mass media outlets, and other organizations as reported in the department's "Where Are They Now?" list of alumni. Furthermore, the Department's advisory board, made up primarily of professionals working within the communication industries, confirmed the importance of social media training and supports the Department's efforts to expand its course offerings.

A number of departments across campus offer Web, Internet, electronic commerce, and other courses related to the digital environment. However, this will be Utah State's only area of emphasis specifically focused on social media.

In addition, the Social Media emphasis will position Utah State to compete with other mass communication departments within the Utah System of Higher Education (USHE). Based on discussion at the February 2018 USHE Communication Committee meeting and current degree maps, many of the state's universities offer one or more social media courses, Dixie State University offers a Social Media emphasis, and Weber State University offers a Digital Media emphasis (which includes social media). Southern Utah University was considering developing a Social Media certificate at the time of the committee meeting. The proposed emphasis is consistent with the direction in which other Utah colleges and universities are moving and prepares Utah State to meet the needs of students transferring to or from these schools. Discussion from the USHE Communication Committee meeting helped guide the development of the proposed sequence of courses.

### Labor Market Demand

*Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer ([jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do](http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do)) and the Occupation Outlook Handbook ([www.bls.gov/oco](http://www.bls.gov/oco)).*

Statistics from the U.S. Department of Labor's Bureau of Labor Statistics (Employment Projections program) reiterate the importance of social media training for those entering a variety of communication professions. Some of these occupations are expected to grow at or above the projected average for all occupations (7 percent). For example, as shown in the Bureau's Occupational Outlook Handbook (January 30, 2018):

Occupation	2016-2026 Projected Change	2026 Projected Employment	Relevance of Social Media and Web
Public relations specialist	+9%	282,600	"The growing use of social media also is expected to increase employment for public relations specialists."
Public relations and fundraising managers	+10%	81,100	"As online social media increase the speed at which news travels, public relations managers will be needed to address good and bad news for their organization or client."
Advertising, promotions, and marketing managers	+10%	273,400	"[A]dvertising and promotion managers are expected to see employment growth in [industries other than print newspapers] in which they will be needed to manage digital media campaigns that often target

			customers through the use of websites, social media, or live chats.”
Writers and authors	+8%	141,200	“Writers and authors who have adapted to online and social media, and who are comfortable writing for and working with a variety of electronic and digital tools, should have an advantage in finding work.”
Editors	-1%	125,600	“Editors who have adapted to online media and are comfortable writing for and working with a variety of electronic and digital tools will have an advantage in finding work.”
Reporters, correspondents, and broadcast news analysts	-9%	45,900	“Because stations and media outlets are increasingly publishing content on multiple media platforms, particularly the web, employers may prefer applicants who have experience in website design and coding.”

The Department was unable to find a category specific to social media in Utah’s wage and occupational openings database. However, a search using the indeed.com job site and the phrase “social media manager” yielded 206 openings in the Salt Lake City metropolitan area. Among these were 10 jobs that specifically included social media in the title and a number of others that incorporated social media work as an important aspect of a larger job.

New jobs specifically focused on social media are becoming available at the same time as more traditional jobs are being revised and/or expanded to include social media. Both facts speak to the need for social media training.

**Consistency with Institutional Mission/Impact on Other USHE Institutions**

*Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/) . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/) .*

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement (R312.4.2). The proposed "Social Media Emphasis" supports USU's mission as it is specifically designed to prepare students to meet the needs of a changing media environment.

The proposed Social Media emphasis will be delivered on Utah State's Logan campus; it will not be delivered outside Utah State's designated service area. In addition, the emphasis is consistent with the social media offerings of other institutions within the Utah System of Higher Education (USHE), making it easier for students to transfer to and from Utah State.

**Finances**

*What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

Addition of this emphasis is not expected to save the Department of Journalism and Communication money, and cost of the proposed area of emphasis is expected to be minimal. Two assistant professors



have taught the existing social media course. They will teach the revised version of that course plus one of the new courses (Social Media Content Development). In September, the Dean of the College of Humanities and Social Sciences gave the Department permission to hire a tenure-track faculty member specializing in social media. The plan is for this new colleague to teach the third course (Social Media Analytics and Client Management). The current instructors have identified less expensive analytics software, and course fees will help cover the cost. No budgetary impact on other programs or units is expected.

### Section III: Curriculum

#### Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

Can students complete this degree without emphases?    Yes or <input checked="" type="checkbox"/> No				
	Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)				
<b>General Education Credit Hour Sub-Total</b>				
Required Courses				
+	-			
Choose      of the following courses:				
+	-			
+	-			
<b>Required Course Credit Hour Sub-Total</b>				0
Elective Courses				
+	-			
<b>Elective Credit Hour Sub-Total</b>				
<b>Core Curriculum Credit Hour Sub-Total</b>				0

	Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			Social Media	
+	-		JCOM 2300 Introduction to Public Relations	3
+	-	X	JCOM 2400 Introduction to Social Media	3
+	-		JCOM 4040 Social Media Content Development (formerly: Social Media)	3
+	-	X	JCOM 5400 Social Media Analytics and Client Management	3
+	-			

	Course Number	NEW Course	Course Title	Credit Hours
Choose of the following courses:				
+ -			Required of all JCOM Majors	18
+ -	JCOM 1130		Beginning Newswriting	3
+ -	JCOM 1500		Introduction to Mass Communication	3
+ -	JCOM 2010		Media Smarts: Making Sense of the Information Age	3
+ -	JCOM 2020		Communication Research Methods	3
+ -	JCOM 2030		Multimedia Boot Camp	3
+ -	JCOM 4030		Mass Media Law	3
+ -				
+ -				
+ -				
<b>Emphasis Credit Hour Sub-Total</b>				12
<b>Total Number of Credits to Complete Program</b>				12
Remove this emphasis				

Propose a NEW Emphasis to an existing Regent approved program

### Program Curriculum Narrative

*Describe any variable credits. You may also include additional curriculum information, as needed.*

This is a new emphasis for an existing Regent-approved program. Students will take 12 credits of courses specific to the emphasis, 18 credits of courses required for all Journalism and Communication majors regardless of emphasis, 3 credits of electives from a specific list (JCOM 4010, Mass Communication Ethics; JCOM 4020, Mass Media and Society; JCOM 4410, Gender and the Mass Media; JCOM 4530, Special Topics in Communication; and JCOM 5420, Mass Media and Politics), and 6 additional elective credits from among the complete listing of JCOM courses. Of these 6 credits, at least 3 must be upper division. The only courses with variable credits are Projects in Communication (JCOM 4500, 1-5 credits), Communication Internship (JCOM 4510, 1-3 credits), and Special Topics in Communication (JCOM 4530, 1-3 credits). The emphasis credits will total 12; the program will total a minimum of 39 credits.

## Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://highereducation.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ENGL 1010: Intro to Writing: Academic Prose (6)	3	JCOM 1130: Beginning News Writing	3
JCOM 1500: Intro to Mass Communication (BS)	3	Breadth Life Sciences (BLS)	3
STAT 1040: Intro to Statistics (QL) or STAT 1045	3	Breadth Humanities (BHU)	3
Breadth Creative Arts (BCA)	3	Elective Course	3
Elective Course	3	Elective Course	3
<b>Total</b>	15	<b>Total</b>	15
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
ENGL 2010: Intermediate Writing: Research Writing	3	JCOM 2020: Communication Research Methods	3
JCOM 2010: Media Smarts: Making Sense of the	3	Depth Humanities and Creative Arts (DHA)	3
Breadth Physical Sciences (BPS)	3	Depth Life and Physical Sciences (DSC)	3
Breadth American Institutions (BAI)	3	Upper Division Elective Course	3
Elective Course	3	Elective Course	3
<b>Total</b>	15	<b>Total</b>	15
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
JCOM 2300: Intro to Public Relations	3	JCOM 2030: Multimedia Boot Camp	3
JCOM 2400: Intro to Social Media	3	JCOM 4040: Social Media Content Development	3
Required Minor Course	3	Required Minor Course	3
Upper Division Elective Course	3	JCOM Upper Division Elective Course	3
Upper Division Elective Course	3	Upper Division Elective Course	3
<b>Total</b>	15	<b>Total</b>	15
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
JCOM 4030: Mass Media Law (DSS)	3	JCOM Upper Division Elective Course	3
JCOM 5400: Social Media Analytics and Client	3	Required Minor Course	3
Required Minor Course	3	Required Minor Course	3
Upper Division Elective Course (CI)	3	Upper Division Elective Course	3
JCOM Elective Course	3	Elective Course (UD if minimum UD credits not	3

<b>Total</b>	15	<b>Total</b>	15
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8 March 2019

**ITEM FOR ACTION**

Utah State University's Department of Management in the Jon M. Huntsman School of Business proposes offering a Bachelor of Science/Bachelor of Arts in Business Administration with Emphases in Human Resource Management and Operations Management in the manner described below.

**EXECUTIVE SUMMARY**

The Department of Management in the Jon M. Huntsman School of Business proposes offering a Bachelor of Science/Bachelor of Arts in Business Administration with Emphases in Human Resource Management and Operations Management .

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Bachelor of Science/Bachelor of Arts in Business Administration with Emphases in Human Resource Management and Operations Management in the Jon M. Huntsman School of Business' Department of Management.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Management in the Jon M. Huntsman School of Business proposes offering a Bachelor of Science/Bachelor of Arts in Business Administration with Emphases in Human Resource Management and Operations Management, and

WHEREAS, The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Bachelor of Science/Bachelor of Arts in Business Administration with Emphases in Human Resource Management and Operations Management in the Jon M. Huntsman School of Business' Department of Management, and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
New Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

**Institution Submitting Request:** Utah State University  
**Proposed or Current Program Title:** BA/BS Degree in Business Administration  
**Sponsoring School, College, or Division:** Huntsman School of Business  
**Sponsoring Academic Department(s) or Unit(s):** Management  
**Classification of Instructional Program Code<sup>1</sup> :** 52.02.01  
**Min/Max Credit Hours Required of Full Program:** 70 / 71  
**Proposed Beginning Term<sup>2</sup>:** Fall 2019  
**Institutional Board of Trustees' Approval Date:**

<input type="checkbox"/>	Certificate of Proficiency	<input type="checkbox"/>	Entry-level CTE CP	<input type="checkbox"/>	Mid-level CP
<input type="checkbox"/>	Certificate of Completion				
<input type="checkbox"/>	Minor				
<input type="checkbox"/>	Graduate Certificate				
<input type="checkbox"/>	K-12 Endorsement Program				
<input checked="" type="checkbox"/>	<b>NEW</b> Emphasis for Regent-Approved Program				
	<i>Current Program BOR Approval Date:</i>				
	<i>Proposed Emphasis Title</i>	Human Resource Management			
	<i>Credit Hours for NEW Emphasis Only:</i>	9		/ 9	
	<i>Proposed Emphasis Title</i>	Operations Management			
	<i>Credit Hours for NEW Emphasis Only:</i>	9		/ 9	
	Propose a NEW Emphasis				
<input type="checkbox"/>	Out of Service Area Delivery Program				

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name \_\_\_\_\_ Date: \_\_\_\_\_

I understand that checking this box constitutes my legal signature.



**Utah System of Higher Education  
Program Description - Abbreviated Template**

**Section I: The Request**

Utah State University requests approval to offer the following Degree: BA/BS Degree in Business Administration with emphases effective Fall 2019. This program was approved by the institutional Board of Trustees on .

**Section II: Program Proposal/Needs Assessment**

**Program Description/Rationale**

*Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.*

It is proposed that the existing BA/BS degree in Business Administration be redesigned with required emphases. Two objectives underlie the redesign, 1. to enhance the current core curriculum, and 2. to better align the degree around placement opportunities. (Note that by separate R 401 a request is being made to to rename the degree BS/BA Degree in Management.)

Faculty driven benchmarking of similar programs and analysis of employer based data identified gaps in skills, knowledge, and competencies that employers expect of students graduating with a degree in Management. The new curriculum contains a revised and more focused 16 credit core (current core is 19 credits) that addresses these gaps. It includes new courses in Critical Thinking for Managerial Decision Making, Managerial Ethics, and Project Management.

While the largest degree within the Huntsman School, data from the school's career specialist function indicates that it poses the greatest challenge with regard to placement. Reasons for this include (1) it attracts students seeking a 'generalist' business degree rather than a more focused one (i.e., Finance), (2) the breadth implied by the title of the degree, and (3) students are not positioned to communicate that they possess a skill/competency set that aligns with employer needs. The redesign will require students to select an emphasis consisting of 9 credits of coursework in one of two areas based on their career objectives. This replaces the existing 8 credits of electives. The emphases are Human Resource Management and Operations Management, and align directly with employment opportunities.

Anticipated benefits of the proposed changes include (1) more effective student preparation and (2) positioning for employment opportunities, (3) increased efficiency in the utilization of the school's career development function, and (4) improved focus in how the school's external relations function is utilized to develop relationships with employers.

**Labor Market Demand**

*Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer ([jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do](http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do)) and the Occupation Outlook Handbook ([www.bls.gov/oco](http://www.bls.gov/oco)).*

This is an existing degree program and as noted above is the largest within the Huntsman School of Business. There are currently 620 declared majors.

**Consistency with Institutional Mission/Impact on Other USHE Institutions**

*Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/). Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/).*

The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public. Students will be more effectively positioned for employment opportunities and have a richer

understanding of the context of managerial decision making. The program will be offered in the same areas as the existing degree program. No faculty/staff structures will be affected by the changes.

### **Finances**

*What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

All curricular changes can be met through redeployment of existing resources.

### Section III: Curriculum

#### Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. **For NEW Emphases, skip to emphases tables below.**

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

Can students complete this degree without emphases?    Yes or <input checked="" type="checkbox"/> No					
		Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)					
<b>General Education Credit Hour Sub-Total</b>					32
Required Courses					
+	-	ACCT 2010		Financial Accounting Principles	3
+	-	ACCT 2020		Managerial Accounting Principles	3
+	-	ECN 1500		Introduction to Economic Institutions	3
+	-	ECN 2010		Introduction to Microeconomics	3
+	-	FIN 3200		Financial Management	3
+	-	FIN 3400		Corporate Finance	3
+	-	MGT 1050		Foundations of Business and Leadership	3
+	-	MGT 2050		Business Law	2
+	-	MGT 3700		Operations Management	2
+	-	MIS 2100		Principles of Management Information Systems	3
+	-	MIS 3200		Business Communication	3
+	-	MIS 3300		Big Data Analytics	3
+	-	MSLE 3500		Fundamentals of Marketing	3
+	-	MSLE 3800		Leadership	2
+	-	MSLE 3890		Systems Strategy and Problem Solving	2
+	-	STAT 2300		Business Statistics	4
Choose 8 of the following courses:					
+	-	MGT 3XXX	X	Managerial Ethics	2
+	-	MGT 3XXX	X	Critical Thinking for Managerial Decision Making	2
+	-	MGT 3XXX	X	Project Management	2
+	-	MGT 3100		Organizational Behavior	2
+	-	MGT 3250		Introduction to Human Resources	3
+	-	MGT 4600		Negotiations	2
+	-	MGT 4790		Managing Global Value Chains	2
+	-	MSLE 4532		Data Driven Decision Making	2
+	-				
<b>Required Course Credit Hour Sub-Total</b>					62

	Course Number	NEW Course	Course Title	Credit Hours
Elective Courses				
+ -				
<b>Elective Credit Hour Sub-Total</b>				
<b>Core Curriculum Credit Hour Sub-Total</b>				94

	Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			Human Resource Management	
+ -	MGT 4XXX	×	Recruitment and Selection	2
+ -	MGT 4XXX	×	Talent Management	2
+ -	MGT 4630		Human Resource Strategy	3
+ -	MSLE 4560		Strategic Sales Management	2
<b>Emphasis Credit Hour Sub-Total</b>				9
<b>Total Number of Credits to Complete Program</b>				103
Remove this emphasis				

	Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			Operations Management	
+ -	MGT 4720		Production Planning and Control	2
+ -	MGT 4740		Quality Systems	2
+ -	MGT 4XXX	×	Service Operations	2
+ -	MGT 5730		Problem Solving and Continuous Improvement	3
<b>Emphasis Credit Hour Sub-Total</b>				9
<b>Total Number of Credits to Complete Program</b>				103
Remove this emphasis				

Propose a NEW Emphasis to an existing Regent approved program

### Program Curriculum Narrative

*Describe any variable credits. You may also include additional curriculum information, as needed.*

The first set of 16 required classes represents the business school acumen that is required of all business students, the second set of 8 required courses represents those specific to this degree. In addition to the new courses listed for which course proposals are being initiated simultaneous to this request, several other course changes are being initiated:

- MGT 3250: To be renamed Managing Human Capital and changed to 2 credits
- MGT 4630: To be renamed Applied Human Resource Management
- MGT 4720: To be renamed Sales and Operations Planning
- MGT 5730: To be renamed Lean Continuous Improvement

## Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://highereducation.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

<b>First Year Fall</b>	<b>Cr. Hr.</b>	<b>First Year Spring</b>	<b>Cr. Hr.</b>
ENG 1010 Intro to Writing (CL1)	3	ENG 2010 Intro to Writing (CL1)	3
ECN 1500 Intro to Economics (BAI)	3	ECN 2100 Intro to Microeconomics (BSS)	3
MATH 1050 College Alegbra (QL)	4	STAT 2300 Business Statistics (QL)	4
MGT/ECN 1050 Foundations of Business and	3	MIS 2100 Principles of MIS	3
USU 1010 University Connections	1	Breadth Creative Arts (BCA)	3
<b>Total</b>	14	<b>Total</b>	16
<b>Second Year Fall</b>	<b>Cr. Hr.</b>	<b>Second Year Spring</b>	<b>Cr. Hr.</b>
ACCT 2010 Financial Accounting Principles	3	ACCT 2020 Managerial Accounting Principles	3
MGT 2050 Business Law	2	MGT 3XXX Managerial Ethics	2
Breadth Humanities (BHU)	3	MGT 3XXX Critical Thinking for Managerial Decis	2
Breadth Physical Science (BPS)	3	MIS 3200 Business Communications (CI)	3
Breadth Life Sciences (BLS)	3	MSLE 3800 Leadership	2
Elective	1	Depth Humanities and Creative Arts (DHA)	3
	15		15
Third Year Fall		Third Year Spring	
MSLE 3500 Fundamentals of Marketing	3	BA Emphasis	3
MIS 3300 Big Data Analytics (CI)	3	Depth Life and Physical Sciences (DSC)	3
Fourth Year Fall		Fourth Year Spring	
MSLE 4532 Data Driven Decision Making	2	Elective	3
Elective	3		
<b>Total</b>		<b>Total</b>	
<b>Third Year Fall</b>	<b>Cr. Hr.</b>	<b>Third Year Spring</b>	<b>Cr. Hr.</b>
FIN 3200 Financial Management	3	FIN 3400 Corporate Finance (QI)	3
MGT 3100 Organizational Behavior	2	MGT 3250 Introduction to Human Resources	2
MGT 3700 Operations Management	2	MGT 4600 Negotiations	2
MGT 3XXX Project Management	2	MGT 4790 Managing Global Value Chains	2
From Second Year Fall	6	From Second Year Spring	6
<b>Total</b>	15	<b>Total</b>	15
<b>Fourth Year Fall</b>	<b>Cr. Hr.</b>	<b>Fourth Year Spring</b>	<b>Cr. Hr.</b>
BA Emphasis	3	Elective	3
BA Emphasis	3	Elective	3
Elective	3	Elective	3
MSLE 3890 Systems Strategy and Problem Solv	2	Elective	3
From Second Year Fall	5	From Second Year Fall	3
<b>Total</b>	16	<b>Total</b>	15

8 March 2019

### **ITEM FOR ACTION**

Utah State University's Department of Applied Economics in the College of Agriculture and Applied Sciences proposes changing the name of the Master of Science in International Food and Agribusiness to Master of Science in Agribusiness and restructure the Master of Science in the manner described below.

### **EXECUTIVE SUMMARY**

The Department of Applied Economics in the College of Agriculture and Applied Sciences proposes changing the name of the Master of Science in International Food and Agribusiness to Master of Science in Agribusiness and restructure the Master of Science.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of the Master of Science in International Food and Agribusiness to Master of Science in Agribusiness and restructure the Master of Science in the College of Agriculture and Applied Sciences' Department of Applied Economics.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Applied Economics in the College of Agriculture and Applied Sciences proposes changing the name of the Master of Science in International Food and Agribusiness to Master of Science in Agribusiness and restructure the Master of Science and

WHEREAS, The proposed name change and restructure will allow students to obtain credits without traveling internationally, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to change the name of the Master of Science in International Food and Agribusiness to Master of Science in Agribusiness and restructure the Master of Science in the College of Agriculture and Applied Sciences' Department of Applied Economics and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
Changes to Existing Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

<b>Institution Submitting Request:</b>	Utah State University	
	<i>Current</i>	<i>Proposed (if applicable)</i>
<b>Program Title:</b>	M.S. International Food and Agribusiness	M.S. Agribusiness
<b>Sponsoring School, College, or Division:</b>	College of Agriculture and Applied Sciences	College of Agriculture and Applied Sciences
<b>Sponsoring Academic Department(s) or Unit(s):</b>	Applied Economics	Applied Economics
<b>Classification of Instruction Program Code<sup>1</sup>:</b>	01.0701	01.0101
<b>Min/Max Credit Hours for Full Program Required:</b>	30 / Max Cr Hr	30 / Max Cr Hr
<b>Proposed Effective Term for Program Change<sup>2</sup>:</b>	Fall 2019	
<b>Institutional Board of Trustees' Approval Date:</b>		
<b>Award Type:</b>	MS	

**Program Change Type (check all that apply):**

<input checked="" type="checkbox"/>	Name Change of Existing Program
<input checked="" type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name \_\_\_\_\_ Date: \_\_\_\_\_

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations**, "effective term" refers to the term the program will suspend admissions.



## Program Change Description - Abbreviated Template

### Section I: The Request

Utah State University requests approval to change name from M.S. International Food and Agribusiness to M.S. Agribusiness and restructure M.S. Agribusiness effective Fall 2019. This action was approved by the institutional Board of Trustees on .

### Section II: Program Proposal

#### Program Change Description/Rationale

*Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.*

The M.S. International Food and Agribusiness degree program was conducted jointly with the Royal Agriculture University (RAU) in Cirencester, UK. Students would attend the Spring Semester at the RAU and also part of a Summer term. Nine credits from the course work at RAU were transferred back to USU for our degree. The RAU has changed their MBA in International Food and Agribusiness in a manner that it is no longer compatible for USU students to be required to spend a Spring semester in that program. We are dropping "International Food" from the degree title and students will no longer be required to attend the RAU. Students will obtain the nine credits that they previously received from the RAU from course work in the Applied Economics department and/or courses from the USU Huntsman School of Business. One of those courses will be taught by an Assistant Professor in Applied Economics on firm decision strategy. The other two courses could include 5-6000 level courses in management, marketing or finance.

#### Consistency with Institutional Mission/Institutional Impact

*Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/) . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/) . Will faculty or staff structures be impacted by the proposed change?*

Utah State University is a student centered institution and this proposed change is designed with students in mind. Students will now be able to obtain the M.S. Agribusiness degree without the necessity of attending the RAU for one semester.

#### Finances

*What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

No changes to costs or savings are anticipated from this change.

8 March 2019

**ITEM FOR ACTION**

Utah State University's Department of Management in the Jon M. Huntsman School of Business proposes changing the name of the Bachelor of Science/Bachelor of Arts from Business Administration to Management in the manner described below.

**EXECUTIVE SUMMARY**

The Department of Management in the Jon M. Huntsman School of Business proposes changing the name of the Bachelor of Science/Bachelor of Arts from Business Administration to Management.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of the Bachelor of Science/Bachelor of Arts from Business Administration to Management in the Jon M. Huntsman School of Business' Department of Management.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Management in the Jon M. Huntsman School of Business proposes changing the name of the Bachelor of Science/Bachelor of Arts from Business Administration to Management, and

WHEREAS, The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to change the name of the Bachelor of Science/Bachelor of Arts from Business Administration to Management in the Jon M. Huntsman School of Business' Department of Management, and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

**Utah System of Higher Education  
Changes to Existing Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

**Institution Submitting Request:** Utah State University

**Program Title:** *Current* BA/BS degree in Business Administration      *Proposed (if applicable)* BA/BS degree in Management

**Sponsoring School, College, or Division:** Huntsman School of Business

**Sponsoring Academic Department(s) or Unit(s):** Management Department

**Classification of Instruction Program Code<sup>1</sup>:** 52.02.01

**Min/Max Credit Hours for Full Program Required:** 72      / 72      72      / 72

**Proposed Effective Term for Program Change<sup>2</sup>:** Fall      2019

**Institutional Board of Trustees' Approval Date:**

**Award Type:**

**Program Change Type (check all that apply):**

<input checked="" type="checkbox"/>	Name Change of Existing Program
<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name \_\_\_\_\_ Date: \_\_\_\_\_

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations**, "effective term" refers to the term the program will suspend admissions.

## Program Change Description - Abbreviated Template

### Section I: The Request

Utah State University requests approval to change name from BA/BS degree in Business Administration to BA/BS degree in Management effective Fall 2019. This action was approved by the institutional Board of Trustees on .

### Section II: Program Proposal

#### Program Change Description/Rationale

*Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.*

It is proposed that the existing BA/BS degree in Business Administration be renamed BA/BS degree in Management. The current degree name does not accurately reflect the underlying objective of the program, to provide students with training that positions them for managerial roles both within and outside the domain of business.

#### Consistency with Institutional Mission/Institutional Impact

*Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/) . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/) . Will faculty or staff structures be impacted by the proposed change?*

The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public. It will enable students to make a more informed choice about whether the degree aligns with their academic and professional objectives. The program will be offered in the same areas as the existing degree program. No faculty/staff structures will be affected by the changes.

#### Finances

*What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

There will be no budgetary impact as a result of the change.

8 March 2019

### **ITEM FOR ACTION**

Utah State University's Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes changing the name Land, Plant, and Climate Systems to Soils and Sustainable Land Systems in the manner described below.

### **EXECUTIVE SUMMARY**

The Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes changing the name Land, Plant, and Climate Systems to Soils and Sustainable Land Systems.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to change the name Land, Plant, and Climate Systems to Soils and Sustainable Land Systems in the College of Agriculture and Applied Sciences' Department of Plants, Soils and Climate.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes changing the name Land, Plant, and Climate Systems to Soils and Sustainable Land Systems, and

WHEREAS, The proposed name change of the program supports USU's mission to be one of the nation's premier student-centered land grant and provide students with better career choices, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to change the name Land, Plant, and Climate Systems to Soils and Sustainable Land Systems in the College of Agriculture and Applied Sciences' Department of Plant, Soils and Climate, and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
Changes to Existing Academic Program Proposal  
Cover/Signature Page - Abbreviated Template**

**Institution Submitting Request:** Utah State University

**Program Title:** *Current* Land, Plant, & Climate Systems      *Proposed (if applicable)* Soils & Sustainable Land Systems

**Sponsoring School, College, or Division:** CAAS

**Sponsoring Academic Department(s) or Unit(s):** PSC

**Classification of Instruction Program Code<sup>1</sup>:** 01.1201      01.1201

**Min/Max Credit Hours for Full Program Required:** 120      / 120      120      / 120

**Proposed Effective Term for Program Change<sup>2</sup>:** Fall      2019

**Institutional Board of Trustees' Approval Date:**

**Award Type:** BS

**Program Change Type (check all that apply):**

<input checked="" type="checkbox"/>	Name Change of Existing Program
<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

\_\_\_\_\_ Date:

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

<sup>2</sup> "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations**, "effective term" refers to the term the program will suspend admissions.



## Program Change Description - Abbreviated Template

### Section I: The Request

Utah State University requests approval to change name from Land, Plant, & Climate Systems to Soils & Sustainable Land Systems effective Fall 2019. This action was approved by the institutional Board of Trustees on .

### Section II: Program Proposal

#### Program Change Description/Rationale

*Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.*

The Department of Plants, Soils, and Climate is proposing this name change to avoid confusion that students have had in finding our soil science program among the majors in the College of Agriculture and Applied Sciences and our department. The proposed name to "Soils and Sustainable Land Systems" better advertises what subjects the major was designed for and uses the names that students are often searching for, namely "soils." While Environmental Soil Science is an emphasis within the major, not having "Soil" in the name of the major was confusing. We learned this from students and are acting to correct that confusion.

Our department discussed this change in our curriculum committee, discussed in our department advisory board, and finally discussed and voted in a recent faculty meeting to make the change to the new name. The faculty vote was unanimous in favor of the change to Soils and Sustainable Land Systems.

#### Consistency with Institutional Mission/Institutional Impact

*Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at [higheredutah.org/policies/policyr312/](http://higheredutah.org/policies/policyr312/) . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/) . Will faculty or staff structures be impacted by the proposed change?*

The current program and proposed name change of the program supports Utah State University's mission to be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement. The proposed name change will not impact faculty and staff, but will help students better find their career choice.

#### Finances

*What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.*

No significant budgetary impacts are expected. Costs may be incurred to update recruiting materials and website updates. No additional costs are expected for the program itself.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University is proposing to move the Department of Computer Science back to the College of Science after eight years, and

WHEREAS, the return of the Department of Computer Science to the College of Science is expected to promote faculty recruitment and retention, grow and strengthen undergraduate student enrollment, and contribute to student success at Utah State University overall, and

WHEREAS, the restructuring will not impact computer science program accreditation or existing collaborations in the College of Engineering, and

WHEREAS, the proposed move of the department has very strong support and approval of the faculty of the Department of Computer Science and the leadership team for the College of Science, 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 proposed move of the Department of Computer Science back to the College of Science and that this approval be forwarded to the Utah State Board of Regents.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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Date

### **ITEM FOR ACTION**

Utah State University proposes to move the Department of Computer Science from the College of Engineering to the College of Science.

### **EXECUTIVE SUMMARY**

The proposed move of the Department of Computer Science to the College of Science would strengthen the department in important ways. This action will facilitate collaboration and enhance both undergraduate and graduate education across Utah State University. The Department of Computer Science will integrate back into a compatible environment within the College of Science. The original move of the Department of Computer Science to the College of Engineering in 2011 has proven not to realize anticipated benefits. A more interdisciplinary engagement is expected to enhance undergraduate experiences in the computer science field and from many other disciplines. In addition, the broad collaborative nature of computer science research is similar to other departments in the College of Science, thereby promoting greater opportunities for faculty success in computer science and fellow college units. The faculty in the Department of Computer Science were engaged in many discussions over months regarding the possibility of restructuring and, with one abstention, were unanimous in their support for a move to the College of Science.

This proposal was prepared in full consultation with the Department of Computer Science and approved by the Dean of the College of Science.

### **RECOMMENDATION**

Based on the above proposal, the President and Provost recommend that the Board of Trustees approve the request to move the Department of Computer Science to the College of Science.

**ITEM FOR ACTION**

**RE:** Certificate of Treasurer for September 2018

The Certificate of Treasurer for September 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The State Appropriated Funds budget at 30 September 2018 totaled \$411,772,291, up \$14,956,531 (3.77%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled \$90,711,984, up \$5,716,672 (6.73%) over the same 2017-2018 period and represented 22% of the total budget. The percent of budget expended, 22%, was 3% less than would be expected to be spent on a strict time of budget year expired basis.

Total expenditures for all funds totaled \$212,450,337, up \$10,511,145 (5.21%) over the same 2017-2018 period.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for September 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 September 2018 to 30 September 2018 on the attached Certificate of Treasurer; and

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

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

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Certificate of Treasurer as presented and ratifies the expenditures listed on said Certificate of Treasurer for September 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

## CERTIFICATE OF TREASURER


I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2018 to 30 September 2018.

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

State Appropriated Funds	Budget	Percent of Budget Expended (25% Fiscal Year Expired)	1-Sep-18 30-Sep-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	\$272,989,419	22%	\$21,080,700	\$60,444,503	\$57,036,502	\$3,408,001	5.98 %
Athletics	7,364,181	22%	592,788	1,601,650	1,495,576	106,074	7.09 %
E&G - O&M	4,323,453	0%	68,517	(4,544)	203,365	(207,909)	(102.23) %
Agricultural Experiment Station	17,322,240	18%	1,054,846	3,172,051	3,231,358	(59,307)	(1.84) %
UWRL Appropriation	3,719,309	20%	177,982	733,309	621,911	111,398	17.91 %
UWRL Apportionment	2,966,393	11%	116,369	331,612	366,487	(34,875)	(9.52) %
Tooele - Cont. Ed. Center	12,821,860	39%	598,084	4,962,090	4,750,988	211,102	4.44 %
Educationally Disadvantaged	100,000	35%	407	35,217	42,887	(7,670)	(17.88) %
Southeastern Utah - Cont. Ed. Center	62,384	-6%	(10,825)	(3,761)	1,131,905	(1,135,666)	(100.33) %
Uintah Basin - Cont. Ed. Center	9,973,510	33%	611,873	3,268,520	2,141,265	1,127,255	52.64 %
Cooperative Extension	25,045,279	15%	1,278,672	3,871,505	3,190,492	681,013	21.35 %
Brigham City - Cont. Ed. Center	14,567,134	26%	446,288	3,716,613	4,663,836	(947,223)	(20.31) %
USTAR	238	0%	-	-	-	-	- %
E&G - Vet Med	9,806,050	20%	337,391	1,918,972	1,444,403	474,569	32.86 %
Regianl Campuses - Administration	7,585,584	25%	704,787	1,874,508	-	1,874,508	100.00 %
Price (USU Eastern)	16,391,426	20%	1,099,561	3,348,133	3,229,252	118,881	3.68 %
Blanding Campus (USU Eastern)	4,514,106	22%	338,942	1,002,139	972,731	29,408	3.02 %
Educationally Disadvantaged (USU Eastern)	145,522	13%	3,379	19,167	13,613	5,554	40.80 %
Prehistoric Museum (USU Eastern)	541,370	24%	36,377	129,410	115,903	13,507	11.65 %
Workforce Education (USU Eastern)	1,532,833	19%	76,355	290,890	342,838	(51,948)	(15.15) %
Total State Appropriated Funds	<u>\$411,772,291</u>	22%	<u>\$28,612,493</u>	<u>\$90,711,984</u>	<u>\$84,995,312</u>	<u>\$5,716,672</u>	6.73 %
Total State Appropriated Funds 2017-2018	<u>\$396,815,760</u>						
Increase from 2017-2018	<u>\$14,956,531</u>						
Percent Increase from 2017-2018	<u>3.77%</u>						

	1-Sep-18 30-Sep-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<u>Other Unrestricted Funds</u>					
Overhead Reimbursement for R & D	\$834,628	\$3,216,194	\$2,870,524	\$345,670	12.04 %
Designated	8,186,114	19,051,912	14,090,945	4,960,967	35.21 %
Service Departments	4,429,479	14,801,447	14,860,657	(59,210)	(0.40) %
Auxiliary Enterprises (Except Athletics)	3,505,064	10,635,325	10,331,951	303,374	2.94 %
Athletics - USU	2,273,394	6,553,114	6,323,536	229,578	3.63 %
	<u>19,228,679</u>	<u>54,257,992</u>	<u>48,477,613</u>	<u>5,780,379</u>	<u>11.92 %</u>
<u>Other Restricted Funds</u>					
Instruction	1,646,351	4,363,554	4,838,453	(474,899)	(9.82) %
Research	3,785,103	13,541,682	14,327,179	(785,497)	(5.48) %
Public Service	4,061,652	11,533,523	10,503,565	1,029,958	9.81 %
Academic Support	563,468	1,744,139	1,931,452	(187,313)	(9.70) %
Student Services	782,566	2,214,948	2,238,736	(23,788)	(1.06) %
Institutional Support	91,304	200,207	136,673	63,534	46.49 %
Operation and Maintenance of Plant	74,692	84,576	46,075	38,501	83.56 %
Scholarships and Fellowships	822,797	29,368,758	28,504,226	864,532	3.03 %
Service Departments	-	-	1,598	(1,598)	(100) %
Auxiliary Enterprises	193,485	(976,442)	(1,205,113)	228,671	(18.98) %
	<u>12,021,418</u>	<u>62,074,945</u>	<u>61,322,844</u>	<u>752,101</u>	<u>1.23 %</u>
<u>Other Funds</u>					
Plant Funds	2,290,962	5,378,690	7,104,966	(1,726,276)	(24.30) %
Associated Students	-	-	-	-	- %
Other Agency Funds	9,351	26,726	38,457	(11,731)	(30.50) %
	<u>2,300,313</u>	<u>5,405,416</u>	<u>7,143,423</u>	<u>(1,738,007)</u>	<u>(24.33) %</u>
 Total All Funds	 <u>\$62,162,903</u>	 <u>\$212,450,337</u>	 <u>\$201,939,192</u>	 <u>\$10,511,145</u>	 <u>5.21 %</u>

2/21/19  
Date

  
David T. Cowley

**ITEM FOR ACTION**

**RE:** Certificate of Treasurer for October 2018

The Certificate of Treasurer for October 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The State Appropriated Funds budget at 31 October 2018 totaled \$413,972,860, up \$17,157,100 (4.32%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled \$120,742,819, up \$7,668,365 (6.78%) over the same 2017-2018 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 for all funds totaled \$280,443,958, up \$11,703,571 (4.35%) over the same 2017-2018 period.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for October 2018.



**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 July 2018 to 31 October 2018 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 October 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

## CERTIFICATE OF TREASURER

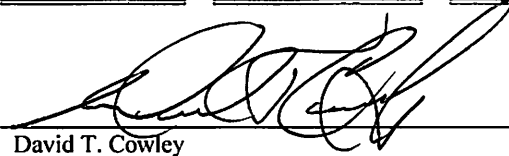
I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2018 to 31 October 2018.

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

State Appropriated Funds	Budget	Percent of Budget Expended (33% Fiscal Year Expired)	1-Oct-18 31-Oct-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	\$275,187,056	30%	\$21,399,124	\$81,843,627	\$77,195,075	\$4,648,552	6.02 %
Athletics	7,364,181	30%	631,956	2,233,606	2,098,523	135,083	6.44 %
E&G - O&M	4,323,453	2%	91,745	87,202	341,650	(254,448)	(74.48) %
Agricultural Experiment Station	17,319,740	25%	1,210,233	4,382,284	4,328,875	53,409	1.23 %
UWRL Appropriation	3,719,309	25%	199,214	932,523	828,102	104,421	12.61 %
UWRL Apportionment	2,966,393	15%	106,202	437,813	483,190	(45,377)	(9.39) %
Tooele - Cont. Ed. Center	12,821,860	43%	562,686	5,524,777	5,683,748	(158,971)	(2.80) %
Educationally Disadvantaged	100,000	36%	982	36,198	44,045	(7,847)	(17.82) %
Southeastern Utah - Cont. Ed. Center	62,453	2%	5,044	1,284	1,281,761	(1,280,477)	(99.90) %
Uintah Basin - Cont. Ed. Center	9,978,873	39%	612,272	3,880,792	2,617,814	1,262,978	48.25 %
Cooperative Extension	25,045,279	21%	1,410,508	5,282,013	4,307,329	974,684	22.63 %
Brigham City - Cont. Ed. Center	14,567,134	36%	1,496,136	5,212,749	5,866,971	(654,222)	(11.15) %
USTAR	238	0%	-	-	-	-	- %
E&G - Vet Med	9,806,050	22%	283,376	2,202,348	1,637,820	564,528	34.47 %
Regional Campuses - Administration	7,585,584	29%	345,577	2,220,085	-	2,220,085	100.00 %
Price (USU Eastern)	16,391,426	28%	1,194,093	4,542,226	4,447,986	94,240	2.12 %
Blanding Campus (USU Eastern)	4,514,106	29%	324,938	1,327,077	1,286,647	40,430	3.14 %
Educationally Disadvantaged (USU Eastern)	145,522	15%	3,385	22,552	20,877	1,675	8.02 %
Prehistoric Museum (USU Eastern)	541,370	33%	49,940	179,350	154,564	24,786	16.04 %
Workforce Education (USU Eastern)	1,532,833	26%	103,423	394,313	449,477	(55,164)	(12.27) %
Total State Appropriated Funds	<u>\$413,972,860</u>	29%	<u>\$30,030,834</u>	<u>\$120,742,819</u>	<u>\$113,074,454</u>	<u>\$7,668,365</u>	6.78 %
Total State Appropriated Funds 2017-2018	<u>\$396,815,760</u>						
Increase from 2017-2018	<u>\$17,157,100</u>						
Percent Increase from 2017-2018	<u>4.32%</u>						

	1-Oct-18 31-Oct-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<u>Other Unrestricted Funds</u>					
Overhead Reimbursement for R & D	\$1,099,441	\$4,315,636	\$3,935,443	\$380,193	9.66 %
Designated	9,506,825	28,558,737	21,363,764	7,194,973	33.68 %
Service Departments	4,710,534	19,511,981	20,089,919	(577,938)	(2.88) %
Auxiliary Enterprises (Except Athletics)	3,065,600	13,700,926	13,349,629	351,297	2.63 %
Athletics - USU	1,477,470	8,030,583	7,979,708	50,875	0.64 %
	<u>19,859,870</u>	<u>74,117,863</u>	<u>66,718,463</u>	<u>7,399,400</u>	11.09 %
<u>Other Restricted Funds</u>					
Instruction	1,759,811	6,123,366	6,657,831	(534,465)	(8.03) %
Research	4,332,712	17,874,394	19,003,214	(1,128,820)	(5.94) %
Public Service	4,687,688	16,221,210	15,079,509	1,141,701	7.57 %
Academic Support	794,801	2,538,940	2,562,823	(23,883)	(0.93) %
Student Services	1,517,715	3,732,663	3,271,402	461,261	14.10 %
Institutional Support	77,482	277,689	179,364	98,325	54.82 %
Operation and Maintenance of Plant	9,456	94,031	45,435	48,596	106.96 %
Scholarships and Fellowships	1,103,720	30,472,479	29,071,167	1,401,312	4.82 %
Service Departments	489	489	3,713	(3,224)	(87) %
Auxiliary Enterprises	128,609	(847,833)	(988,801)	140,968	14.26 %
	<u>14,412,483</u>	<u>76,487,428</u>	<u>74,885,657</u>	<u>1,601,771</u>	2.14 %
<u>Other Funds</u>					
Plant Funds	3,682,587	9,061,277	14,012,303	(4,951,026)	(35.33) %
Associated Students	-	-	-	-	- %
Other Agency Funds	7,845	34,571	49,510	(14,939)	(30.17) %
	<u>3,690,432</u>	<u>9,095,848</u>	<u>14,061,813</u>	<u>(4,965,965)</u>	(35.32) %
 Total All Funds	 <u>\$67,993,619</u>	 <u>\$280,443,958</u>	 <u>\$268,740,387</u>	 <u>\$11,703,571</u>	 4.35 %

2/21/19  
Date

  
David T. Cowley

**ITEM FOR ACTION**

**RE:** Certificate of Treasurer for November 2018

The Certificate of Treasurer for November 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The State Appropriated Funds budget at 30 November 2018 totaled \$416,310,359, up \$19,494,599 (4.91%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled \$151,876,738, up \$9,747,865 (6.86%) over the same 2017-2018 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 for all funds totaled \$353,900,321, up \$13,499,077 (3.97%) over the same 2017-2018 period.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for November 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 July 2018 to 30 November 2018 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 November 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

## CERTIFICATE OF TREASURER

I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2018 to 30 November 2018.

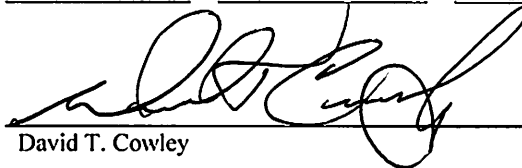
Authorization, invoices, and supporting papers have been filed pertaining to the following enumerated expenditures, which have been reviewed and processed for payment by the Controller's Office, Purchasing Department, and other departments; according to the laws, rules, and regulations of Utah State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

State Appropriated Funds	Budget	Percent of Budget Expended (42% Fiscal Year Expired)	1-Nov-18 30-Nov-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	\$277,524,556	38%	\$23,305,516	\$105,149,143	\$98,616,552	\$6,532,591	6.62 %
Athletics	7,364,181	38%	598,313	2,831,919	2,645,188	186,731	7.06 %
E&G - O&M	4,323,453	3%	62,107	149,309	380,787	(231,478)	(60.79) %
Agricultural Experiment Station	17,319,740	32%	1,091,748	5,474,032	5,385,984	88,048	1.63 %
UWRL Appropriation	3,719,309	30%	198,896	1,131,420	1,019,380	112,040	10.99 %
UWRL Apportionment	2,966,393	18%	99,972	537,786	608,370	(70,584)	(11.60) %
Tooele - Cont. Ed. Center	12,821,860	48%	678,612	6,203,389	6,347,258	(143,869)	(2.27) %
Educationally Disadvantaged	100,000	67%	30,395	66,594	82,523	(15,929)	(19.30) %
Southeastern Utah - Cont. Ed. Center	14,945	56%	7,101	8,384	1,433,852	(1,425,468)	(99.42) %
Uintah Basin - Cont. Ed. Center	10,026,381	45%	604,651	4,485,443	3,104,641	1,380,802	44.48 %
Cooperative Extension	25,045,279	26%	1,251,020	6,533,033	5,412,471	1,120,562	20.70 %
Brigham City - Cont. Ed. Center	14,439,300	42%	899,691	6,112,440	7,222,988	(1,110,548)	(15.38) %
USTAR	238	0%	-	-	-	-	- %
E&G - Vet Med	9,806,050	26%	338,957	2,541,306	1,953,749	587,557	30.07 %
Regional Campuses - Administration	7,713,417	33%	346,034	2,566,119	-	2,566,119	100.00 %
Price (USU Eastern)	16,391,426	34%	1,103,902	5,646,128	5,524,501	121,627	2.20 %
Blanding Campus (USU Eastern)	4,514,106	37%	344,094	1,671,170	1,622,150	49,020	3.02 %
Educationally Disadvantaged (USU Eastern)	145,522	17%	2,554	25,107	27,516	(2,409)	(8.75) %
Prehistoric Museum (USU Eastern)	541,370	43%	51,173	230,523	192,788	37,735	19.57 %
Workforce Education (USU Eastern)	1,532,833	33%	119,180	513,493	548,175	(34,682)	(6.33) %
Total State Appropriated Funds	<u>\$416,310,359</u>	36%	<u>\$31,133,916</u>	<u>\$151,876,738</u>	<u>\$142,128,873</u>	<u>\$9,747,865</u>	6.86 %
Total State Appropriated Funds 2017-2018	<u>\$396,815,760</u>						
Increase from 2017-2018	<u>\$19,494,599</u>						
Percent Increase from 2017-2018	<u>4.91%</u>						

	1-Nov-18 30-Nov-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
<u>Other Unrestricted Funds</u>					
Overhead Reimbursement for R & D	\$1,107,318	\$5,422,953	\$5,049,240	\$373,713	7.40 %
Designated	7,905,359	36,464,096	27,880,491	8,583,605	30.79 %
Service Departments	4,685,048	24,197,029	24,399,230	(202,201)	(0.83) %
Auxiliary Enterprises (Except Athletics)	3,021,197	16,722,123	16,535,107	187,016	1.13 %
Athletics - USU	2,553,569	10,584,152	10,010,710	573,442	5.73 %
	<u>19,272,491</u>	<u>93,390,353</u>	<u>83,874,778</u>	<u>9,515,575</u>	<u>11.34 %</u>
<u>Other Restricted Funds</u>					
Instruction	1,839,406	7,962,772	8,360,540	(397,768)	(4.76) %
Research	4,577,630	22,452,024	23,257,541	(805,517)	(3.46) %
Public Service	4,347,074	20,568,284	18,848,171	1,720,113	9.13 %
Academic Support	736,832	3,275,772	3,174,597	101,175	3.19 %
Student Services	860,637	4,593,301	4,206,424	386,877	9.20 %
Institutional Support	79,370	357,059	221,121	135,938	61.48 %
Operation and Maintenance of Plant	11,485	105,516	79,696	25,820	32.40 %
Scholarships and Fellowships	6,759,822	37,232,300	35,227,208	2,005,092	5.69 %
Service Departments	1,887	2,376	5,594	(3,218)	(58) %
Auxiliary Enterprises	107,784	(740,049)	(872,571)	132,522	15.19 %
	<u>19,321,927</u>	<u>95,809,355</u>	<u>92,508,321</u>	<u>3,301,034</u>	<u>3.57 %</u>
<u>Other Funds</u>					
Plant Funds	3,717,839	12,779,117	21,825,595	(9,046,478)	(41.45) %
Associated Students	-	-	-	-	- %
Other Agency Funds	10,187	44,758	63,677	(18,919)	(29.71) %
	<u>3,728,026</u>	<u>12,823,875</u>	<u>21,889,272</u>	<u>(9,065,397)</u>	<u>(41.41) %</u>
 Total All Funds	 <u>\$73,456,360</u>	 <u>\$353,900,321</u>	 <u>\$340,401,244</u>	 <u>\$13,499,077</u>	 <u>3.97 %</u>

2/21/19

Date

  
 \_\_\_\_\_  
 David T. Cowley

8 March 2019

**ITEM FOR ACTION**

**RE:** Contract/Grant Proposals and Awards (December 2018)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for December 2018 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The awards for the month of December 2018 amounted to \$24,475,269 versus \$21,215,451 for December 2017.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through December 2018 cumulative award dollars in FY2019 were higher (12.1%) for the same time period in FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted were down (-68.7%) from \$32,833,797 in December 2017 to \$10,273,459 during December 2018. The total number of current year proposals (703) is less than FY2018 (706).

**RECOMMENDATION**

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for December 2018.



**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The attached list of contract/grant proposals and awards (December 2018) 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:**

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Date

## Selected List of Awards Greater than \$1,000,000.00 from 12-01-2018 to 12-31-2018

Filters Applied\*: No Filter

### Award # 1

Control Number	S00003381	Agency	4,391,522.00
Contracting Agency	NASA Goddard Space Flight Center	Cost Share	0.00
Flow Through Agency	NASA - General	Total	4,391,522.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Trent Newswander		
Co-PI(s)			
Period of Performance	01-19-2018 -- 04-23-2020		
Original Award Date	01-19-2018		
Change/Mod Effective Date	12-06-2018		
Program Name	Ocean Color Instrument (OCI) Short Wave Infra-Red (SWIR) Aft Optics Box (AOB)		
Statement	The Space Dynamics Laboratory (SDL) will assemble, integrate, and test the Aft Optics Box (AOB) for the Ocean Color Instrument (OCI). SDL will deliver one complete AOB engineering test unit (ETU), one complete AOB flight unit, and one spare Short Wave Infra-Red (SWIR) detector subassemblies (SDS) of each of the five variants.		

### Award # 2

Control Number	S00003573	Agency	2,690,441.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	2,690,441.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	09-01-2017 -- 03-31-2021		
Original Award Date	09-07-2017		
Change/Mod Effective Date	12-13-2018		
Program Name	Broadhead		
Statement	Space Dynamics Laboratory will build a CubeSat.		

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**Award # 3**

Control Number	S00003839	Agency	8,000,000.00
Contracting Agency	Air Force	Cost Share	0.00
Flow Through Agency	Air Force	Total	8,000,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	David Brenchley, Amy Secrist, Don Thompson		
Co-PI(s)			
Period of Performance	04-03-2018 -- 09-30-2021		
Original Award Date	04-03-2018		
Change/Mod Effective Date	12-14-2018		
Program Name	Solo		
Statement	The Space Dynamics Laboratory (SDL) will build a small satellite.		

<b>Agency Total</b>	<b>15,081,963.00</b>
<b>Cost Share Total</b>	<b>0.00</b>
<b>Grand Total</b>	<b>15,081,963.00</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 Keith Paskett: Keith.Paskett@usurf.usu.edu.

## Selected List of Proposals Greater than \$1,000,000.00 from 12-01-2018 to 12-31-2018

Filters Applied\*: No Filter

### Proposal # 1: New

Control Number	S08031000	Agency	\$1,698,590.00
Proposal ID	T00004473 Revision: 0	Cost Share	\$0.00
Contracting Agency	Missile Defense Agency	Other	\$0.00
Customer	Air Force	Total	\$1,698,590.00
Proposal Value	1,698,590.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shawn Nielson		
Co-PI(s)			
Period of Performance	02-01-2019 -- 04-30-2020		
Proposal Date	12-07-2018		
Program Name	Ogden Data Device-Ethernet Crypto KC-46		
Statement	Space Dynamics Laboratory will provide phase 1 development of hardware, firmware, and device drivers required for a KC-46 compatible variant of the Air Force/Navy Ogden Data Device Ethernet Crypto (ODD-EC), herein referred to as the ODD-EC-46. The KC-46 is a new military aerial refueling aircraft developed by Boeing. Phase 1 includes design, engineering development, fabrication, and test of prototype units of the ODD-EC-46 for demonstration and validation.		

<b>Agency Total</b>	<b>\$1,698,590.00</b>
<b>Cost Share Total</b>	<b>\$0.00</b>
<b>Other Total</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$1,698,590.00</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 Keith Paskett: Keith.Paskett@usurf.usu.edu.

**Utah State University/Division of Sponsored Programs - List of Awards Over \$1,000,000: 12/01/2018 - 12/31/2018**

Award Number	Funding Sponsor/P TE	lead_unit	College	Principal Investigator	Award Action	Original Award	Award Date (T	Title	Awarded Funding (
202061-00001	HOWARD HUGHES MEDICAL INSTI	Biology	College of Science	Alan H. Savitzky	New	2018-09-01	2018-12-06	Howard Hughes Medical Institute Inclusive Excellence Grants 2018	\$ 1,000,000.00
<b>Total \$ 1,000,000.00</b>									

**NOTE: There were no campus proposals over \$1,000,000 for the month of December 2018.**

8 March 2019

**ITEM FOR ACTION**

**RE:** Contract/Grant Proposals and Awards (January 2019)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for January 2019 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The awards for the month of January 2019 amounted to \$27,330,237 versus \$14,007,265 for January 2018.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through January 2019 cumulative award dollars in FY2019 were higher (19.4%) for the same time period in FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted were higher (140.3%) from \$19,841,725 in January 2018 to \$47,672,945 during January 2019. The total number of current year proposals (809) is less than FY2018 (833).

**RECOMMENDATION**

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for January 2019.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The attached list of contract/grant proposals and awards (January 2019) 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:**

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Date

## Selected List of Awards Greater than \$1,000,000.00 from 01-01-2019 to 01-31-2019

Filters Applied\*: No Filter

### Award # 1

Control Number	S00003327	Agency	9,000,000.00
Contracting Agency	Air Force	Cost Share	0.00
Flow Through Agency	Republic of Korea	Total	9,000,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Kyle Palmer		
Co-PI(s)			
Period of Performance	01-25-2019 -- 07-24-2021		
Original Award Date	01-25-2019		
Change/Mod Effective Date	01-25-2019		
Program Name	Republic of Korea (ROK) Global Hawk (GH) Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED)		
Statement	The Space Dynamics Laboratory will establish the Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED) capability for the Republic of Korea (ROK) Global Hawk (GH). The ROK GH TCPED capability is a scaled down version of the United States Air Force Distributed Common Ground System (DCGS).		

### Award # 2

Control Number	S00004031	Agency	1,734,818.00
Contracting Agency	ispace, inc.	Cost Share	0.00
Flow Through Agency	ispace, inc.	Total	1,734,818.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	11-01-2018 -- 05-24-2021		
Original Award Date	11-01-2018		
Change/Mod Effective Date	01-11-2019		
Program Name	Flight IRIS Radios for ispace		
Statement	The Space Dynamics Laboratory will provide two flight IRIS radios and a development board to ispace.		



**Award # 3**

Control Number	S06001012	Agency	1,000,000.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	1,000,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	01-17-2019 -- 03-15-2021		
Original Award Date	01-17-2019		
Change/Mod Effective Date	01-17-2019		
Program Name	DSS TO 0001- Gryphon		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

**Award # 4**

Control Number	S06001014	Agency	2,387,147.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	2,387,147.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	01-17-2019 -- 03-15-2021		
Original Award Date	01-17-2019		
Change/Mod Effective Date	01-17-2019		
Program Name	DSS TO 0001- Recurve		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

**Award # 5**

Control Number	S06001015	Agency	1,760,141.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	1,760,141.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	01-17-2019 -- 03-15-2021		
Original Award Date	01-17-2019		
Change/Mod Effective Date	01-17-2019		
Program Name	DSS TO 0001- Shiver		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

**Award # 6**

Control Number	S06001017	Agency	1,480,364.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	1,480,364.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	01-17-2019 -- 03-15-2021		
Original Award Date	01-17-2019		
Change/Mod Effective Date	01-17-2019		
Program Name	DSS TO 0001- Very Low Frequency Particle Mapper (VPM)		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

**Award # 7**

Control Number	S06001018	Agency	3,075,518.18
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	3,075,518.18
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	01-17-2019 -- 03-15-2021		
Original Award Date	01-17-2019		
Change/Mod Effective Date	01-17-2019		
Program Name	DSS TO 0001- Science & Technology (S&T) Ground		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

**Award # 8**

Control Number	S06010001	Agency	5,000,000.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	5,000,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Adam Shelley		
Co-PI(s)			
Period of Performance	11-30-2018 -- 12-14-2022		
Original Award Date	11-30-2018		
Change/Mod Effective Date	01-28-2019		
Program Name	DSS TO0010 - Odyssey - Odyssey Subtask 01		
Statement	The Space Dynamics Laboratory (SDL) will provide the Air Force Research Laboratory (AFRL) with a 27U Cubesat Odyssey spacecraft.		

<b>Agency Total</b>	<b>25,437,988.18</b>
<b>Cost Share Total</b>	<b>0.00</b>
<b>Grand Total</b>	<b>25,437,988.18</b>

## Selected List of Proposals Greater than \$1,000,000.00 from 01-01-2019 to 01-31-2019

Filters Applied\*: No Filter

### Proposal # 1: Revision

Control Number	S00003327	Agency	\$2,667,047.00
Proposal ID	T00005691 Revision: 2	Cost Share	\$0.00
Contracting Agency	Air Force	Other	\$0.00
Customer	Republic of Korea	Total	\$2,667,047.00
Proposal Value	30,143,393.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins, Kyle Palmer		
Co-PI(s)			
Period of Performance	02-01-2019 -- 05-31-2023		
Proposal Date	01-18-2019		
Program Name	Republic of Korea (ROK) Global Hawk (GH) Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED)		
Statement	The Space Dynamics Laboratory will establish the Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED) capability for the Republic of Korea (ROK) Global Hawk (GH). The ROK GH TCPED capability is a scaled down version of the United States Air Force Distributed Common Ground System (DCGS).		

### Proposal # 2: Change Order

Control Number	S00003549	Agency	\$10,746,300.35
Proposal ID	T00005395 Revision: 0	Cost Share	\$0.00
Contracting Agency	Air Force	Other	\$0.00
Customer	Air Force	Total	\$10,746,300.35
Proposal Value	10,746,300.35		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Jack Felici		
Co-PI(s)			
Period of Performance	03-01-2019 -- 10-31-2021		
Proposal Date	01-17-2019		
Program Name	Extensible Web enabled Operations Center (EWOC) Mission Operations		
Statement	Space Dynamics Laboratory will build an operations center.		

**Proposal # 3: New**

Control Number	S00003731	Agency	\$1,176,005.00	
Proposal ID	T00005125	Revision: 0	Cost Share	\$0.00
Contracting Agency	Northrop Grumman Mission Systems	Other	\$0.00	
Customer	Air Force	Total	\$1,176,005.00	
Proposal Value	1,176,005.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Shane Jenkins			
Co-PI(s)				
Period of Performance	03-01-2019 -- 02-28-2020			
Proposal Date	01-30-2019			
Program Name	Full Motion Video Plug-In Framework			
Statement	SDL will enhance the Virtual Imagery Processing Capability (VIP-C) Framework to provide the ability to execute plugins while processing full motion video (FMV). Plugins will include correction of image coordinates and associated meta-data. This effort also includes verification and validation of the solution developed.			

**Proposal # 4: Revision**

Control Number	S00004029	Agency	\$-195,626.00	
Proposal ID	T00005639	Revision: 1	Cost Share	\$0.00
Contracting Agency	ARGO-ITALY	Other	\$0.00	
Customer	ARGO-ITALY	Total	\$-195,626.00	
Proposal Value	1,442,623.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Tim Neilsen			
Co-PI(s)				
Period of Performance	02-15-2019 -- 03-31-2020			
Proposal Date	01-25-2019			
Program Name	Flight IRIS Radio for Argotec			
Statement	The Space Dynamics Laboratory will provide one flight IRIS radio to Argotec.			

### Proposal # 5: Revision

Control Number	S00004031	Agency	\$-79,991.00	
Proposal ID	T00005641	Revision: 3	Cost Share	\$0.00
Contracting Agency	ispace, inc.	Other	\$0.00	
Customer	ispace, inc.	Total	\$-79,991.00	
Proposal Value	1,884,785.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Tim Neilsen			
Co-PI(s)				
Period of Performance	01-15-2019 -- 03-31-2020			
Proposal Date	01-09-2019			
Program Name	Flight IRIS Radios for ispace			
Statement	The Space Dynamics Laboratory will provide two flight IRIS radios and a development board to ispace.			

### Proposal # 6: New

Control Number	S00004067	Agency	\$2,575,000.00	
Proposal ID	T00005723	Revision: 0	Cost Share	\$0.00
Contracting Agency	Jacobs Technology, Inc.	Other	\$0.00	
Customer	Hill Air Force Base	Total	\$2,575,000.00	
Proposal Value	2,575,000.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Bennett Keller			
Co-PI(s)				
Period of Performance	03-01-2019 -- 02-28-2020			
Proposal Date	01-30-2019			
Program Name	P5 Pod Utah Digital Interface Unit (UDIU) Phase II Support			
Statement	SDL is currently developing the new Utah Digital Interface Unit(UDIU) as a direct replacement of the existing P5 Advanced Digital Interface Unit (ADIU) assembly with improvements as directed by the Air Force. The scope will support additional Block 4 and Block 5 functionality and associated testing of the UDIU.			

**Proposal # 7: New**

Control Number	S00004099	Agency	\$2,178,655.00
Proposal ID	T00005791 Revision: 0	Cost Share	\$0.00
Contracting Agency	Southwest Research Institute (SwRI)	Other	\$0.00
Customer	Gemini Observatory	Total	\$2,178,655.00
Proposal Value	2,178,655.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Trent Newswander		
Co-PI(s)			
Period of Performance	03-15-2019 -- 08-31-2020		
Proposal Date	01-28-2019		
Program Name	Spectrograph and Camera for Observations of Rapid Phenomena in the Infrared and Optical (SCORPIO)		
Statement	The Space Dynamics Laboratory will provide optical and optomechanical pre-manufacturing design review and manufacturing, verification and delivery of Near Infrared collimator optical subassemblies and visible cameras optical subassemblies for the Spectrograph and Camera for Observations of Rapid Phenomena in the Infrared and Optical (SCORPIO) instrument.		

**Proposal # 8: New**

Control Number	S00004113	Agency	\$2,925,770.00
Proposal ID	T00005807 Revision: 0	Cost Share	\$0.00
Contracting Agency	L3 Technologies, Inc.	Other	\$0.00
Customer	Air Force	Total	\$2,925,770.00
Proposal Value	2,925,770.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Kirk Larsen		
Co-PI(s)			
Period of Performance	03-01-2019 -- 12-31-2019		
Proposal Date	01-07-2019		
Program Name	L3- Ground Sensor Management Unit (GSMU) Replacement		
Statement	SDL will provide an enhanced Sky Lynx combined with a VANTAGE server to replace the Ground Sensor Management Unit (GSMU) within the Global Hawk MCE.		

**Proposal # 9: New**

Control Number	S00004155	Agency	\$1,170,922.00
Proposal ID	T00005899 Revision: 0	Cost Share	\$0.00
Contracting Agency	Southwest Research Institute (SwRI)	Other	\$0.00
Customer	Gemini Observatory	Total	\$1,170,922.00
Proposal Value	1,170,922.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Trent Newswander		
Co-PI(s)			
Period of Performance	03-15-2019 -- 08-31-2020		
Proposal Date	01-28-2019		
Program Name	Spectrograph and Camera for Observations of Rapid Phenomena in the Infrared and Optical (SCORPIO)		
Statement	The Space Dynamics Laboratory will provide optical and optomechanical pre-manufacturing design review and manufacturing, verification and delivery of Near Infrared collimator optical subassemblies and Near Infrared cameras optical subassemblies for the Spectrograph and Camera for Observations of Rapid Phenomena in the Infrared and Optical (SCORPIO) instrument.		

**Proposal # 10: Change Order**

Control Number	S00243002	Agency	\$6,050,788.00
Proposal ID	T00005851 Revision: 0	Cost Share	\$0.00
Contracting Agency	Misc Federal Sponsors	Other	\$0.00
Customer	Air Force	Total	\$6,050,788.00
Proposal Value	6,050,788.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	02-01-2019 -- 03-30-2020		
Proposal Date	01-17-2019		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0002 - Virtual Imagery Processing Capability (VIP-C) Enhancements and Sky Lynx Modernization		
Statement	Space Dynamics Laboratory (SDL) will provide new capabilities for the Virtual Imagery Processing Capability (VIP-C) product, including enhancements to the VANTAGE software and Sky Lynx hardware.		



<b>Agency Total</b>	<b>\$29,214,870.35</b>
<b>Cost Share Total</b>	<b>\$0.00</b>
<b>Other Total</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$29,214,870.35</b>

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

**NOTE: There were no campus awards over \$1,000,000 for the month of January 2019.**

Utah State University/Division of Sponsored Programs - List of Proposals Over \$1 Million: 01/01/2019 - 01/31/2019											
Proposal Number	Funding Sponsor/FTE	Department/Unit	College	Principal Investigator	Proposal Type	Function Type	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Proposal Date (This Action)	Title	Proposed Funding (This Action)
00188276	U.S. Department of Education (DoED)	USU-Eastern Grant Management	USU-Eastern Vice Chancellor-Enrollment Management	Rachel Lund	Continuation	Other Sponsored Activities	2018-07-01	2022-06-30	2019-01-17	Utah State University Eastern Upward Bound	\$ 1,091,206.16
00188414	U.S. National Science Foundation (NSF)	Instructional Technology & Learning Sciences	Emma Eccles Jones College of Education & Human Services	David Frank Feldon	New	Research Basic	2019-05-01	2023-04-30	2019-01-23	Collaborative Research: Impacts of Hard/Soft Skills on STEM Workforce Trajectories	\$ 1,462,866.03
00188593	National Institutes of Health (NIH)	Psychology	Emma Eccles Jones College of Education & Human Services	Joann T Tszanz	New	Research Applied	2019-09-01	2024-08-31	2019-01-31	The Gray Matters Intervention: Using Mobile Technology to Reduce Risk Factors for Alzheimer's Disease in Midlife	\$ 3,570,557.63
										<b>Totals</b>	<b>\$ 6,124,629.82</b>

**ITEM FOR ACTION**

**RE:** Delegation/Administrative Reports – 11/21/18 to 12/21/18

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

The reports have received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The following is a summary of the administrative reports for USU for the period 11/21/18 to 12/21/18.

**Professional Contracts, 7 contracts issued** (Page 1)

Comments are provided on the report.

**Construction Contracts, 4 contracts issued** (Page 2)

Comments are provided on the report.

**Report of Contingency Reserve Fund** (Page 3)

Two projects needed funds and no projects contributed to the contingency reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

**Report of Project Reserve Fund Activity** (Page 4)

No projects needed funds and three projects contributed to the reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

**Current Delegated Projects List** (Pages 5-7)

Of USU's 92 projects, 9 are pending, 28 are in the design/study phase, 39 are in construction, 10 are substantially complete and 6 are complete. The 6 projects completed during this period were Campus Wide Metering, Champ/OM Hill Sewer Line Repl., Edith Bowen Playground, Health, LS, Code, Asbestos FY18, Ray B. West Reroof and USUE Geary Theatre Bldg. Upgrades.

**RECOMMENDATION**

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

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

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

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

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

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

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

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

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Date



**Professional Contracts  
Awarded From 11/21/18 to 12/21/18**

<b>Project Name</b>	<b>Firm Name</b>	<b>A/E Budget</b>	<b>Fee Amount</b>	<b>Comments</b>
1 Alumni House IOGP Remodel	Center Street Architects	\$7,275.00	\$7,275.00	Design services
2 Concrete Replacement FY19	Van Boerum & Frank	\$36,742.00	4,035.00	Design services Spectrum
<b>MISCELLANEOUS CONTRACTS</b>				
3 Planning & Design FY19	Cache Landmark	\$176,585.00	\$7,500.00	Topography and feature survey
4 South Farm Horse Barn	Utah Testing and Engineering	\$7,500.00	5,685.00	Materials testing & inspection
5 Alumni House Remodel	R&R Environmental	\$18,000.00	4,445.00	Asbestos inspection and survey
6 Lillywhite HVAC Upgrade	Quality Testing & Inspection	\$31,182.00	\$997.00	Radiographic testing and inspection
7 NFS Dairy Lab Mech Upgrade	Dixon Information	\$15,000.00	\$70.00	Bulk samples Dairy Lab



**Construction Contracts  
Awarded From 11/21/18 to 12/21/18**

<b>Project</b>	<b>Firm Name</b>	<b>Const Budget</b>	<b>Contract Amt</b>	<b>Exp to Date</b>	<b>Comments</b>
1 Alumni House Remodel	Spindler Construction	\$105,043.00	\$105,043.00	\$0.00	Construction services
2 Alumni House Remodel	Environmental Abatement	\$18,000.00	\$11,852.00	\$4,445.00	Asbestos removal
<b>MISCELLANEOUS CONTRACTS</b>					
3 USU Reservoir Pump Station	Logan City	\$293,642.00	\$36,545.00	\$61,053.63	Water line connection
4 Technology Shop Renovation	All Metals Fabrication	\$145,712.00	\$3,517.00	\$122,822.00	Install door panels



**Report of Contingency Reserve Fund  
From 11/21/18 to 12/21/18**

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
<b>BEGINNING BALANCE</b>	\$738,435.26				
<b>INCREASES TO CONTINGENCY RESERVE FUND</b>					
None					
<b>DECREASES FROM CONTINGENCY RESERVE FUND</b>					
<b>Bio Tech Lab Controls</b> (install data room fan coil)	(21,952.00)	(21,952.00)	5.36%	Construction	87.51%
<b>Health, LS, Code, Asbestos FY18</b> (install snow guards and bollards)	(1,295.53)	(1,295.53)	1.00%	Complete	100.00%
<b>ENDING BALANCE</b>	\$715,187.73				



**Report of Project Reserve Fund Activity  
From 11/21/18 to 12/21/18**

Project Title	Transfer Amount	Description	% of Construction Budget
<b>BEGINNING BALANCE</b>	<b>\$702,805.56</b>		
<b>INCREASES TO PROJECT RESERVE FUND</b>			
Champ/OM Hill Sewer Line	290,245.34	Close project	24.19%
Close USUE Geary Theatre Upgs FY16	39,649.90	Close project	0.66%
Ray B. West Reroof	13,184.00	Close project	1.72%
<b>DECREASES TO PROJECT RESERVE FUND</b>			
None			
<b>ENDING BALANCE</b>	<b>\$1,045,884.80</b>		





## Current Delegated Projects List

12/21/18

Project Number	Project Name	Phase	Project Budget
<b>CAPITAL DEVELOPMENT/IMPROVEMENT</b>			
A29004	Emergency Generator FY14	Sub Completion	250,390
A31325	Emergency Generator FY15	Construction	243,382
A31328	HVAC Controls Upgrade FY15	Construction	229,140
A31333	Planning & Design FY15	Sub Completion	175,075
A31334	Sign System FY15	Sub Completion	47,193
A34300	VCT Tile Replacement in Hallways	Construction	331,255
A34301	Vet Science Electrical Upgrade FY16	Design	98,753
A36118	Utility Meter Upgrades FY16	Construction	92,721
A36734	Classroom Upgrades FY17	Sub Completion	295,598
A36736	Bike Racks/Site Furn FY17	Sub Completion	45,662
A36741	Planning & Design FY17	Design/Study	85,457
A37302	South Farm New Dairy Barn	Construction	2,282,776
A38008	Blue Square Parking Expansion	Sub Completion	559,564
A38143	Student Organic Farm Facility	Design	146,666
A38594	Lillywhite HVAC Upgrade	Construction	1,840,635
A38598	Edith Bowen Playground	Complete	396,811
A39185	Medium Voltage Upgrade FY18	Construction	1,493,182
A39186	Planning & Design FY18	Design/Study	175,000
A39187	Health, LS, Code, Asbestos FY18	Complete	147,894
A39188	Concrete Replacement FY18	Construction	381,255
A39189	Bike Racks/Site Furn FY18	Construction	54,795
A39190	Sign System FY18	Construction	45,662
A39191	Classroom Upgrades FY18	Construction	183,907
A39193	NFS Lab Ventilation Replace	Design	950,154
A39195	Parking Lot Repair & Seal	Construction	138,027
A39196	Champ/OM Hill Sewer Line Repl	Complete	1,022,141
A39198	SE Sidewalks & Safety Lighting	Sub Completion	810,922
A39202	Lighting Control Upgrade	Construction	78,479
A39203	Campus Mapping	Design/Study	200,000

A39204	Bio Tech Lab Controls	Construction	484,087
A39205	NR Fire Alarm Upgrade	Construction	138,418
A39206	SDL Fire Alarm Upgrade	Construction	166,101
A39207	Ray B. West Reroof	Complete	913,014
A39502	SLC Campus Relocation	Sub Completion	5,071,274
A40010	Education Atrium Remodel	Sub Completion	421,681
A40454	Tooele Landscape Improvements	Design	170,104
A40585	Education Suite 413 Remodel	Construction	185,490
A40762	Campus Wide Metering	Complete	93,560
A40823	BCC Trail & Historical Bldg	Construction	273,998
A41399	Technology Shop Renovation	Construction	176,770
A41400	Aggie Chocolate Factory	Sub Completion	316,909
A41702	South Farm Beef Barn	Construction	517,043
A41724	Medium Voltage Upgrade FY19	Pending	1,390,966
A41725	Planning & Design FY19	Design/Study	175,000
A41726	Health, LS, Code, Asbestos FY19	Construction	149,601
A41727	Concrete Replacement FY19	Construction	507,357
A41728	Bike Racks/Site Furn FY19	Pending	55,192
A41729	Access Control FY19	Construction	382,648
A41730	Sign System FY19	Pending	46,009
A41731	Classroom Upgrades FY19	Construction	230,611
A41732	Parking Lot Paving FY19	Design	692,651
A41733	Education Atrium Skylight	Design	691,789
A41734	UWRL Lab 339 Upgrade	Pending	93,189
A41735	Tooele Classroom Bldg Reroof	Construction	161,460
A41736	MC Library Reheat Coils	Pending	45,662
A41737	Blue Square Pedestrian Crossing	Design	368,702
A41738	Fire Sprinkling Upgrade	Design	184,302
A41739	USU Reservoir Pump Station	Construction	322,838
A41741	UWRL Hydronic Heating System	Construction	159,817
A41742	MC Library Flooring	Pending	183,950
A41743	HPER Swimming Pools	Pending	320,790
A41744	Mtn. Aire to FA Irrigation Line	Design	345,803
A41745	NFS Dairy Lab Mech Upgrade	Construction	879,582
A41746	FAC Concrete Panel Repl	Construction	414,884
A41747	Rock Garden Landscape	Design	193,302
A41748	SDL Chiller Replacement	Pending	414,884

A41801	May Swenson House	Design	848,523
A42103	SLC Campus East Entrance	Design	80,000
A42197	Motor Pool Car Wash	Construction	149,881
A42226	EVR Storm Drain Pond	Construction	274,672
A42375	TSC Student Affairs Remodel	Pending	1,000,000
A42467	South Farm Horse Barn	Construction	1,599,443
A42468	Alumni House Remodel	Construction	182,437
A42506	CEP Dry Cooling Tower	Design	250,000
A42872	Airport FL-10 Remodel	Design	200,000
A42914	Institutional Residence Remodel	Construction	182,625
A43133	USU Hay Sheds	Construction	190,335
A43179	1400 N Soils Relocation	Construction	287,055
A43459	EVR Solar Array	Construction	271,495
A43528	Alumni House IOGP Remodel	Design	7,275
C11461	USUE Infrastructure/Automation Upgrade	Construction	540,654
C11615	USUE Geary Theatre Bldg Upgrades	Complete	7,063,387
C11781	USUE Blanding Housing Fire Safety	Construction	285,788
C11931	USUE Price Fire Lane	Design	461,269
C11932	USUE Price Utility Upgrades	Design	693,033
C11934	USUE Price MCC Steam Piping	Design	69,391
C11935	USUE Price BDAC Skylight	Design	322,838
C11937	USUE Outdoor Lighting Upgrade	Design	322,838
C11943	USUE Price Library Remodel	Design	1,700,000
C11953	USUE Price Student Center Remodel	Design	599,055
C11954	USUE Blanding Campus Triplex	Design	311,146
C11984	USUE Price MCC Shed Addition	Design	100,000
<b>TOTAL (92)</b>			<u><u>\$48,135,073</u></u>

**ITEM FOR ACTION**

**RE:** Delegation/Administrative Reports – 12/21/18 to 01/25/19

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

The reports have received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The following is a summary of the administrative reports for USU for the period 12/21/18 to 01/25/19.

**Professional Contracts, 4 contracts issued** (Page 1)

Comments are provided on the report.

**Construction Contracts, 6 contracts issued** (Page 2)

Comments are provided on the report.

**Report of Contingency Reserve Fund** (Page 3)

Three projects needed funds and no projects contributed to the contingency reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

**Report of Project Reserve Fund Activity** (Page 4)

One project needed funds and no projects contributed to the reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

**Current Delegated Projects List** (Pages 5-7)

Of USU's 88 projects, 8 are pending, 26 are in the design/study phase, 43 are in construction, 11 are substantially complete and 0 are complete.

**RECOMMENDATION**

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

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

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

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

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

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

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

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

---

Date



**Professional Contracts  
Awarded From 12/21/18 to 01/25/19**

<b>Project Name</b>	<b>Firm Name</b>	<b>A/E Budget</b>	<b>Fee Amount</b>	<b>Comments</b>
1 Planning & Design FY19	Cache Landmark	\$188,200.00	\$132,450.00	Design services 700 N.
2 Welcome Center Remodel	Bott Pantone	\$35,700.00	35,700.00	Design services
<b>MISCELLANEOUS CONTRACTS</b>				
3 Parking Lot Paving FY19	Utah Testing and Engineering	\$6,373.00	\$1,905.00	Materials testing
4 Alumni House Remodel	Dixon Information	\$36,766.00	150.00	Bulk samples



**Construction Contracts**  
**Awarded From 12/21/18 to 01/25/19**

Project	Firm Name	Const Budget	Contract Amt	Exp to Date	Comments
1 Education Atrium Skylight	Gramoll Construction	\$641,914.00	\$502,000.00	\$0.00	Construction services
2 CEP Dry Cooling Tower	Spindler Construction	\$408,775.00	\$408,775.00	\$0.00	Dry cooler installation
3 SDL Chiller Replacement	CCI Mechanical	\$382,806.00	\$382,806.00	\$0.00	Water chiller installation
4 MC Library Reheat Coils	USU Facilities	\$45,662.00	\$45,645.00	\$0.00	VAV damper installation
5 USUE Blanding Fire Safety	USU Facilities	\$235,645.00	\$44,312.00	\$3,172.00	Fire alarm system upgrade
6 EVR Solar Array	Edge Excavation	\$243,493.00	\$21,356.00	\$0.00	Solar panel excavation

**MISCELLANEOUS CONTRACTS**

None



**Report of Contingency Reserve Fund  
12/21/18 to 01/25/19**

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
<b>BEGINNING BALANCE</b>	<b>\$715,187.73</b>				
<b>INCREASES TO CONTINGENCY RESERVE FUND</b>					
None					
<b>DECREASES FROM CONTINGENCY RESERVE FUND</b>					
<b>Bio Tech Lab Controls</b> (replace two position valves)	(14,381.00)	(36,333.00)	8.88%	Construction	83.65%
<b>Lighting Control Upgrade</b> (install relay panels)	(13,085.00)	(13,085.00)	21.47%	Construction	69.25%
<b>Lillywhite HVAC Upgrade</b> (replace valve actuators)	(5,366.13)	(63,894.92)	7.99%	Construction	85.48%
<b>ENDING BALANCE</b>	<b>\$682,355.60</b>				





**Report of Project Reserve Fund Activity  
From 12/21/18 to 01/25/19**

Project Title	Transfer Amount	Description	% of Construction Budget
<b>BEGINNING BALANCE</b>	<b>\$1,045,884.80</b>		
<b>INCREASES TO PROJECT RESERVE FUND</b>			
None			
<b>DECREASES TO PROJECT RESERVE FUND</b>			
Planning & Design FY19	(11,615.02)	Award contract	6.64%
<b>ENDING BALANCE</b>	<b>\$1,034,269.78</b>		



## Current Delegated Projects List

01/25/19

Project Number	Project Name	Phase	Project Budget
<b>CAPITAL DEVELOPMENT/IMPROVEMENT</b>			
A29004	Emergency Generator FY14	Sub Completion	250,390
A31325	Emergency Generator FY15	Construction	243,382
A31328	HVAC Controls Upgrade FY15	Construction	229,140
A31333	Planning & Design FY15	Sub Completion	175,075
A31334	Sign System FY15	Sub Completion	47,193
A34300	VCT Tile Replacement in Hallways	Construction	331,255
A34301	Vet Science Electrical Upgrade FY16	Design	98,753
A36118	Utility Meter Upgrades FY16	Construction	92,721
A36734	Classroom Upgrades FY17	Sub Completion	295,598
A36736	Bike Racks/Site Furn FY17	Sub Completion	45,662
A36741	Planning & Design FY17	Design/Study	85,457
A37302	South Farm New Dairy Barn	Construction	2,282,776
A38008	Blue Square Parking Expansion	Sub Completion	559,564
A38143	Student Organic Farm Facility	Design	146,666
A38594	Lillywhite HVAC Upgrade	Construction	1,846,001
A39185	Medium Voltage Upgrade FY18	Construction	1,493,182
A39186	Planning & Design FY18	Design/Study	175,000
A39188	Concrete Replacement FY18	Construction	381,255
A39189	Bike Racks/Site Furn FY18	Construction	54,795
A39190	Sign System FY18	Construction	45,662
A39191	Classroom Upgrades FY18	Construction	183,907
A39193	NFS Lab Ventilation Replace	Design	950,154
A39195	Parking Lot Repair & Seal	Construction	138,027
A39198	SE Sidewalks & Safety Lighting	Sub Completion	810,922
A39202	Lighting Control Upgrade	Construction	91,564
A39203	Campus Mapping	Sub Completion	200,000
A39204	Bio Tech Lab Controls	Construction	498,468
A39205	NR Fire Alarm Upgrade	Construction	138,418
A39206	SDL Fire Alarm Upgrade	Construction	166,101

A39502	SLC Campus Relocation	Sub Completion	5,071,274
A40010	Education Atrium Remodel	Sub Completion	421,681
A40454	Tooele Landscape Improvements	Design	170,104
A40585	Education Suite 413 Remodel	Construction	185,490
A40823	BCC Trail & Historical Bldg	Construction	273,998
A41399	Technology Shop Renovation	Construction	176,770
A41400	Aggie Chocolate Factory	Sub Completion	316,909
A41702	South Farm Beef Barn	Construction	517,043
A41724	Medium Voltage Upgrade FY19	Pending	1,390,966
A41725	Planning & Design FY19	Design/Study	188,200
A41726	Health, LS, Code, Asbestos FY19	Construction	149,601
A41727	Concrete Replacement FY19	Construction	507,357
A41728	Bike Racks/Site Furn FY19	Pending	55,192
A41729	Access Control FY19	Construction	382,648
A41730	Sign System FY19	Pending	46,009
A41731	Classroom Upgrades FY19	Construction	230,611
A41732	Parking Lot Paving FY19	Design	692,651
A41733	Education Atrium Skylight	Construction	691,789
A41734	UWRL Lab 339 Upgrade	Pending	93,189
A41735	Tooele Classroom Bldg Reroof	Construction	161,460
A41736	MC Library Reheat Coils	Construction	45,662
A41737	Blue Square Pedestrian Crossing	Design	368,702
A41738	Fire Sprinkling Upgrade	Design	184,302
A41739	USU Reservoir Pump Station	Construction	322,838
A41741	UWRL Hydronic Heating System	Construction	159,817
A41742	MC Library Flooring	Pending	183,950
A41743	HPER Swimming Pools	Pending	320,790
A41744	Mtn. Aire to FA Irrigation Line	Design	345,803
A41745	NFS Dairy Lab Mech Upgrade	Construction	879,582
A41746	FAC Concrete Panel Repl	Construction	414,884
A41747	Rock Garden Landscape	Design	193,302
A41748	SDL Chiller Replacement	Construction	414,884
A41801	May Swenson House	Design	848,523
A42103	SLC Campus East Entrance	Design	80,000
A42197	Motor Pool Car Wash	Construction	149,881
A42226	EVR Storm Drain Pond	Construction	274,672
A42375	TSC Student Affairs Remodel	Pending	1,000,000

A42467	South Farm Horse Barn	Construction	1,599,443
A42468	Alumni House Remodel	Construction	192,800
A42506	CEP Dry Cooling Tower	Construction	499,976
A42872	Airport FL-10 Remodel	Design	200,000
A42914	Institutional Residence Remodel	Construction	182,625
A43133	USU Hay Sheds	Construction	190,335
A43179	1400 N Soils Relocation	Construction	307,902
A43459	EVR Solar Array	Construction	271,495
A43528	Alumni House IOGP Remodel	Design	8,200
A43760	Welcome Center Remodel (NEW PROJECT)	Design	714,560
A43866	Athletic Fields (NEW PROJECT)	Pending	-
C11461	USUE Infrastructure/Automation Upgrade	Construction	540,654
C11781	USUE Blanding Housing Fire Safety	Construction	285,788
C11931	USUE Price Fire Lane	Design	461,269
C11932	USUE Price Utility Upgrades	Design	693,033
C11934	USUE Price MCC Steam Piping	Design	69,391
C11935	USUE Price BDAC Skylight	Design	322,838
C11937	USUE Outdoor Lighting Upgrade	Design	322,838
C11943	USUE Price Library Remodel	Design	113,000
C11953	USUE Price Student Center Remodel	Design	599,055
C11954	USUE Blanding Campus Triplex	Design	311,146
C11984	USUE Price MCC Shed Addition	Design	100,000
<b>TOTAL (88)</b>			<u><u>\$37,953,969</u></u>

8 March 2019

**ITEM FOR ACTION**

**RE:** Faculty and Staff Adjustments

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

**EXECUTIVE SUMMARY**

The faculty and staff adjustments include eight (8) changes in title or assignment and one (1) new appointment.

**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 eight (8) changes in title or assignment and one (1) new appointment.

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

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

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Date

## **Faculty and Staff Adjustments**

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

#### **Office of the Executive Vice President and Provost**

Renee V. Galliher, Professor, Department of Psychology, Emma Eccles Jones College of Education and Human Services, to also be Associate Vice Provost, Office of the Executive Vice President and Provost; effective 01 January, 2019. Change in salary to \$122,437/11-months.

Richard S. Inouye, Associate Vice President and Associate Dean, Office of Research and Graduate Studies, to be Vice Provost of Graduate Studies, Office of the Executive Vice President and Provost; effective 14 January 2019. No change in salary. This change is a result of an organizational restructure.

Harrison Kleiner, Assistant Professor, Department of Languages, Philosophy and Communication Studies, College of Humanities and Social Sciences, to also be Associate Vice Provost for General Education, Office of the Executive Vice President and Provost; effective 01 February, 2019. Change in salary to \$74,861/12-months.

#### **Jon M. Huntsman School of Business**

Christopher D. Corcoran, Professor and Head, Department of Mathematics and Statistics, College of Science, to be Professor and Head with tenure, Department of Management Information Systems, Jon M. Huntsman School of Business; effective 01 July 2019; replacing David H. Olsen. Change in salary to \$240,000/12-months.

#### **College of Engineering**

Dixon Y. Nielson, Research Development Director, Department of Mechanical and Aerospace Engineering, to be Director of Industry Relations, College of Engineering; effective 01 February 2019. Change in salary to \$77,878/12-months.

#### **USU Eastern**

Greg D. Dart, Vice Chancellor, to be Associate Vice President, USU Eastern campus; effective 01 January 2019. Change in salary to \$135,000/12-months.

Guy W. Denton, Vice Chancellor and Associate Professor, USU Blanding campus, School of Applied Sciences, Technology and Education, College of Agriculture and Applied Sciences, to be Vice President and Associate Professor of the same; effective 01 January 2019. No change in salary.

### **b. New Appointments**

#### **College of Humanities and Social Sciences**

Patrick Q. Mason, Associate Professor with tenure and Leonard J. Arrington Chair of Mormon History and Culture, Department of History, College of Humanities and Social Sciences; effective 01 July 2019; replacing Philip Barlow. B.A., Brigham Young University 1999; two M.A. degrees University of Notre Dame - International Peace Studies and History, 2003; Ph.D. University of Notre Dame, 2005. Salary to be \$97,000/9-months.

## **ITEM FOR ACTION**

### **RE: Report of Investments for September 2018**

The Report of Investments for September 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

## **EXECUTIVE SUMMARY**

This set of investment reports presents investment activity for September 2018 and comparative year-to-date totals for FY 2018-2019 and FY 2017-2018; investment portfolios at 30 September 2018; and Summary of Total Investment Returns for the quarter ended 30 September 2018 and year-to date 1 July 2018 to 30 September 2018.

### **CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during September 2018 was \$355,834,849, down \$4,922,573 from August 2018. Total investment loss was \$1,311,105, down \$2,799,415 from August 2018, reflecting the decrease in the amount available for investing and a decrease in total investment return. The annualized total investment return was -4.42%, down 9.37% from August 2018.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$346,878,791, up \$22,658,735 (6.99%) over FY 2017-2018. Total interest income for FY 2018-2019 amounted to \$2,043,540, up \$168,164 (8.97%) over FY 2017-2018, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 30 September 2018 was \$372,808,890, up \$25,227,451 (7.26%) over 30 September 2017. Unrealized losses at 30 September 2018 were \$10,384,174.

### **ENDOWMENT POOL**

The average daily fair value invested during September 2018 was \$183,467,519, up \$1,052,159 over August 2018. Interest and dividend income of \$407,687 plus net realized gains of \$235,118 totaled \$642,805 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$181,999,282, up \$11,227,634 (6.57%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$9,603,446, up \$8,894,305 (1254.24%) over FY 2017-2018. This increase resulted from \$11,823 more in interest and dividends and \$8,882,482 more net realized gains during FY 2018-2019.

The total amount invested at 30 September 2018 was \$184,075,523, up \$10,397,919 (5.99%) over 30 September 2017. Unrealized gains at 30 September 2018 were \$32,216,894.



## OTHER INVESTMENTS

The average daily fair value invested during September 2018 was \$199,525,366, up \$2,359,793 over August 2018. Interest and dividend income of \$379,227 plus net realized gains of \$4,684 totaled \$383,911 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$197,256,164, up \$7,925,348 (4.19%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$1,113,455, up \$757,463 (212.78%) over FY 2017-2018. This increase resulted from \$166,790 more in interest and dividend income and \$590,673 more in net realized gains during FY 2018-2019.

Total amount invested at 30 September 2018 was \$200,144,938, up \$12,731,058 (6.79%) over 30 September 2017. Unrealized gains at 30 September 2018 were \$16,028,940.

## ENDOWMENT TRUSTS

The average daily fair value invested during September 2018 was \$6,083,528, up \$32,566 over August 2018. Interest and dividend income of \$32,700 plus net realized gains of \$5,446 totaled \$38,146 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$6,033,146, up \$92,997 (1.57%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$56,867, up \$63,587 (946.24%) over FY 2017-2018. This increase resulted from \$6,934 less in interest and dividend income and \$70,521 more in net realized gains during FY 2018-2019.

Total amount invested at 30 September 2018 was \$6,109,806, up \$42,480 (0.70%) over 30 September 2017. Unrealized losses at 30 September 2018 were \$485,311.

## PLANT FUND TRUSTS

The average daily fair value invested during September 2018 was \$37,839,719, down \$1,066,730 from August 2018. Interest income totaled \$80,987 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$38,865,580, up \$12,480,951 (47.30%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$254,229, up \$142,326 (127.19%) over FY 2017-2018. This increase reflects the increased amount available for investing and an increase in the rate of return.

Total amount invested at 30 September 2018 was \$38,804,820, up \$14,720,181 (61.12%) over 30 September 2017. Unrealized losses at 30 September 2018 were \$49,203.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of September was \$700,130,818. Purchases totaled \$44,424,776 and sales totaled \$51,722,518. From this activity the University realized

net gains of \$245,248 and earnings of \$1,466,043.

### SUMMARY OF INVESTMENT RETURNS

The Endowment Pool composite benchmark is established based on the asset allocation of the Endowment Pool. At 30 September 2018 the Endowment Pool asset allocation was 2.74% cash, 29.06% fixed income, 68.20% equities. The benchmarks used include the Barclay's Capital U.S. Aggregate Bond Index, MSCI ACWIXUS, and the Russell 3000 index. The composite benchmark for the Endowment Pool at 30 September 2018 was 6.70%.

The Endowment Pool trailing 12-month rate of return was 7.49% at 30 September 2018. The Endowment Pool outperformed its benchmark by 79 bp year-to-date at 30 September 2018.

The Cash Management Investment Pool trailing 12-month rate of return was 0.38% at 30 September 2018. The benchmark for the Cash Management Investment Pool is the Utah Public Treasurers' Investment Fund (PTIF). The PTIF fiscal year-to-date annualized rate of return was 2.33% at 30 September 2018. The Cash Management Investment Pool underperformed its benchmark by 195 bp year-to-date at 30 September 2018.

### ENDOWMENT FUNDS

The fair value of invested endowment funds at 30 September 2018 was \$391.6 million, up \$9.7 million (2.54%) over 30 June 2018. This increase includes the change in fair value and new gifts received through 30 September 2018.

Year-to-date, the endowment funds have increased \$9.7 million (2.54%) over 30 June 2018.

Endowment funds are currently invested 46.16% in the Endowment Pool, 21.41% in the Cash Management Investment Pool, 1.63% in the various Endowment Trusts and 30.86% in Other Investments.

### RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for September 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 September 2018 to 30 September 2018 and comparative year-to-date totals for the periods 1 July 2018 to 30 September 2018 and 1 July 2017 to 30 September 2017; and

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

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 September 2018 to 30 September 2018 and comparative year-to-date totals for the periods 1 July 2018 to 30 September 2018 and 1 July 2017 to 30 September 2017;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for September 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
SEPTEMBER 2018

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



\_\_\_\_\_  
Danford R. Christensen  
Controller

2/5/19

Date



\_\_\_\_\_  
David T. Cowley  
Vice President for Business and Finance

2/6/19

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 2018	\$310,863,104	\$22,625,438	\$13,455,229	(\$1,158,564)	\$318,874,749	\$324,044,102	\$620,748	\$14,069	\$606,679
Aug 2018	318,874,749	\$105,369,453	\$38,109,957	803,015	386,937,260	360,757,422	685,295	(30)	685,325
Sep 2018	386,937,260	31,823,382	43,903,150	(2,048,602)	372,808,890	355,834,849	737,497	(65)	737,562
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$310,863,104	\$159,818,273	\$95,468,336	(\$2,404,151)	\$372,808,890	\$346,878,791	\$2,043,540	\$13,974	\$2,029,566
FY 2017-18	309,649,563	64,442,750	25,846,879	(663,995)	347,581,439	324,220,056	1,875,376	2,204	1,873,172
Amt Change					25,227,451	22,658,735	168,164	11,770	156,394
% Change					7.26%	6.99%	8.97%	534.03%	8.35%

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

UTAH STATE UNIVERSITY  
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO  
30 September 2018

Schedule A-1-A  
Page 1 of 3

Description	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
<b>Sweep Account</b>						
Wells Fargo Bank	1.8480%			\$17,898,637	\$17,898,637	\$0
				<u>\$17,898,637</u>	<u>\$17,898,637</u>	<u>\$0</u>
<b>Money Market</b>						
Bank of Utah - Public Treasurer Acct	2.6100%			6,100,000	6,100,000	0
Cache Valley Bank	2.7835%			25,100,000	25,100,000	0
				<u>31,200,000</u>	<u>31,200,000</u>	<u>0</u>
<b>Public Treasurers' Investment Fund</b>						
Utah Public Treasurers' Investment Fund	2.5623%			7,100,000	7,100,000	0
				<u>7,100,000</u>	<u>7,100,000</u>	<u>0</u>
<b>Commercial Paper and Corporate Notes</b>						
<b>Fixed Rate</b>						
Morgan Stanley	2.5000%	01/05/18	01/24/19	5,000,000	4,997,153	(2,847)
Goldman Sachs	7.5000%	01/09/18	02/15/19	5,726,000	5,825,368	99,368
Key Bank	2.3500%	01/26/18	03/08/19	3,100,000	3,096,966	(3,034)
Commonwealth of Australia	2.0500%	01/17/18	03/15/19	5,000,000	4,986,296	(13,704)
US Bankcorp	2.2000%	01/25/18	04/25/19	5,000,000	4,987,562	(12,438)
<b>Floater Rate</b>						
Societe Generale	3.4170%	07/01/16	10/01/18	4,015,000	4,015,000	0
Goldman Sachs	3.4140%	12/15/15	11/15/18	5,000,000	5,006,159	6,159
Macquarie	3.0000%	01/12/18	12/03/18	5,000,000	5,003,767	3,767
Citigroup	3.1770%	07/27/16	12/07/18	3,000,000	3,004,091	4,091
Bank of America	3.3790%	08/18/16	01/15/19	3,777,000	3,788,093	11,093
Morgan Stanley	3.7180%	02/17/16	02/01/19	3,000,000	3,012,852	12,852
Barclays Bank PLC	3.3390%	05/16/16	03/28/19	2,000,000	1,998,000	(2,000)
Wells Fargo & Company	2.8070%	05/06/16	04/22/19	3,976,055	4,008,663	32,608
Citigroup	3.2470%	09/21/16	06/07/19	2,000,000	2,010,673	10,673
Standard Chartered	3.4520%	10/17/16	08/19/19	5,000,000	5,035,806	35,806
Daimler Finance	2.9670%	09/01/17	01/06/20	4,500,000	4,521,426	21,426

UTAH STATE UNIVERSITY  
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO  
30 September 2018

Schedule A-1-A  
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Description	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Floater Rate (continued)						
General Electric	3.1390%	02/05/18	04/15/20	\$5,000,000	\$5,023,381	\$23,381
Athene Global	3.4880%	09/05/17	04/20/20	5,000,000	5,057,200	57,200
Athene Global	3.4880%	10/06/17	04/20/20	8,750,000	8,850,099	100,099
Daimler Finance	2.8710%	09/01/17	05/05/20	3,184,000	3,193,272	9,272
Barclays Bank PLC	2.9340%	08/09/17	06/16/20	9,010,000	9,000,572	(9,428)
National Australia Bank	3.0000%	08/01/17	07/28/20	10,000,000	9,935,000	(65,000)
Aust & NZ Banking Corp	2.8220%	09/01/17	08/19/20	5,500,000	5,525,182	25,182
JP Morgan	3.5440%	01/16/18	10/29/20	5,000,000	5,094,723	94,723
HSBC	2.9220%	06/04/18	05/18/21	5,000,000	5,009,684	9,684
Santander	2.9410%	06/28/18	06/01/21	3,000,000	3,018,731	18,731
Lloyds	3.1530%	09/10/18	06/21/21	5,000,000	5,019,594	19,594
Barclays Bank	3.6720%	08/24/18	08/24/21	5,000,000	4,932,500	(67,500)
Morgan Stanley	3.6210%	08/30/18	08/30/21	7,000,000	7,000,000	0
Citigroup 1732	3.5220%	09/07/18	09/07/21	10,000,000	10,000,000	0
Credit Agricole	3.7500%	09/14/18	09/14/21	7,000,000	7,000,000	0
				158,538,055	158,957,813	419,758
Obligations of U. S. Government						
Federal Farm Credit FFCB	1.9300%	09/09/16	03/06/24	5,000,000	4,624,110	(375,890)
Fannie Mae FNMA	2.0500%	11/03/16	11/25/24	4,900,000	4,535,200	(364,800)
Federal Farm Credit FFCB	1.9200%	09/02/16	12/02/24	5,000,000	4,603,885	(396,115)
Fed Home Loan Bank FHLB	2.5400%	01/11/13	12/27/24	10,125,000	9,645,692	(479,308)
Federal Farm Credit FFCB	2.9000%	01/11/18	01/09/25	7,000,000	6,791,386	(208,614)
Federal Farm Credit FFCB	2.7200%	09/01/17	06/12/25	4,998,750	4,785,305	(213,445)
Fed Home Loan Bank FHLB	2.1000%	08/18/16	08/18/25	5,000,000	4,611,695	(388,305)
Federal Farm Credit FFCB	2.9800%	01/20/17	12/08/25	5,000,000	4,804,690	(195,310)
Fed Home Loan Bank FHLB	2.5000%	06/20/16	06/15/26	5,000,000	4,657,645	(342,355)
Fed Home Loan Bank FHLB	2.4400%	07/06/16	07/06/26	5,000,000	4,598,180	(401,820)
Federal Farm Credit FFCB	2.2500%	07/27/16	07/27/26	5,000,000	4,556,325	(443,675)
Fannie Mae FNMA	2.1000%	08/29/16	08/24/26	10,000,000	8,930,630	(1,069,370)
Fed Farm Credit FFCB	2.0600%	09/01/16	09/01/26	10,000,000	9,025,990	(974,010)

UTAH STATE UNIVERSITY  
 CASH MANAGEMENT INVESTMENT POOL PORTFOLIO  
 30 September 2018

Schedule A-1-A  
 Page 3 of 3

Description	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Obligations of U. S. Government (continued)						
Farmer Mac FAMCA	2.0500%	09/01/16	09/01/26	\$6,355,000	\$5,770,245	(\$584,755)
Fed Home Loan Bank FHLB	2.1200%	09/02/16	09/02/26	10,000,000	9,046,270	(953,730)
Fed Home Loan Bank FHLB	2.1700%	09/22/16	09/22/26	5,000,000	4,548,200	(451,800)
Federal Farm Credit FFCB	2.2000%	10/28/16	10/05/26	7,458,750	6,772,425	(686,325)
Farmer Mac FAMCA	2.3000%	11/10/16	11/01/26	5,000,000	4,612,715	(387,285)
Fed Home Loan Bank FHLB	2.7000%	11/30/16	11/30/26	5,000,000	4,680,865	(319,135)
Federal Farm Credit FFCB	2.9700%	09/01/17	03/01/27	7,000,000	6,707,386	(292,614)
Federal Farm Credit FFCB	2.9800%	06/12/17	03/12/27	5,000,000	4,734,505	(265,495)
Fed Home Loan Bank FHLB	3.1400%	04/19/17	04/19/27	8,928,572	8,683,375	(245,197)
Federal Farm Credit FFCB	3.0400%	08/21/17	08/02/27	6,495,000	6,116,101	(378,899)
Farmer Mac FAMCA	3.0500%	09/28/17	09/01/27	3,755,000	3,622,997	(132,003)
Farmer Mac FAMCA	3.2800%	01/10/18	01/10/28	5,000,000	4,884,810	(115,190)
				<u>157,016,072</u>	<u>146,350,627</u>	<u>(10,665,445)</u>
Municipal Bonds						
Utah State Building Owners	1.5000%	05/05/14	05/15/19	965,300	977,622	12,322
Salt Lake City Municipal	2.0700%	03/30/15	10/01/19	1,000,000	993,470	(6,530)
Utah County UT Bonds	4.9200%	01/17/14	12/01/19	1,000,000	1,022,420	22,420
Salt Lake County	1.8100%	03/01/17	02/01/20	1,025,000	1,009,943	(15,057)
Utah County UT Bonds	5.1700%	01/17/14	12/01/20	1,000,000	1,024,640	24,640
Salt Lake County	2.0100%	03/01/17	02/01/21	2,075,000	2,022,669	(52,332)
Salt Lake County	2.3500%	03/01/17	02/01/22	1,600,000	1,557,200	(42,800)
Salt Lake County	2.5000%	03/01/17	02/01/23	2,175,000	2,109,467	(65,533)
Salt Lake County	2.7800%	03/01/17	02/01/24	600,000	584,382	(15,618)
				<u>11,440,300</u>	<u>11,301,813</u>	<u>(138,487)</u>
Total Cash Management Investment Pool				<u>\$383,193,064</u>	<u>\$372,808,890</u>	<u>(\$10,384,174)</u>



UTAH STATE UNIVERSITY  
CASH MANAGEMENT INVESTMENT POOL  
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE  
For the Month of September 2018

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Sweep Account	\$9,823,382	\$43,903,150	\$43,903,150	\$44,232		\$44,232	\$3,073,756	17.27%
Money Market Account				69,502		69,502	31,200,000	2.67%
Utah Public Treasurers' Investment Fund				15,166		15,166	7,100,000	2.56%
Commercial Paper and Corporate Notes	22,000,000			269,554	(\$113,524)	156,031	146,004,722	1.28%
Obligations of U. S. Government				318,632	(1,892,244)	(1,573,612)	157,016,071	-12.03%
Municipal Bonds				20,411	(42,835)	(22,424)	11,440,300	-2.35%
Total	<u>\$31,823,382</u>	<u>\$43,903,150</u>	<u>\$43,903,150</u>	<u>\$737,497</u>	<u>(\$2,048,602)</u>	<u>(\$1,311,105)</u>	<u>\$355,834,849</u>	-4.42%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of September 2018

Schedule A-3

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Cash Management Investment Pool</u>							
Sweep Account		\$9,823,382		\$43,903,150	\$43,903,150	\$0	\$44,232
Money Market Account							69,502
Utah Public Treasurers' Investment Fund							15,166
Corporate Bonds and Floaters		22,000,000					269,554
Obligations of U. S. Government							318,632
Municipal Bonds							20,411
 Total Cash Management Investment Pool		<u>\$31,823,382</u>		<u>\$43,903,150</u>	<u>\$43,903,150</u>	<u>\$0</u>	<u>\$737,497</u>

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

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2018	\$178,258,733	\$26,337,385	\$26,172,381	\$3,547,468	\$181,971,205	\$180,114,969	\$165,631	\$8,609,926	\$8,775,557	\$0	\$8,775,557
Aug 2018	181,971,205	1,433,701	1,244,810	699,418	182,859,514	182,415,360	160,218	24,866	185,084	\$12,428	172,656
Sep 2018	182,859,514	4,075,564	3,580,321	720,766	184,075,523	183,467,519	407,687	235,118	642,805	0	642,805
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											

Comparative Totals:

Year-to-date

FY 2018-19	\$178,258,733	\$31,846,650	\$30,997,512	\$4,967,652	\$184,075,523	\$181,999,282	\$733,536	\$8,869,910	\$9,603,446	\$12,428	\$9,591,018
FY 2017-18	168,154,235	9,538,600	8,828,650	4,813,419	173,677,604	170,771,648	721,713	(12,572)	709,141	11,765	697,376
Amt Change					10,397,919	11,227,634	11,823	8,882,482	8,894,305	663	8,893,642
% Change					5.99%	6.57%	1.64%	70652.90%	1254.24%	5.64%	1275.30%

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 \$3,597,928 principal beginning balance, a \$3,296,825 ending balance, and a \$3,412,016 average daily balance for the current month. Current month interest and dividends from the CMIP were \$7,035 bringing the total to \$21,298 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

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

UTAH STATE UNIVERSITY  
 ENDOWMENT POOL  
 INVESTMENT PERFORMANCE

Schedule B-1-A

	Total Number of Units	Fair Value Per Unit			Net Earnings	Earnings Per Unit
		Beginning of Month	End of Month	Percent Change		
July 2018	553,522.86	\$322.0449	\$328.7520	2.08%	\$165,631	\$0.2992
August 2018	553,645.98	328.7520	330.2833	0.47%	160,218	0.2894
September 2018	553,911.07	330.2833	332.3206	0.62%	407,687	0.7360
October 2018						
November 2018						
December 2018						
January 2019						
February 2019						
March 2019						
April 2019						
May 2019						
June 2019						

UTAH STATE UNIVERSITY  
 ENDOWMENT POOL PORTFOLIO  
 September 30, 2018

Schedule B-1-B  
 Page 1 of 3

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool						\$3,296,825	\$3,296,825	\$0
Total Cash Management Investment Pool						<u>3,296,825</u>	<u>3,296,825</u>	<u>0</u>
Equity funds								
Dimensional - DFA Emerging Markets		198,836.841				5,507,780	5,819,954	312,174
Dimensional - DFA Micro Cap		62,878.467				1,321,814	1,535,492	213,678
Dimensional - DFA Small Cap		115,168.329				3,949,670	4,474,290	524,620
RhumbLine QSI Index		661,746.164				8,011,008	16,476,289	8,465,281
SIT Dividend Growth						8,000,000	15,706,837	7,706,837
Vanguard Russell 3000		158,372.049				14,759,047	16,234,719	1,475,672
Vanguard FTSE All-World ex-US Index Fund		72,059.951				13,706,322	18,632,542	4,926,220
Total Equities						<u>55,255,641</u>	<u>78,880,123</u>	<u>23,624,482</u>
Fixed Income funds								
Longfellow						17,291,625	16,941,497	(350,128)
GoldenTree Multi Sector Cayman, LTD		2,823.848				3,000,000	3,397,028	397,028
High Yield Bond Fund		803,375.092				8,571,921	8,346,895	(225,026)
Pacific Asset Management						12,277,237	13,118,866	841,629
Paydenfunds - Emerging Markets Bond Fund		255,769.850				3,484,972	3,348,027	(136,945)
Stone Harbor Emerging Market		340,904.125				3,597,562	3,330,633	(266,929)
Vanguard ST Inflation Protected Securities Index		206,580.977				5,122,997	5,013,720	(109,277)
Total Fixed Income Funds						<u>53,346,314</u>	<u>53,496,666</u>	<u>150,352</u>
Alternatives								
Aether Investment Partners, LLC								
Aether Real Assets IV, LP						962,656	1,067,285	104,629
Aether Real Assets V, LP						274,007	274,007	0
The Carlyle Group								
Carlyle Realty Partners VIII						374,171	316,660	(57,511)
Commonfund								
CEP VII						0	666,158	666,158
CEP VIII						669,609	1,196,967	527,358
CNR VIII						864,579	935,680	71,101

UTAH STATE UNIVERSITY  
 ENDOWMENT POOL PORTFOLIO  
 September 30, 2018

Schedule B-1-B  
 Page 2 of 3

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Commonfund (continued)								
CNR IX						1,122,569	1,454,677	332,108
CVP X						786,028	1,404,472	618,444
Constitution Capital								
Ironsides Co-Investment Fund III						538,284	972,266	433,982
Ironsides Partnership Fund III						426,848	529,083	102,235
Global Infrastructure Partners								
Global Infrastructure Partners III-A/B, L.P.						2,193,416	2,211,774	18,358
Goldman Sachs								
Vintage Fund VI						466,107	836,393	370,286
GQG Partners								
GQG Partners Emerging Markets Equity Fund						4,500,000	4,216,550	(283,450)
HarbourVest								
HarbourVest 2017 Global Fund L.P.						1,657,544	1,845,037	187,493
International Fund Services								
AQR International Equity Fund II, L.P.						8,000,000	9,608,111	1,608,111
Morgan Stanley								
JP Morgan Prime Property Fund		338.458				4,871,760	6,318,737	1,446,977
Pinehurst Institutional Ltd.								
Corbin		2,570.273				4,000,000	4,651,977	651,977
Solamere Capital								
Solamere Founders Fund I, LP						682,393	1,477,061	794,668
Solamere Founders Fund II, LP						1,474,192	1,907,661	433,469
Woodbury								
Woodbury Strategic Partners Fund, L.P.						745,880	895,211	149,331
Woodbury Capital II, LP						1,301,307	1,567,732	266,425
Woodbury Capital II, LP - WB West						78,840	77,030	(1,810)
Woodbury Capital III, LP						1,648,052	1,599,189	(48,863)
WSP Centre Point Co-Investors, LLC						119,938	62,078	(57,860)
WSP Wilmington, Phase I & II						424,792	533,236	108,444

UTAH STATE UNIVERSITY  
 ENDOWMENT POOL PORTFOLIO  
 September 30, 2018

Schedule B-1-B  
 Page 3 of 3

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Woodbury (continued)								
WSP Wilmington Hotel LLC						40,845	40,845	0
Total Alternatives						<u>38,223,817</u>	<u>46,665,877</u>	<u>8,442,060</u>
Money Market Funds								
Goldman Sachs Bank Deposit						743,229	743,229	0
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z						364,055	364,055	0
US Bank - Longfellow First Am Treas Ob Fund Cl Z						500,399	500,399	0
Wells Fargo Government Money Market						1,784	1,784	0
Total Money Market						<u>1,609,467</u>	<u>1,609,467</u>	<u>0</u>
Accruals / Payables								
Endowment Pool								
Goldman Sachs						127	127	0
US Bank - Accruals						391	391	0
Wells Capital Management - HYB						34,216	34,216	0
Wells Capital Management - Interest						2	2	0
Longfellow								
US Bank Receivable - Interest Accrual						91,829	91,829	0
						<u>126,565</u>	<u>126,565</u>	<u>0</u>
Total Endowment Pool						<u>\$151,858,629</u>	<u>\$184,075,523</u>	<u>\$32,216,894</u>

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT POOL TRANSACTIONS  
For the Month of September 2018

Schedule B-2  
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<b>Endowment Pool Transactions</b>							
Cash Management Investment Pool							
Utah State University		\$87,556		\$395,694	\$395,694	\$0	\$7,035
CMIP Interest		7,035					
Equity funds							
RhumbLine QSI Index			0.000	(1,049)	0	1,049	
Vanguard FTSE All-World ex-US Index Fund	837.537	86,392					86,392
Vanguard Russell 3000	325.582	84,273					84,273
Fixed Income funds							
Longfellow		1,624,669		1,973,698	1,948,465	(25,233)	42,749
High Yield Bond Fund	4,023.582	41,776					34,216
Paydenfunds - Emerging Markets Bond Fund	1,262.836	16,568					16,568
Vanguard ST Inflation Protected Securities Index	2,229.822	54,051					54,051
Alternatives							
The Carlyle Group							
Carlyle Realty Partners VIII		267,077		135	135	0	
Commonfund							
CEP VII				0	23,398	23,398	
CEP VIII				27,039	62,881	35,842	
CNR VIII		22,500		23,142	45,376	22,234	
CNR IX		7,500		15,934	25,187	9,253	514
CVP X		12,500		6,999	24,136	17,137	
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.		252,783		123,426	123,426	0	605
Goldman Sachs							
Vintage Fund VI				47,421	108,744	61,323	10,902
HarbourVest							
HarbourVest 2017 Global Fund L.P.				41,478	61,837	20,359	
Morgan Stanley							
JP Morgan Prime Property Fund		61,005					61,005
Solamere Capital							
Solamere Founders Fund I, LP				19,212	88,968	69,756	808
Woodbury							
Woodbury Capital II, LP - WB West							1,810
WSP Wilmington, Phase I & II							5,346
Money Market Funds							
Goldman Sachs Bank Deposit		120,538					1,019
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		693,654		395,694	395,694	0	391
US Bank - Longfellow First Am Treas Ob Fund Cl Z		558,202		198,132	198,132	0	
Wells Fargo Government Money Market		2					3
Accruals							
Endowment Pool							
Goldman Sachs		127					
US Bank - Accruals		391		199	199	0	
US Bank - SPY Accrual		34,216		41,776	41,776	0	
Longfellow							
US Bank Receivable - Interest Accrual		42,749		36,273	36,273	0	
US Bank - Pending						0	
<b>Total Endowment Pool Transactions</b>		<u>\$4,075,564</u>		<u>\$3,345,203</u>	<u>\$3,580,321</u>	<u>\$235,118</u>	<u>\$407,687</u>



UTAH STATE UNIVERSITY  
DEFENSIVE RETURN POOL  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	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 2018	\$168,133,350	\$3,996,463	\$3,787,019	(\$43,007)	\$168,299,787	\$168,216,569	\$209,444	\$145,995	\$355,439
Aug 2018	168,299,787	6,392,064	3,794,486	396,297	171,293,662	169,796,725	296,710	50,400	347,110
Sep 2018	171,293,662	5,499,177	3,123,232	(1,191,396)	172,478,211	171,885,937	282,928	0	282,928
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$168,133,350	\$15,887,704	\$10,704,737	(\$838,106)	\$172,478,211	\$169,966,410	\$789,082	\$196,395	\$985,477
FY 2017-18	162,476,896	16,412,671	18,521,452	756,759	161,124,874	163,307,129	637,422	(374,703)	262,719
Amt Change					11,353,337	6,659,281	151,660	571,098	722,758
% Change					7.05%	4.08%	23.79%	152.41%	275.11%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$79,015,724 principal beginning balance, a \$78,609,217 ending balance, and a \$79,208,147 average daily balance for the current month. Current month interest and dividends from the CMIP were \$165,020 bringing the total to \$460,969 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

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

UTAH STATE UNIVERSITY  
DEFENSIVE RETURN POOL PORTFOLIO  
30 September 2018

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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool				\$78,609,217	\$78,609,217	\$0
Total Cash Management Investment Pool				<u>78,609,217</u>	<u>78,609,217</u>	<u>0</u>
Utah Public Treasurers' Investment Fund			2.562%	2,953,709	2,953,709	0
				<u>2,953,709</u>	<u>2,953,709</u>	<u>0</u>
Fixed Income						
US Bank						
Corporate Issues						
Bristol Myers Squibb Co	10,000.000	08/01/97	6.875%	\$1,354,660	\$1,351,330	(\$3,330)
Burlington North Santa Fe	5,000.000	08/01/97	7.250%	690,670	692,905	2,235
Catholic Health Initiative	10,000.000	11/01/42	4.350%	905,670	901,030	(4,640)
ConocoPhillips	10,000.000	02/01/39	6.500%	1,061,960	1,298,170	236,210
Cummins Inc	10,000.000	03/01/98	5.650%	1,065,050	1,078,900	13,850
Dairy Farmers of America	5,000.000	12/31/49	7.125%	557,465	550,000	(7,465)
Diamond Offshore Drill	9,570.000	10/15/39	5.700%	920,385	767,993	(152,392)
Dignity Health	20,000.000	11/01/64	5.267%	2,059,480	1,973,520	(85,960)
Farmers Exchange Capital	9,500.000	07/15/48	7.200%	1,138,394	1,131,326	(7,068)
Assured Guarany Muni	10,000.000	12/15/66	6.400%	936,000	982,500	46,500
General Electric	11,840.000	12/29/49	4.100%	1,055,181	1,065,600	10,419
Goldman Sachs Group Inc Med Term Note	7,470.000	09/15/41	6.000%	858,482	827,459	(31,023)
KKR Group Fin Co II	10,000.000	02/01/43	5.500%	1,069,400	1,032,040	(37,360)
Liberty Mutual Insurance	3,300.000	10/15/97	7.697%	487,657	433,069	(54,588)
MetLife Inc	5,000.000	12/15/36	6.400%	540,625	530,000	(10,625)
MetLife Inc	4,730.000	04/08/68	9.250%	685,614	636,185	(49,429)
Mutual of Omaha Insurance Co	10,000.000	10/15/40	6.950%	1,253,880	1,256,990	3,110
Nationwide Financial Ser	10,000.000	05/15/37	6.750%	1,040,000	1,090,000	50,000
Ohio National Life Insurance	10,000.000	06/15/42	6.875%	1,269,440	1,223,430	(46,010)
Opus Bank	10,000.000	07/01/26	5.500%	1,018,710	1,001,660	(17,050)
Penn Mutual Life Insurance Co	13,650.000	06/15/40	7.625%	1,823,790	1,797,609	(26,181)
ReadyCap Holdings LLC	10,000.000	02/15/22	7.500%	1,029,490	1,032,500	3,010

UTAH STATE UNIVERSITY  
DEFENSIVE RETURN POOL PORTFOLIO  
30 September 2018

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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Corporate Issues (continued)						
Regions Financial Corp	10,000.000	12/10/37	7.375%	\$1,256,490	\$1,286,390	\$29,900
Republic New York Corp	5,000.000	07/15/97	7.200%	706,325	657,855	(48,470)
Security Benefit Life	20,350.000	10/01/33	7.450%	2,249,591	2,413,632	164,041
USF&G Capital I	10,000.000	12/15/45	8.500%	1,328,720	1,376,620	47,900
Verizon Communications	10,000.000	08/21/54	5.012%	1,000,000	1,003,320	3,320
Wachovia	10,000.000	03/29/49	5.570%	1,000,000	990,500	(9,500)
Zions Bancorp	10,000.000	12/29/99	5.800%	1,000,000	1,007,230	7,230
Zions Bancorp	10,000.000	09/29/49	7.200%	1,000,000	1,070,000	70,000
Foreign Issues						
Argentum (Zurich Insurance)	10,000.000	06/01/48	5.125%	1,002,000	974,840	(27,160)
Aegon NV	10,000.000	04/11/48	5.500%	985,060	967,600	(17,460)
AXA SA	10,000.000	12/29/49	6.379%	1,019,450	1,055,000	35,550
BHP Billiton Fin USA Ltd	10,000.000	10/19/75	6.750%	1,029,625	1,096,250	66,625
Electricite De France	10,000.000	01/22/14	6.000%	1,088,330	974,980	(113,350)
Lloyds Banking Group	10,000.000	01/09/48	4.344%	899,370	869,300	(30,070)
Rio Tinto Fin USA LTD	11,000.000	11/02/40	5.200%	978,978	1,224,674	245,696
Standard Chartered PLC	5,000.000	03/26/44	5.700%	510,415	517,790	7,375
Trans-Canada Pipelines	10,000.000	06/01/40	6.100%	1,006,200	1,150,000	143,800
Xlit LTD	10,000.000	03/31/45	5.500%	1,024,750	1,052,410	27,660
Municipal Issues						
Beaver County Utah School District	50,000.000	02/01/27	5.500%	5,000,000	5,612,800	612,800
Fresno California Water Sys Rev BAB	10,000.000	06/01/40	6.750%	1,027,500	1,272,630	245,130
Peralta CA Community College Dist. LTD	5,000.000	08/05/49	6.250%	599,435	585,340	(14,095)
Riverton City UT	13,000.000	12/01/39	5.250%	1,491,061	1,441,297	(49,764)
Southern Ill Univ Revs Build America Bonds	16,450.000	04/01/30	6.200%	1,772,471	1,662,355	(110,116)
Domestic Preferred Stocks						
Allianzgi Cvt Inc Fund II	40,000.000			1,000,000	994,800	(5,200)
Allstate Corp	20,000.000			500,000	499,600	(400)
Allstate Corp	24,400.000			613,660	619,760	6,100

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DEFENSIVE RETURN POOL PORTFOLIO  
30 September 2018

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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Domestic Preferred Stocks (continued)						
American Financial Group	60,000.000			\$1,500,000	\$1,537,878	\$37,878
Apollo Management LLC	40,000.000			1,000,000	993,600	(6,400)
Berkley (WR) Corporation	40,000.000			935,000	969,200	34,200
Capital One Financial	20,000.000			500,000	515,000	15,000
Citigroup Inc 5.800%	20,000.000			500,000	506,000	6,000
Cobank ACB 6.250%	10,000.000			1,101,290	1,030,000	(71,290)
Cobank ACB 6.125%	13,000.000			1,235,000	1,321,840	86,840
Dte Energy Co 5.25%	40,000.000			980,000	948,000	(32,000)
Hancock Holding Co	61,000.000			1,518,375	1,527,440	9,065
JP Morgan Chase & Co 6.125	60,120.000			1,499,994	1,549,894	49,900
Kimco Realty Corp	40,000.000			1,000,000	890,000	(110,000)
Landenburg halmann Fin	20,000.000			500,000	471,200	(28,800)
Newtek	40,000.000			1,000,000	1,027,200	27,200
Nextera Energy	40,000.000			998,000	945,200	(52,800)
Oaktree Capital	40,000.000			1,000,000	1,001,600	1,600
Prudential Financial 5.6%	40,000.000			1,000,000	990,800	(9,200)
Public Storage	20,000.000			500,000	475,200	(24,800)
Public Storage	20,000.000			500,000	477,400	(22,600)
Qwest Corp 6.875%	100,000.000			2,494,400	2,440,000	(54,400)
Charles Schwab	20,000.000			500,000	513,600	13,600
Southern Co 6.25%	40,000.000			1,000,000	1,034,400	34,400
State Street Corp	80,000.000			2,000,000	2,044,800	44,800
Texas Capital Bancshares	40,000.000			990,000	1,010,400	20,400
Torchmark Corp 6.125	40,000.000			1,014,000	1,020,800	6,800
Wells Fargo & Co	20,000.000			483,000	515,400	32,400
Western Alliance Bancorp 6.25% PFD	80,000.000			2,000,000	2,012,000	12,000
Foreign Stocks						
Arch Capital Group	40,000.000			1,000,000	942,800	(57,200)
				<u>82,660,493</u>	<u>83,742,841</u>	<u>1,082,348</u>

UTAH STATE UNIVERSITY  
DEFENSIVE RETURN POOL PORTFOLIO  
30 September 2018

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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
<b>Alternatives</b>						
Dakota Pacific Real Estate Group						
Dakota Pacific Real Estate				\$527,299	\$480,674	(\$46,625)
Morgan Stanley Smith Barney						
MS Opp Mortgage Inc Fund				2,000,000	1,905,236	(94,764)
Woodbury						
Woodbury Strategic Partners Fund				311,973	298,403	(13,570)
Woodbury Capital II, LP				1,302,765	1,567,732	264,967
Woodbury Capital II, LP - WB West				78,840	77,030	(1,810)
Woodbury Capital III, LP				824,026	799,595	(24,431)
WSP Wilmington, Phase I & II				496,388	613,741	117,353
WSP Wilmington Hotel LLC				65,698	65,698	0
				<u>5,606,989</u>	<u>5,808,109</u>	<u>201,120</u>
<b>Money Market / Cash</b>						
Morgan Stanley Bank N.A.				84,485	84,485	0
US Bank - First Am Treasury Ob Fund Class Z				211,545	211,545	0
				<u>296,030</u>	<u>296,030</u>	<u>0</u>
<b>Receivable / In Transit / Unsettled Purchases</b>						
US Bank - Receivable				1,083,430	1,083,430	0
US Bank - Earnings to COB				(15,125)	(15,125)	0
				<u>1,068,305</u>	<u>1,068,305</u>	<u>0</u>
<b>Total Other Investments</b>				<u><u>\$171,194,743</u></u>	<u><u>\$172,478,211</u></u>	<u><u>\$1,283,468</u></u>



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

Schedule C1B

	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 2018	\$26,596,404	\$1,902	\$101,529	\$628,788	\$27,125,565	\$26,860,985	\$2,239	\$3,821	\$6,060
Aug 2018	27,125,565	17,029	7,819	477,355	27,612,130	27,368,848	17,029	3,906	20,935
Sep 2018	27,612,130	1,188,582	1,113,809	(20,176)	27,666,727	27,639,429	96,299	4,684	100,983
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$26,596,404	\$1,207,513	\$1,223,157	\$1,085,967	\$27,666,727	\$27,289,754	\$115,567	\$12,411	\$127,978
FY 2017-18	25,711,671	1,058,496	1,252,420	771,259	26,289,006	26,023,687	100,437	(7,164)	93,273
Amt Change					1,377,721	1,266,067	15,130	19,575	34,705
% Change					5.24%	4.87%	15.06%	273.24%	37.21%

UTAH STATE UNIVERSITY  
OTHER INVESTMENTS PORTFOLIO  
30 September 2018

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Corporate Bonds and Notes								
U.S. Treasury Bond	\$100,000		8.000%	11/15/91	11/15/21	\$125,313	\$115,176	(\$10,137)
						<u>125,313</u>	<u>115,176</u>	<u>(10,137)</u>
Common and Preferred Stock								
Closely Held Stock								
Cache Valley Bank		82,680.567				955,787	955,787	0
Rowpar Pharmaceuticals, Inc		5,000.000				5,000	5,000	0
Rowpar Pharmaceuticals, Inc		20,000.000				46,200	46,200	0
						<u>1,006,987</u>	<u>1,006,987</u>	<u>0</u>
Utah Public Treasurers' Investment Fund			2.562%			871,308	871,308	0
						<u>871,308</u>	<u>871,308</u>	<u>0</u>
Fixed Income								
US Bank								
Domestic Preferred Stocks								
JP Morgan Chase & Co 6.100		20,000.000				494,000	515,200	21,200
Wells Fargo & Co		20,000.000				500,000	517,400	17,400
						<u>994,000</u>	<u>1,032,600</u>	<u>38,600</u>
Mutual Funds								
American Funds CI A								
American Balanced Fund - Class A		781.599				13,971	21,830	7,859
AMCAP Fund-F1		2,261.831				62,069	78,893	16,824
The Growth Fund of America - Class A		228.728				8,184	12,966	4,782
The Growth Fund of America - Class A		16,851.254				629,728	955,298	325,570
The New Economy Fund-F1		1,519.665				58,578	75,026	16,448
New World Fund-F1		1,035.022				51,879	65,703	13,824
Washington Mutual Investors Fund-F1		1,607.678				65,579	74,805	9,226



UTAH STATE UNIVERSITY  
OTHER INVESTMENTS PORTFOLIO  
30 September 2018

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Mutual Funds (continued)								
Commonfund								
CEU Title III								
Multi-Strategy Bond		352,867.163				\$4,418,415	\$5,074,086	\$655,671
Multi-Strategy Equity		44,078.142				4,146,764	17,820,735	13,673,971
Vanguard								
500 Index Fund Admiral Shares		139.258				16,768	37,473	20,705
Total Bond Market Index Fund Admiral Shares		1,689.650				18,399	17,505	(894)
						<u>9,490,334</u>	<u>24,234,320</u>	<u>14,743,986</u>
Alternatives								
InvenTrust Properties								
Highlands REIT, Inc		18,843.839				6,784	6,218	(566)
InvenTrust Properties Corp		18,843.839				125,462	59,170	(66,292)
vSpring								
Kickstart Seed Fund 1, L.P.						154,297	190,352	36,055
Xenia Hotels & Resorts								
Xenia		2355.000				51,987	55,813	3,826
						<u>338,530</u>	<u>311,553</u>	<u>(26,977)</u>
Money Market / Cash								
Edward Jones						2	2	0
Morgan Stanley						16	16	0
						<u>18</u>	<u>18</u>	<u>0</u>
Receivable / In Transit / Unsettled Purchases								
Commonfund								
Xenia						91,117	91,117	0
U.S. Treasury Bond						648	648	0
						<u>3,000</u>	<u>3,000</u>	<u>0</u>
						<u>94,765</u>	<u>94,765</u>	<u>0</u>
Total Other Investments						<u>\$12,921,255</u>	<u>\$27,666,727</u>	<u>\$14,745,472</u>



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

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2018	\$5,885,226	\$463,103	\$454,388	\$150,733	\$6,044,674	\$5,964,950	\$9,340	\$18,659	\$27,999	\$625	\$27,374
Aug 2018	6,044,674	623,954	613,861	2,482	6,057,249	6,050,962	18,331	(27,609)	(9,278)	(16)	(9,262)
Sep 2018	6,057,249	34,686	2,006	19,877	6,109,806	6,083,528	32,700	5,446	38,146	19	38,127
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2018-19	\$5,885,226	\$1,121,743	\$1,070,255	\$173,092	\$6,109,806	\$6,033,146	\$60,371	(\$3,504)	\$56,867	\$628	\$56,239
FY 2017-18	5,934,529	860,492	801,572	73,877	6,067,326	5,940,149	67,305	(74,025)	(6,720)	751	(7,471)
Amt Change					42,480	92,997	(6,934)	70,521	63,587	(123)	63,710
% Change					0.70%	1.57%	-10.30%	95.27%	946.24%	-16.38%	852.76%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY  
 ENDOWMENT TRUSTS PORTFOLIO  
 30 September 2018

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Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock				
Altria Group Inc.	1,000.000	\$16,108	\$60,310	\$44,202
Apple Inc	1,050.000	180,243	237,027	56,784
AT & T Inc	9,800.000	351,383	329,084	(22,299)
Blackstone Group LP	11,200.000	477,344	426,496	(50,848)
BP Plc. Ads	3,300.000	172,428	152,130	(20,298)
CenturyLink Inc.	6,800.000	248,010	144,160	(103,850)
Chevron Corp	1,400.000	144,022	171,192	27,170
Cisco Sys Inc	5,000.000	158,357	243,250	84,893
Colgate Palmolive Co	1,700.000	126,603	113,815	(12,788)
Dominion Energy Inc	3,800.000	249,013	267,064	18,051
DowDupont Inc	1,600.000	105,791	102,896	(2,895)
Enbridge Inc	4,600.000	193,980	148,534	(45,446)
Ford Motor Co New	9,000.000	100,242	83,250	(16,992)
General Electric	17,900.000	178,339	202,091	23,752
Intl Business Machines Corp	800.000	117,891	120,968	3,077
iShares MSCI Euro Financial	4,200.000	100,688	85,176	(15,512)
iShares S&P US Preferred Stock	4,000.000	151,587	148,520	(3,067)
Johnson & Johnson	425.000	50,909	58,722	7,813
JP Morgan Chase & Co	3,500.000	163,987	394,940	230,953
Kraft Heinz Co	1,500.000	120,721	82,665	(38,056)
Merck & Co Inc. New Com	4,900.000	240,094	347,606	107,512
Oaktree Capital Group LLC	3,600.000	149,746	149,040	(706)
Pfizer Inc	8,500.000	291,928	374,595	82,667
Royal Dutch Shell Plc	7,000.000	400,307	476,980	76,673
SeaDrill Ltd.	46.000	398,918	1,140	(397,778)
SeaDrill Partners LLC	16,500.000	468,619	60,720	(407,899)
Tanger Factory Outlet Centers	5,000.000	125,458	114,400	(11,058)
Teva Pharmaceuticals ADR	5,200.000	212,490	112,008	(100,482)

UTAH STATE UNIVERSITY  
 ENDOWMENT TRUSTS PORTFOLIO  
 30 September 2018

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Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock (continued)				
Utilities Sel Sect Spdr Fund	5,200.000	\$256,334	\$273,780	\$17,446
Verizon Communications	2,500.000	124,860	133,475	8,615
Wells Fargo & Co New	2,000.000	114,369	105,120	(9,249)
		<u>6,190,769</u>	<u>5,721,154</u>	<u>(469,615)</u>
Common & Preferred Stock Options				
Altria Group (expires 12/21/2018)	(10.000)	(1,352)	(700)	652
Apple Inc (expires 12/21/18)	(10.000)	(5,674)	(13,200)	(7,526)
Cisco Sys Inc (expires 01/18/19)	(50.000)	(11,608)	(25,500)	(13,892)
Colgate Palmolive (expires 10/05/18)	(17.000)	(2,012)	(782)	1,230
Johnson & Johnson (expires 01/18/2019)	(4.000)	(1,105)	(1,520)	(415)
		<u>(21,751)</u>	<u>(41,702)</u>	<u>(19,951)</u>
Mutual Funds - Equity				
Acadian Emerging Markets Portfolio Class I #1960	52.770	1,008	1,052	44
Causeway Intl Value Fund I	135.422	2,183	2,239	56
Dodge & Cox Stock Fund #145	5.709	1,206	1,223	17
Europacific Growth Fund Class F3 #716 (FEUPX)	41.292	2,397	2,193	(204)
Goldman Sacs Small Cap Value Fund	10.600	538	676	138
Invesco Small Cap Growth Fund	14.187	501	690	189
JP Morgan Small Cap Equity Fund	23.255	1,022	1,479	457
Lazard Intl Equity Port - Instl #632	118.812	2,093	2,274	181
MFS Value Fund R6 #4810 (cusip 552983694)	54.060	1,528	2,206	678
Northern Mid Cap Index Fund	238.296	3,505	4,942	1,437
Oppenheimer Developing Market	25.550	895	1,049	154
T Rowe Price Equity Income	64.171	1,867	2,181	314
T Rowe Price Institutional Large CP Growth	53.078	1,072	2,345	1,273
Vanguard 500 Index Fund Admiral Shares	26.947	3,899	7,251	3,352
Voya Large-Cap Growth Fund	48.856	1,913	2,309	396

UTAH STATE UNIVERSITY  
 ENDOWMENT TRUSTS PORTFOLIO  
 30 September 2018

Schedule D-1-A  
 Page 3 of 4

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Mutual Funds - Equity (continued)				
Wells Fargo Advantage Growth Fund	22.232	\$946	\$1,112	\$166
Acadian Emerging Markets Portfolio Class I #1960	52.762	1,008	1,052	44
Causeway Intl Value Fund I	135.388	2,182	2,238	56
Dodge & Cox Stock Fund #145	5.708	1,206	1,223	17
Europacific Growth Fund Class F3 #716	41.286	2,397	2,193	(204)
Goldman Sacs Small Cap Value Fund	10.598	538	675	137
Invesco Small Cap Growth Fund	14.185	501	690	189
JP Morgan Small Cap Equity Fund	23.251	1,022	1,479	457
Lazard Intl Equity Port - Instl #632	118.793	2,093	2,274	181
MFS Value Fund R6 #4810 (cusip 552983694)	54.053	1,528	2,206	678
Northern Mid Cap Index Fund	238.256	3,505	4,941	1,436
Oppenheimer Developing Market	25.546	895	1,049	154
T Rowe Price Equity Income	64.161	1,866	2,181	315
T Rowe Price Institutional Large CP Growth	53.069	1,072	2,345	1,273
Vanguard 500 Index Fund Admiral Shares	26.942	3,898	7,250	3,352
Voya Large-Cap Growth Fund	48.848	1,913	2,309	396
Wells Fargo Advantage Growth Fund	22.228	945	1,112	167
		<u>53,142</u>	<u>70,438</u>	<u>17,296</u>
Mutual Funds				
Dodge & Cox Income Fund Com #147	2,490.627	34,499	33,275	(1,224)
Federated Total Return Bond Fund	3,160.598	35,637	33,218	(2,419)
Metropolitan West Total Return Bond Fund	3,235.734	35,214	33,360	(1,854)
Wells Fargo Advantage Core Bond Fund	2,685.581	34,379	33,355	(1,024)
Dodge & Cox Income Fund Com #147	2,490.223	34,493	33,269	(1,224)
Federated Total Return Bond Fund	3,160.085	35,631	33,212	(2,419)
Metropolitan West Total Return Bond Fund	3,235.210	35,208	33,355	(1,853)
Wells Fargo Advantage Core Bond Fund	2,685.146	34,374	33,350	(1,024)
		<u>279,435</u>	<u>266,394</u>	<u>(13,041)</u>

UTAH STATE UNIVERSITY  
 ENDOWMENT TRUSTS PORTFOLIO  
 30 September 2018

Schedule D-1-A  
 Page 4 of 4

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Money Market & Cash Funds				
Morgan Stanley Bank N.A.		\$83,278	\$83,278	\$0
Wells Fargo #451		5,122	5,122	0
Wells Fargo #451		5,122	5,122	0
		<u>93,522</u>	<u>93,522</u>	<u>0</u>
 Total Endowment Trusts		 <u><u>\$6,595,117</u></u>	 <u><u>\$6,109,806</u></u>	 <u><u>(\$485,311)</u></u>

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of September 2018

Schedule D-2  
Page 1 of 2

Endowment Trusts	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Common and Preferred Stock							
Funds held at Morgan Stanley - Dividends							\$31,572
Common & Preferred Stock Options							
Altria Group (expires 09/21/2018)			(10.000)	(\$1,190)	(\$2,254)	(\$1,064)	
Altria Group (expires 12/21/2018)	(10.000)	(\$1,352)					
Chevron Texaco Corp (expires 09/21/2018)			(14.000)	(2,226)	0	2,226	
Colgate Palmolive (expires 10/05/18)	(17.000)	(2,012)					
JP Morgan Chase (expires 09/21/2018)			(35.000)	(3,803)	0	3,803	
Mutual Funds - Equity							
Acadian Emerging Markets Portfolio Class I #1960	9.596	191					
Dodge & Cox Stock Fund #145	0.017	4					
Invesco Small Cap Growth Fund			3.718	145	181	36	
MFS Value Fund R6 #4810 (cusip 552983694)	0.205	8	2.881	110	121	11	
Oppenheimer Developing Market	5.797	238					
T Rowe Price Equity Income	0.338	11	5.181	153	181	28	
Vanguard 500 Index Fund Admiral Shares	0.121	33	1.047	151	285	134	
Wells Fargo Advantage Growth Fund			4.134	187	205	18	
Acadian Emerging Markets Portfolio Class I #1960	9.595	191					
Dodge & Cox Stock Fund #145	0.017	4					
Invesco Small Cap Growth Fund			3.717	145	180	35	
MFS Value Fund R6 #4810 (cusip 552983694)	0.205	8	2.878	110	120	10	
Oppenheimer Developing Market	5.796	238					
T Rowe Price Equity Income	0.338	11	5.179	153	180	27	
Vanguard 500 Index Fund Admiral Shares	0.121	33	1.048	151	285	134	
Wells Fargo Advantage Growth Fund			4.134	187	205	18	
Funds held at Wells Fargo - Dividends							115
Mutual Funds - Bond							
Dodge & Cox Income Fund Com #147	17.625	235					235
Federated Total Return Bond Fund	9.168	105		0	8	8	97
Metropolitan West Total Return Bond Fund	35.948	375		0	4	4	80
Wells Fargo Advantage Core Bond Fund	27.113	340		0	3	3	85
Dodge & Cox Income Fund Com #147	17.622	235					235
Federated Total Return Bond Fund	9.167	104		0	8	8	97
Metropolitan West Total Return Bond Fund	35.943	375		0	4	4	80
Wells Fargo Advantage Core Bond Fund	27.110	340		0	3	3	85



UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of September 2018

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Endowment Trusts</u>						
Money Market & Cash Funds						
Morgan Stanley Bank N.A. #		\$34,945		\$2,287	\$2,287	\$0
Wells Fargo #451		13				5
Wells Fargo #451		13				5
Total Endowment Trusts		<u>\$34,686</u>		<u>(\$3,440)</u>	<u>\$2,006</u>	<u>\$5,446</u>

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

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2018	\$40,294,519	\$33,623	\$1,147,351	(\$5,643)	\$39,175,148	\$39,850,571	\$87,593		\$87,593		\$87,593
Aug 2018	39,175,148	97,622	2,267,575	5,984	37,011,179	38,906,449	85,649		85,649		85,649
Sep 2018	37,011,179	1,803,385	0	(9,744)	38,804,820	37,839,719	80,987		80,987		80,987
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											

Comparative Totals:

Year-to-date

FY 2018-19	\$40,294,519	\$1,934,630	\$3,414,926	(\$9,403)	\$38,804,820	\$38,865,580	\$254,229	\$0	\$254,229	\$0	\$254,229
FY 2017-18	30,965,477	4,699,522	11,594,408	14,048	24,084,639	26,384,629	111,903	0	111,903	0	111,903
Amt Change					14,720,181	12,480,951	142,326	0	142,326	0	142,326
% Change					61.12%	47.30%	127.19%	0.00%	127.19%	0.00%	127.19%

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

UTAH STATE UNIVERSITY  
 PLANT TRUSTS PORTFOLIO  
 30 September 2018

Schedule E-1-A

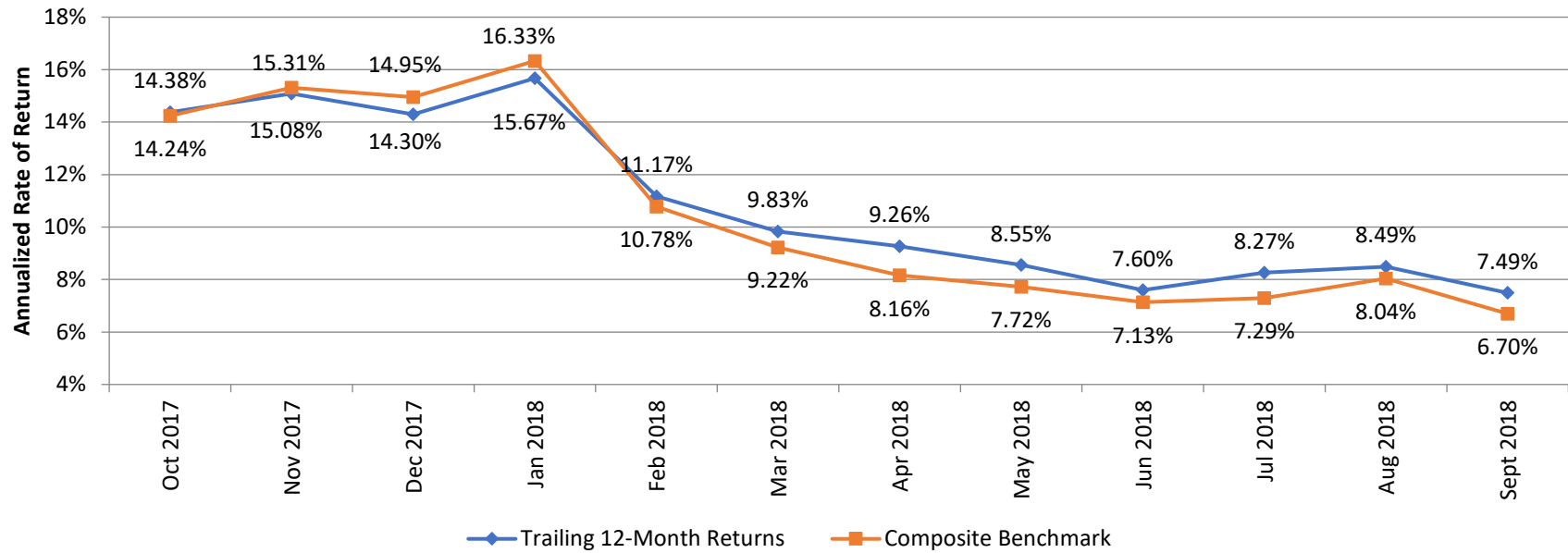
Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
US Bank								
Federal Home Loan Bank	830,000		2.900%	03/15/16	02/03/26	<u>\$832,864</u>	<u>\$783,661</u>	<u>(\$49,203)</u>
						<u>832,864</u>	<u>783,661</u>	<u>(49,203)</u>
Public Treasurers' Investment Fund								
Utah Public Treasurers' Investment Fund			2.562%			<u>38,021,159</u>	<u>38,021,159</u>	<u>0</u>
						<u>38,021,159</u>	<u>38,021,159</u>	<u>0</u>
Total Plant Trusts						<u><u>\$38,854,023</u></u>	<u><u>\$38,804,820</u></u>	<u><u>(\$49,203)</u></u>

UTAH STATE UNIVERSITY  
 SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS  
 For the Month of September 2018

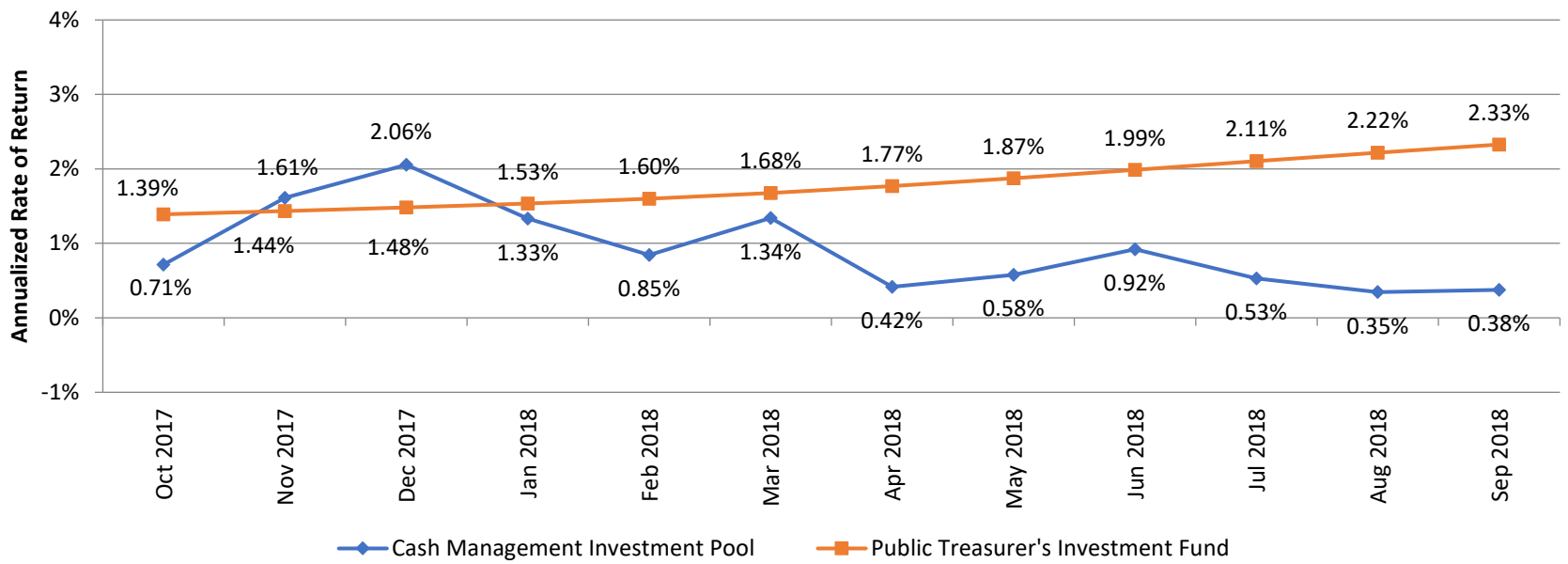
Schedule E-2

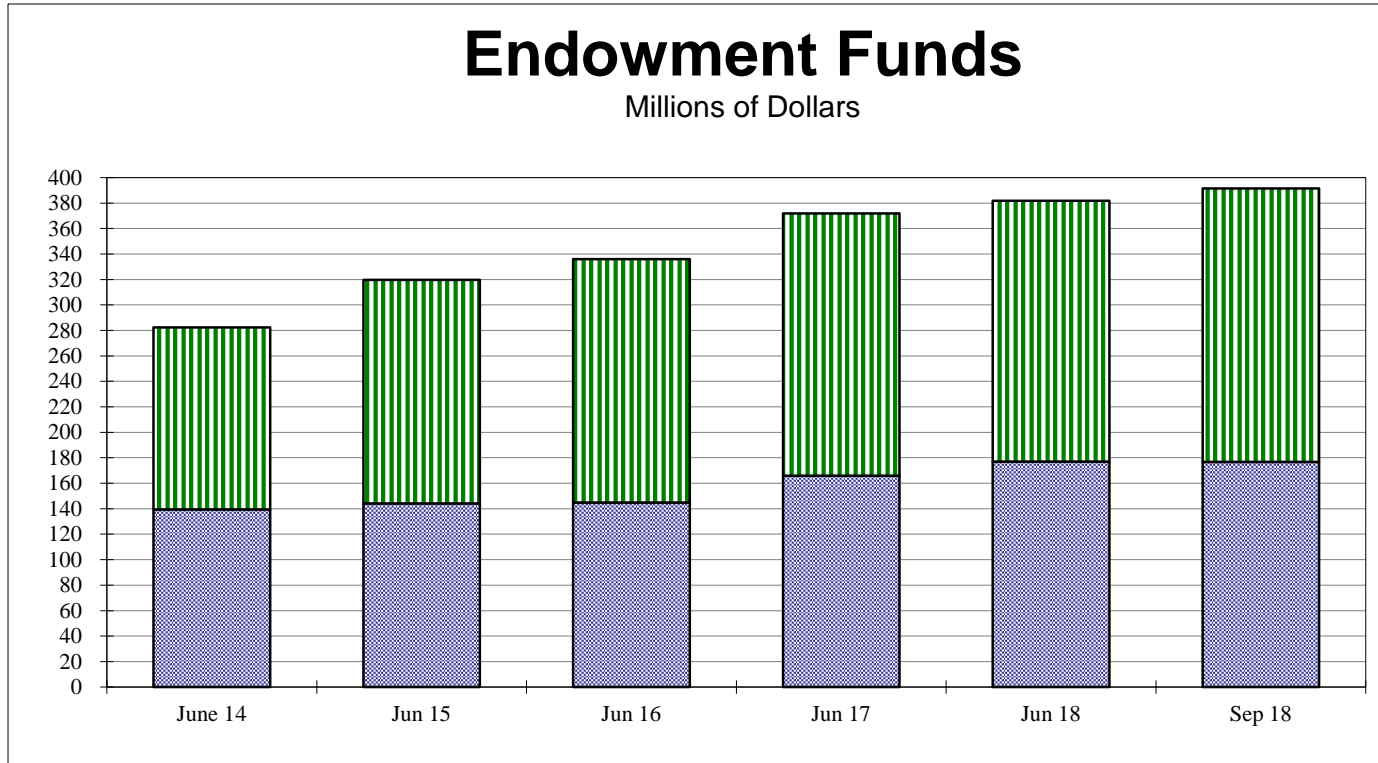
	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Plant Trusts</u>						
US Bank						
Federal Home Loan Bank						\$2,006
Utah Public Treasurers' Investment Fund		\$1,803,385				78,981
 Total Plant Trusts		<u>\$1,803,385</u>		<u>\$0</u>	<u>\$0</u>	<u>\$80,987</u>

## Endowment Pool



## Cash Management Investment Pool





	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value
Quasi Endowment	\$143.1	\$175.5	\$190.9	\$205.8	\$204.9	\$214.7
True Endowment	139.4	144.1	145.0	166.0	177.0	176.9
<b>Total</b>	<b>\$282.5</b>	<b>\$319.6</b>	<b>\$335.9</b>	<b>\$371.8</b>	<b>\$381.9</b>	<b>\$391.6</b>

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

## **ITEM FOR ACTION**

### **RE: Report of Investments for October 2018**

The Report of Investments for October 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

## **EXECUTIVE SUMMARY**

This set of investment reports presents investment activity for October 2018 and comparative year-to-date totals for FY 2018-2019 and FY 2017-2018.

### **CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during October 2018 was \$371,965,555, up \$16,130,706 over September 2018. Total investment loss was \$107,040, up \$1,204,065 over September 2018, reflecting the increase in the amount available for investing and an increase in total investment return. The annualized total investment return was -0.35%, up 4.07% over September 2018.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$353,150,482, up \$24,452,032 (7.44%) over FY 2017-2018. Total interest income for FY 2018-2019 amounted to \$2,839,853, up \$286,194 (11.21%) over FY 2017-2018, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 October 2018 was \$367,207,888, up \$33,545,153 (10.05%) over 31 October 2017.

### **ENDOWMENT POOL**

The average daily fair value invested during October 2018 was \$180,875,864, down \$2,591,655 from September 2018. Interest and dividend income of \$236,658 minus net realized losses of \$160,031 totaled \$76,627 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$181,718,428, up \$9,796,479 (5.70%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$9,680,073, up \$7,244,187 (297.39%) over FY 2017-2018. This increase resulted from \$64,274 more in interest and dividends and \$7,179,913 more net realized gains during FY 2018-2019.

The total amount invested at 31 October 2018 was \$177,676,205, up \$608,108 (0.34%) over 31 October 2017.



## OTHER INVESTMENTS

The average daily fair value invested during October 2018 was \$198,377,507, down \$1,147,859 from September 2018. Interest and dividend income of \$219,004 plus net realized gains of \$7,708 totaled \$226,712 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$197,536,500, up \$8,269,532 (4.37%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$1,340,167, up \$740,303 (123.41%) over FY 2017-2018. This increase resulted from \$140,850 more in interest and dividend income and \$599,453 more in net realized gains during FY 2018-2019.

Total amount invested at 31 October 2018 was \$196,610,074, up \$5,876,592 (3.08%) over 31 October 2017.

## ENDOWMENT TRUSTS

The average daily fair value invested during October 2018 was \$5,989,285, down \$94,243 from September 2018. Interest and dividend income of \$10,902 minus net realized losses of \$53,619 totaled \$42,717 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$6,022,181, up \$67,378 (1.13%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$14,150, down \$11,082 (43.92%) from FY 2017-2018. This decrease resulted from \$13,581 less in interest and dividend income and \$2,499 less in net realized losses during FY 2018-2019.

Total amount invested at 31 October 2018 was \$5,868,764, down \$61,441 (1.04%) from 31 October 2017.

## PLANT FUND TRUSTS

The average daily fair value invested during October 2018 was \$36,652,360, down \$1,187,359 from September 2018. Interest income totaled \$83,283 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$38,312,275, up \$13,185,547 (52.48%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$337,512, up \$192,725 (133.11%) over FY 2017-2018. This increase reflects the increased amount available for investing and an increase in the rate of return.

Total amount invested at 31 October 2018 was \$36,647,580, up \$16,170,993 (78.97%) over 31 October 2017.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of October was \$712,015,383. Purchases totaled \$40,044,929 and sales totaled \$46,116,750. From this activity the University realized net losses of \$205,942 and earnings of \$1,169,643.

## **RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for October 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 October 2018 to 31 October 2018 and comparative year-to-date totals for the periods 1 July 2018 to 31 October 2018 and 1 July 2017 to 31 October 2017; 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 2018 to 31 October 2018 and comparative year-to-date totals for the periods 1 July 2018 to 31 October 2018 and 1 July 2017 to 31 October 2017;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for October 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date

UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
OCTOBER 2018

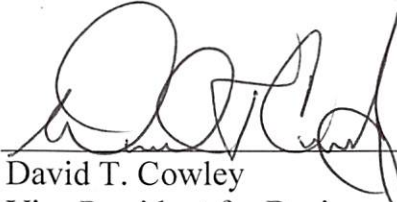
The following schedules (A through E2) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management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



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Danford R. Christensen  
Controller

2/5/19  
Date



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David T. Cowley  
Vice President for Business and Finance

2/6/19  
Date

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

Schedule A-1

	<u>Beginning Fair Value</u>	<u>Purchases</u>	<u>Sales Proceeds</u>	<u>Change in Fair Value</u>	<u>Ending Fair Value</u>	<u>Average Daily Fair Value</u>	<u>Total Interest Income</u>	<u>Less Service Charges</u>	<u>Net Interest Income</u>
Jul 2018	\$310,863,104	\$22,625,438	\$13,455,229	(\$1,158,564)	\$318,874,749	\$324,044,102	\$620,748	\$14,069	\$606,679
Aug 2018	318,874,749	\$105,369,453	\$38,109,957	803,015	386,937,260	360,757,422	685,295	(30)	685,325
Sep 2018	386,937,260	31,823,382	43,903,150	(2,048,602)	372,808,890	355,834,849	737,497	(65)	737,562
Oct 2018	372,808,890	28,796,980	33,494,629	(903,353)	367,207,888	371,965,555	796,313	17,005	779,308
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

Comparative Totals:

Year-to-date									
FY 2018-19	\$310,863,104	\$188,615,253	\$128,962,965	(\$3,307,504)	\$367,207,888	\$353,150,482	\$2,839,853	\$30,979	\$2,808,874
FY 2017-18	309,649,563	73,192,750	48,357,179	(822,399)	333,662,735	328,698,450	2,553,659	2,187	2,551,472
Amt Change					33,545,153	24,452,032	286,194	28,792	257,402
% Change					10.05%	7.44%	11.21%	1316.51%	10.09%

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 2018

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Sweep Account	\$22,796,980	\$29,479,629	\$29,479,629	\$21,042		\$21,042	\$12,653,870	2.00%
Money Market Account				73,851		73,851	31,200,000	2.84%
Utah Public Treasurers' Investment Fund	5,000,000			26,135		26,135	11,616,129	2.70%
Commercial Paper and Corporate Notes	1,000,000	4,015,000	4,015,000	324,940	(\$180,266)	144,674	148,039,184	1.17%
Obligations of U. S. Government				329,253	(715,981)	(386,728)	157,016,072	-2.96%
Municipal Bonds				21,092	(7,107)	13,985	11,440,300	1.47%
Total	<u>\$28,796,980</u>	<u>\$33,494,629</u>	<u>\$33,494,629</u>	<u>\$796,313</u>	<u>(\$903,353)</u>	<u>(\$107,040)</u>	<u>\$371,965,555</u>	-0.35%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of October 2018

Schedule A-3

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Cash Management Investment Pool</u>							
Sweep Account		\$22,796,980		\$29,479,629	\$29,479,629	\$0	\$21,042
Money Market Account							73,851
Utah Public Treasurers' Investment Fund		5,000,000					26,135
Corporate Bonds and Floaters		1,000,000		4,015,000	4,015,000	0	324,940
Obligations of U. S. Government							329,253
Municipal Bonds							21,092
Total Cash Management Investment Pool		\$28,796,980		\$33,494,629	\$33,494,629	\$0	\$796,313

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 2018	\$178,258,733	\$26,337,385	\$26,172,381	\$3,547,468	\$181,971,205	\$180,114,969	\$165,631	\$8,609,926	\$8,775,557	\$0	\$8,775,557
Aug 2018	181,971,205	1,433,701	1,244,810	699,418	182,859,514	182,415,360	160,218	24,866	185,084	\$12,428	172,656
Sep 2018	182,859,514	4,075,564	3,580,321	720,766	184,075,523	183,467,519	407,687	235,118	642,805	0	642,805
Oct 2018	184,075,523	6,462,609	5,386,825	(7,475,102)	177,676,205	180,875,864	236,658	(160,031)	76,627	13,114	63,513
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											

Comparative Totals:

Year-to-date											
FY 2018-19	\$178,258,733	\$38,309,259	\$36,384,337	(\$2,507,450)	\$177,676,205	\$181,718,428	\$970,194	\$8,709,879	\$9,680,073	\$25,542	\$9,654,531
FY 2017-18	168,154,235	26,191,919	24,063,142	6,785,085	177,068,097	171,921,949	905,920	1,529,966	2,435,886	21,821	2,414,065
Amt Change					608,108	9,796,479	64,274	7,179,913	7,244,187	3,721	7,240,466
% Change					0.34%	5.70%	7.09%	469.29%	297.39%	17.05%	299.93%

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 \$3,296,825 principal beginning balance, a \$4,144,906 ending balance, and a \$4,147,261 average daily balance for the current month. Current month interest and dividends from the CMIP were \$8,828 bringing the total to \$30,126 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

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



UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT POOL TRANSACTIONS  
For the Month of October 2018

Schedule B-2  
Page 1 of 2

Endowment Pool Transactions	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Cash Management Investment Pool							
Utah State University		\$852,367		\$13,114	\$13,114	\$0	\$8,828
CMP Interest		8,828					
Equity funds							
Dimensional - DFA Emerging Markets	2,357.220	69,114					69,114
Dimensional - DFA Micro Cap	100.704	2,449					2,449
Dimensional - DFA Small Cap	284.561	11,024					11,024
Fixed Income funds							
Longfellow		755,320		321,109	302,457	(18,652)	43,071
High Yield Bond Fund	3,293.196	34,216					38,861
Paydenfunds - Emerging Markets Bond Fund			255,769.850	3,484,972	3,309,662	(175,310)	
Paydenfunds - Emerging Markets Bond Fund	257,437.524	3,325,800					16,138
Alternatives							
Aether Investment Partners, LLC							
Aether Real Assets IV, LP		39,244		21,219	21,219	0	6,300
Aether Real Assets V, LP		78,542					
Commonfund							
CEP VII				0	26,175	26,175	
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.		18,099		92,004	92,004	0	4,245
Woodbury							
Woodbury Strategic Partners Fund, L.P.				0	7,380	7,380	
Woodbury Capital II, LP				416,019	416,019	0	22,133
Woodbury Capital II - Avenue 80, LLC		349,922		323,266	323,266	0	
Woodbury Capital III, LP				0	376	376	12,357
Money Market Funds							
Goldman Sachs Bank Deposit		1,416					1,417
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		108,734		64,092	64,092	0	675
US Bank - Longfellow First Am Treas Ob Fund Cl Z		305,366		502,325	502,325	0	
Wells Fargo Government Money Market		3					3
Cash							
Endowment Pool							
US Bank Cash		323,266					
US Bank Pending Trades		96,249		18,099	18,099	0	
Longfellow							
US Bank Cash				223,530	223,530	0	

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT POOL TRANSACTIONS  
For the Month of October 2018

Schedule B-2  
Page 2 of 2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Accruals							
Endowment Pool							
Goldman Sachs		\$43		\$127	\$127	\$0	\$43
US Bank - Accruals		675		391	391	0	
Wells Capital Management - HYB		38,861		34,216	34,216	0	
Longfellow							
US Bank Receivable - Interest Accrual		43,071		32,373	32,373	0	
 Total Endowment Pool Transactions		<u>\$6,462,609</u>		<u>\$5,546,856</u>	<u>\$5,386,825</u>	<u>(\$160,031)</u>	<u>\$236,658</u>

UTAH STATE UNIVERSITY  
DEFENSIVE RETURN POOL  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	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 2018	\$168,133,350	\$3,996,463	\$3,787,019	(\$43,007)	\$168,299,787	\$168,216,569	\$209,444	\$145,995	\$355,439
Aug 2018	168,299,787	6,392,064	3,794,486	396,297	171,293,662	169,796,725	296,710	50,400	347,110
Sep 2018	171,293,662	5,499,177	3,123,232	(1,191,396)	172,478,211	171,885,937	282,928	0	282,928
Oct 2018	172,478,211	4,238,655	4,458,331	(1,728,373)	170,530,162	171,504,187	208,408	2,648	211,056
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$168,133,350	\$20,126,359	\$15,163,068	(\$2,566,479)	\$170,530,162	\$170,350,854	\$997,490	\$199,043	\$1,196,533
FY 2017-18	162,476,896	19,973,492	19,579,557	1,271,475	164,142,306	163,138,744	872,932	(374,703)	498,229
Amt Change					6,387,856	7,212,110	124,558	573,746	698,304
% Change					3.89%	4.42%	14.27%	-153.12%	140.16%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$78,609,217 principal beginning balance, a \$77,311,012 ending balance, and a \$77,697,927 average daily balance for the current month. Current month interest and dividends from the CMIP were \$167,689 bringing the total to \$628,658 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

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



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

Schedule C1B

	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 2018	\$26,596,404	\$1,902	\$101,529	\$628,788	\$27,125,565	\$26,860,985	\$2,239	\$3,821	\$6,060
Aug 2018	27,125,565	17,029	7,819	477,355	27,612,130	27,368,848	17,029	3,906	20,935
Sep 2018	27,612,130	1,188,582	1,113,809	(20,176)	27,666,727	27,639,429	96,299	4,684	100,983
Oct 2018	27,666,727	70,355	158,626	(1,498,544)	26,079,912	26,873,320	10,596	5,060	15,656
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$26,596,404	\$1,277,868	\$1,381,783	(\$412,577)	\$26,079,912	\$27,185,645	\$126,163	\$17,471	\$143,634
FY 2017-18	25,711,671	1,604,712	1,859,257	1,134,050	26,591,176	26,127,788	109,871	(8,236)	101,635
Amt Change					(511,264)	1,057,857	16,292	25,707	41,999
% Change					-1.92%	4.05%	14.83%	312.13%	41.32%

UTAH STATE UNIVERSITY  
SUMMARY OF OTHER INVESTMENT TRANSACTIONS  
For the Month of October 2018

Schedule C2B  
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<u>Other Investments</u>							
Corporate Bonds and Notes							
U.S. Treasury Bond							\$674
Common and Preferred Stock							
Morgan Stanley							
General Electric	4,870.000	\$60,096	4,870.000	\$60,096	\$61,505	\$1,409	
Utah Public Treasurers'							
Investment Fund		1,960					1,960
Common and preferred stock							
US Bank							
Domestic Preferred Stocks							
JP Morgan Chase & Co 6.100							7,625
Commonfund							
CEU Title III							
Multi-Strategy Bond			89.748	1,038	1,279	241	
Multi-Strategy Equity			10.890	667	4,077	3,410	
Alternatives							
InvenTrust Properties							
InvenTrust Properties Corp							337
Receivable / In Transit / Unsettled Purchases							
Commonfund				91,117	91,117	0	
U.S. Treasury Bond		674					
US Bank		7,625					
Xenia				648	648	0	
		\$70,355		\$153,566	\$158,626	\$5,060	\$10,596

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

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2018	\$5,885,226	\$463,103	\$454,388	\$150,733	\$6,044,674	\$5,964,950	\$9,340	\$18,659	\$27,999	\$625	\$27,374
Aug 2018	6,044,674	623,954	613,861	2,482	6,057,249	6,050,962	18,331	(27,609)	(9,278)	(16)	(9,262)
Sep 2018	6,057,249	34,686	2,006	19,877	6,109,806	6,083,528	32,700	5,446	38,146	19	38,127
Oct 2018	6,109,806	397,349	387,057	(251,334)	5,868,764	5,989,285	10,902	(53,619)	(42,717)	610	(43,327)
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2018-19	\$5,885,226	\$1,519,092	\$1,457,312	(\$78,242)	\$5,868,764	\$6,022,181	\$71,273	(\$57,123)	\$14,150	\$1,238	\$12,912
FY 2017-18	5,934,529	1,516,467	1,440,650	(80,141)	5,930,205	5,954,803	84,854	(59,622)	25,232	1,403	23,829
Amt Change					(61,441)	67,378	(13,581)	2,499	(11,082)	(165)	(10,917)
% Change					-1.04%	1.13%	-16.01%	4.19%	-43.92%	-11.76%	-45.81%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of October 2018

Schedule D-2  
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<b>Endowment Trusts</b>							
Common and Preferred Stock							
Colgate Palmolive Co			1,700.000	\$126,603	\$108,947	(\$17,656)	
Comcast Corp (New) Class A	4,000.000	\$143,777					
DowDupont Inc	780.000	48,020					
Kraft Heinz Co			1,500.000	120,721	82,806	(37,915)	
Funds held at Morgan Stanley - Dividends							\$10,387
Common & Preferred Stock Options							
Colgate Palmolive (expires 10/05/18)			(17.000)	(2,012)	0	2,012	
Merck & Co Inc. New Com (expires 11/16/18)	(49.000)	(3,520)					
Pfizer Inc (expires 12/21/18)	(85.000)	(3,011)					
Mutual Funds - Equity							
Europacific Growth Fund Class F3 #716 (FEUPX)	4.380	220					
Northern Mid Cap Index Fund	9.111	180					
Vanguard 500 Index Fund Admiral Shares	1.240	322					
Europacific Growth Fund Class F3 #716 (FEUPX)	4.378	220					
Northern Mid Cap Index Fund	9.111	180					
Vanguard 500 Index Fund Admiral Shares	1.240	322					
Funds held at Wells Fargo - Dividends							1
Mutual Funds - Bond							
Dodge & Cox Income Fund Com #147			25.606	346	341	(5)	
Federated Total Return Bond Fund	8.813	93	26.121	289	272	(17)	92
Metropolitan West Total Return Bond Fund	7.751	80	41.872	433	429	(4)	80
Wells Fargo Advantage Core Bond Fund	5.712	71	32.370	403	399	(4)	71
Dodge & Cox Income Fund Com #147			25.603	346	341	(5)	
Federated Total Return Bond Fund	8.813	92	26.118	289	272	(17)	93
Metropolitan West Total Return Bond Fund	7.749	80	41.865	433	429	(4)	80
Wells Fargo Advantage Core Bond Fund	5.712	71	32.367	403	399	(4)	71
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		208,681		191,797	191,797	0	11
Wells Fargo #451		736		313	313	0	8
Wells Fargo #451		735		312	312	0	8
Total Endowment Trusts		<u>\$397,349</u>		<u>\$440,676</u>	<u>\$387,057</u>	<u>(\$53,619)</u>	<u>\$10,902</u>



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

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2018	\$40,294,519	\$33,623	\$1,147,351	(\$5,643)	\$39,175,148	\$39,850,571	\$87,593		\$87,593		\$87,593
Aug 2018	39,175,148	97,622	2,267,575	5,984	37,011,179	38,906,449	85,649		85,649		85,649
Sep 2018	37,011,179	1,803,385	0	(9,744)	38,804,820	37,839,719	80,987		80,987		80,987
Oct 2018	38,804,820	78,981	2,231,282	(4,939)	36,647,580	36,652,360	83,283		83,283		83,283
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											

Comparative Totals:

Year-to-date											
FY 2018-19	\$40,294,519	\$2,013,611	\$5,646,208	(\$14,342)	\$36,647,580	\$38,312,275	\$337,512	\$0	\$337,512	\$0	\$337,512
FY 2017-18	30,965,477	4,790,264	15,289,712	10,558	20,476,587	25,126,728	144,787	0	144,787	0	144,787
Amt Change					16,170,993	13,185,547	192,725	0	192,725	0	192,725
% Change					78.97%	52.48%	133.11%	0.00%	133.11%	0.00%	133.11%

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

UTAH STATE UNIVERSITY  
 SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS  
 For the Month of October 2018

Schedule E-2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Plant Trusts</u>						
US Bank						
Federal Home Loan Bank						\$2,006
Utah Public Treasurers' Investment Fund		\$78,981		\$2,231,282	\$2,231,282	\$0
		<u>\$78,981</u>		<u>\$2,231,282</u>	<u>\$2,231,282</u>	<u>\$0</u>
Total Plant Trusts		<u>\$78,981</u>		<u>\$2,231,282</u>	<u>\$2,231,282</u>	<u>\$83,283</u>

**ITEM FOR ACTION**

**RE: Report of Investments for November 2018**

The Report of Investments for November 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

This set of investment reports presents investment activity for November 2018 and comparative year-to-date totals for FY 2018-2019 and FY 2017-2018.

**CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during November 2018 was \$360,444,683, down \$11,520,872 from October 2018. Total investment gain was \$1,739,270, up \$1,846,310 over October 2018, reflecting the decrease in the amount available for investing and an increase in total investment return. The annualized total investment return was 5.79%, up 6.14% over October 2018.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$354,609,322, up \$24,657,237 (7.47%) over FY 2017-2018. Total interest income for FY 2018-2019 amounted to \$3,616,676, up \$467,075 (14.83%) over FY 2017-2018, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 30 November 2018 was \$349,997,367, up \$21,918,113 (6.68%) over 30 November 2017.

**ENDOWMENT POOL**

The average daily fair value invested during November 2018 was \$178,735,478, down \$2,140,386 from October 2018. Interest and dividend income of \$189,889 plus net realized gains of \$144,632 totaled \$334,521 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$181,121,838, up \$7,951,210 (4.59%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$10,014,594, up \$7,331,990 (273.32%) over FY 2017-2018. This increase resulted from \$7,249 more in interest and dividends and \$7,324,741 more net realized gains during FY 2018-2019.

The total amount invested at 30 November 2018 was \$179,794,751, up \$532,155 (0.30%) over 30 November 2017.

## OTHER INVESTMENTS

The average daily fair value invested during November 2018 was \$196,687,978, down \$1,689,529 from October 2018. Interest and dividend income of \$288,744 plus net realized gains of \$3,489 totaled \$292,233 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$197,366,795, up \$8,193,214 (4.33%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$1,632,400, up \$758,341 (86.76%) over FY 2017-2018. This increase resulted from \$217,646 more in interest and dividend income and \$540,695 more in net realized gains during FY 2018-2019.

Total amount invested at 30 November 2018 was \$196,765,881, up \$9,895,817 (5.30%) over 30 November 2017.

## ENDOWMENT TRUSTS

The average daily fair value invested during November 2018 was \$5,889,409, down \$99,876 from October 2018. Interest and dividend income of \$19,203 plus net realized gains of \$30,685 totaled \$49,888 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$5,995,627, up \$41,362 (0.69%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$64,038, down \$335,877 (83.99%) from FY 2017-2018. This decrease resulted from \$10,678 less in interest and dividend income and \$325,199 less in net realized gains during FY 2018-2019.

Total amount invested at 30 November 2018 was \$5,910,053, down \$63,968 (1.07%) from 30 November 2017.

## PLANT FUND TRUSTS

The average daily fair value invested during November 2018 was \$38,870,463, up \$2,218,103 over October 2018. Interest income totaled \$87,575 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was \$38,423,912, up \$13,625,208 (54.94%) over FY 2017-2018. Total realized income for FY 2018-2019 was \$425,087, up \$245,523 (136.73%) over FY 2017-2018. This increase reflects the increased amount available for investing and an increase in the rate of return.

Total amount invested at 30 November 2018 was \$40,766,689, up \$14,551,834 (55.51%) over 30 November 2017.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of November was \$696,881,568. Purchases totaled \$31,730,945 and sales totaled \$43,926,905. From this activity the University realized net gains of \$178,806 and earnings of \$1,183,318.

## **RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for November 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 November 2018 to 30 November 2018 and comparative year-to-date totals for the periods 1 July 2018 to 30 November 2018 and 1 July 2017 to 30 November 2017; 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 2018 to 30 November 2018 and comparative year-to-date totals for the periods 1 July 2018 to 30 November 2018 and 1 July 2017 to 30 November 2017;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for November 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_

Date

UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
NOVEMBER 2018

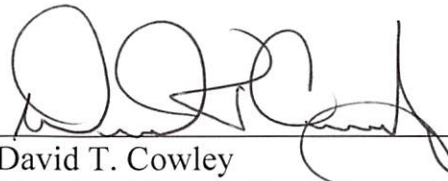
The following schedules (A through E2) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management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



\_\_\_\_\_  
Danford R. Christensen  
Controller

2/5/19

Date



\_\_\_\_\_  
David T. Cowley  
Vice President for Business and Finance

2/6/19

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 2018	\$310,863,104	\$22,625,438	\$13,455,229	(\$1,158,564)	\$318,874,749	\$324,044,102	\$620,748	\$14,069	\$606,679
Aug 2018	318,874,749	\$105,369,453	\$38,109,957	803,015	386,937,260	360,757,422	685,295	(30)	685,325
Sep 2018	386,937,260	31,823,382	43,903,150	(2,048,602)	372,808,890	355,834,849	737,497	(65)	737,562
Oct 2018	372,808,890	28,796,980	33,494,629	(903,353)	367,207,888	371,965,555	796,313	17,005	779,308
Nov 2018	367,207,888	15,750,386	33,923,354	962,447	349,997,367	360,444,683	776,823	(15)	776,838
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	\$310,863,104	\$204,365,639	\$162,886,319	(\$2,345,057)	\$349,997,367	\$354,609,322	\$3,616,676	\$30,964	\$3,585,712
FY 2017-18	309,649,563	73,192,750	53,303,479	(1,459,580)	328,079,254	329,952,085	3,149,601	2,162	3,147,439
Amt Change					21,918,113	24,657,237	467,075	28,802	438,273
% Change					6.68%	7.47%	14.83%	1332.19%	13.92%

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 2018

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Sweep Account	\$15,750,386	\$21,923,354	\$21,923,354	\$15,035		\$15,035	\$9,598,589	1.88%
Money Market Account				71,802		71,802	31,200,000	2.76%
Utah Public Treasurers' Investment Fund		7,000,000	7,000,000	12,017		12,017	5,333,333	2.70%
Commercial Paper and Corporate Notes		5,000,000	5,000,000	338,925	(\$485,382)	(146,457)	145,856,389	-1.20%
Obligations of U. S. Government				318,632	1,413,089	1,731,721	157,016,072	13.23%
Municipal Bonds				20,412	34,740	55,152	11,440,300	5.79%
Total	<u>\$15,750,386</u>	<u>\$33,923,354</u>	<u>\$33,923,354</u>	<u>\$776,823</u>	<u>\$962,447</u>	<u>\$1,739,270</u>	<u>\$360,444,683</u>	5.79%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of November 2018

Schedule A-3

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Cash Management Investment Pool</u>							
Sweep Account		\$15,750,386		\$21,923,354	\$21,923,354	\$0	\$15,035
Money Market Account							71,802
Utah Public Treasurers' Investment Fund				7,000,000	7,000,000	0	12,017
Corporate Bonds and Floaters				5,000,000	5,000,000	0	338,925
Obligations of U. S. Government							318,632
Municipal Bonds							20,412
Total Cash Management Investment Pool		<u>\$15,750,386</u>		<u>\$33,923,354</u>	<u>\$33,923,354</u>	<u>\$0</u>	<u>\$776,823</u>

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

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2018	\$178,258,733	\$26,337,385	\$26,172,381	\$3,547,468	\$181,971,205	\$180,114,969	\$165,631	\$8,609,926	\$8,775,557	\$0	\$8,775,557
Aug 2018	181,971,205	1,433,701	1,244,810	699,418	182,859,514	182,415,360	160,218	24,866	185,084	\$12,428	172,656
Sep 2018	182,859,514	4,075,564	3,580,321	720,766	184,075,523	183,467,519	407,687	235,118	642,805	0	642,805
Oct 2018	184,075,523	6,462,609	5,386,825	(7,475,102)	177,676,205	180,875,864	236,658	(160,031)	76,627	13,114	63,513
Nov 2018	177,676,205	2,155,899	1,440,409	1,403,056	179,794,751	178,735,478	189,889	144,632	334,521	12,745	321,776
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											

Comparative Totals:

Year-to-date

FY 2018-19	\$178,258,733	\$40,465,158	\$37,824,746	(\$1,104,394)	\$179,794,751	\$181,121,838	\$1,160,083	\$8,854,511	\$10,014,594	\$38,287	\$9,976,307
FY 2017-18	168,154,235	31,948,285	29,584,592	8,744,668	179,262,596	173,170,628	1,152,834	1,529,770	2,682,604	31,840	2,650,764
Amt Change					532,155	7,951,210	7,249	7,324,741	7,331,990	6,447	7,325,543
% Change					0.30%	4.59%	0.63%	478.81%	273.32%	20.25%	276.36%

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 \$4,144,906 principal beginning balance, a \$4,737,187 ending balance, and a \$4,736,271 average daily balance for the current month. Current month interest and dividends from the CMIP were \$10,134 bringing the total to \$40,260 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

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

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT POOL TRANSACTIONS  
For the Month of November 2018

Schedule B-2  
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<b>Endowment Pool Transactions</b>							
Cash Management Investment Pool							
Utah State University		\$592,523		\$10,376	\$10,376	\$0	\$10,134
CMP Interest		10,134					
Equity funds							
RhumbLine QSI Index			100.152	1,261	2,369	1,108	
Fixed Income funds							
Longfellow		195,437		265,146	259,971	(5,175)	41,217
High Yield Bond Fund	3,798.227	38,861					40,382
Paydenfunds - Emerging Markets Bond Fund	1,271.680	15,833					15,832
Stone Harbor Emerging Market	6,245.011	57,954					112,088
Alternatives							
Constitution Capital							
Ironsides Co-Investment Fund III		23,893		96,842	199,576	102,734	(36,123)
Solamere Capital							
Solamere Founders Fund I, LP		8,439		11,227	50,966	39,739	1,253
Solamere Founders Fund II, LP		131,250		14,090	20,316	6,226	2,409
Money Market Funds							
Goldman Sachs Bank Deposit		1,317					1,317
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		585,431		108,525	108,525	0	
US Bank - Longfellow First Am Treas Ob Fund Cl Z		188,318		321,452	321,452	0	
Wells Fargo Government Money Market		3					3
Cash							
Endowment Pool							
US Bank Cash				323,266	323,266	0	
US Bank Pending Trades				78,150	78,150	0	
Longfellow							
US Bank Cash		223,530					
Accruals							
Endowment Pool							
Goldman Sachs		44		44	44	0	44
US Bank - Accruals		1,333		675	675	0	1,333
Wells Capital Management - HYB		40,382		38,861	38,861	0	
Longfellow							
US Bank Receivable - Interest Accrual		41,217		25,862	25,862	0	
<b>Total Endowment Pool Transactions</b>		<u>\$2,155,899</u>		<u>\$1,295,777</u>	<u>\$1,440,409</u>	<u>\$144,632</u>	<u>\$189,889</u>

UTAH STATE UNIVERSITY  
DEFENSIVE RETURN POOL  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	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 2018	\$168,133,350	\$3,996,463	\$3,787,019	(\$43,007)	\$168,299,787	\$168,216,569	\$209,444	\$145,995	\$355,439
Aug 2018	168,299,787	6,392,064	3,794,486	396,297	171,293,662	169,796,725	296,710	50,400	347,110
Sep 2018	171,293,662	5,499,177	3,123,232	(1,191,396)	172,478,211	171,885,937	282,928	0	282,928
Oct 2018	172,478,211	4,238,655	4,458,331	(1,728,373)	170,530,162	171,504,187	208,408	2,648	211,056
Nov 2018	170,530,162	8,339,376	7,221,245	(1,351,678)	170,296,615	170,413,389	270,995	0	270,995
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$168,133,350	\$28,465,735	\$22,384,313	(\$3,918,157)	\$170,296,615	\$170,363,361	\$1,268,485	\$199,043	\$1,467,528
FY 2017-18	162,476,896	26,541,266	29,995,721	1,063,857	160,086,298	162,933,856	1,075,384	(374,703)	700,681
Amt Change					10,210,317	7,429,505	193,101	573,746	766,847
% Change					6.38%	4.56%	17.96%	153.12%	109.44%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$77,311,012 principal beginning balance, a \$76,472,067 ending balance, and a \$79,010,172 average daily balance for the current month. Current month interest and dividends from the CMIP were \$168,782 bringing the total to \$797,440 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

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



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

Schedule C1B

	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 2018	\$26,596,404	\$1,902	\$101,529	\$628,788	\$27,125,565	\$26,860,985	\$2,239	\$3,821	\$6,060
Aug 2018	27,125,565	17,029	7,819	477,355	27,612,130	27,368,848	17,029	3,906	20,935
Sep 2018	27,612,130	1,188,582	1,113,809	(20,176)	27,666,727	27,639,429	96,299	4,684	100,983
Oct 2018	27,666,727	70,355	158,626	(1,498,544)	26,079,912	26,873,320	10,596	5,060	15,656
Nov 2018	26,079,912	34,590	21,975	376,739	26,469,266	26,274,589	17,749	3,489	21,238
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									

Comparative Totals:

Year-to-date									
FY 2018-19	\$26,596,404	\$1,312,458	\$1,403,758	(\$35,838)	\$26,469,266	\$27,003,434	\$143,912	\$20,960	\$164,872
FY 2017-18	25,711,671	1,678,545	2,139,891	1,533,441	26,783,766	26,239,725	119,367	54,011	173,378
Amt Change					(314,500)	763,709	24,545	(33,051)	(8,506)
% Change					-1.17%	2.91%	20.56%	-61.19%	-4.91%

UTAH STATE UNIVERSITY  
SUMMARY OF OTHER INVESTMENT TRANSACTIONS  
For the Month of November 2018

Schedule C2B  
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Other Investments</u>							
Corporate Bonds and Notes							
U.S. Treasury Bond						\$658	
Common and Preferred Stock							
Edward Jones							
Dodge & Cox Incomed	755.287	\$10,000	755.287	\$10,000	\$10,008	\$8	
Morgan Stanley							
American Century Growth Inv	37.000	1,338	37.000	1,338	1,274	(64)	
Schwab Total Stock Market Index	30.000	1,504	30.000	1,504	1,451	(53)	
Utah Public Treasurers'							
Investment Fund		1,966				1,966	
Common and preferred stock							
US Bank							
Domestic Preferred Stocks							
JP Morgan Chase & Co 6.100						7,625	
Wells Fargo & Co						7,500	
Commonfund							
CEU Title III							
Multi-Strategy Bond			86.686	1,003	1,241	238	
Multi-Strategy Equity			10.471	641	4,001	3,360	
Money Market / Cash							
Morgan Stanley		4,000					
Receivable / In Transit / Unsettled Purchases							
U.S. Treasury Bond		657		4,000	4,000	0	
US Bank		15,125					
		<u>\$34,590</u>		<u>\$18,486</u>	<u>\$21,975</u>	<u>\$3,489</u>	<u>\$17,749</u>



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

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2018	\$5,885,226	\$463,103	\$454,388	\$150,733	\$6,044,674	\$5,964,950	\$9,340	\$18,659	\$27,999	\$625	\$27,374
Aug 2018	6,044,674	623,954	613,861	2,482	6,057,249	6,050,962	18,331	(27,609)	(9,278)	(16)	(9,262)
Sep 2018	6,057,249	34,686	2,006	19,877	6,109,806	6,083,528	32,700	5,446	38,146	19	38,127
Oct 2018	6,109,806	397,349	387,057	(251,334)	5,868,764	5,989,285	10,902	(53,619)	(42,717)	610	(43,327)
Nov 2018	5,868,764	581,852	562,635	22,072	5,910,053	5,889,409	19,203	30,685	49,888	(14)	49,902
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2018-19	\$5,885,226	\$2,100,944	\$2,019,947	(\$56,170)	\$5,910,053	\$5,995,627	\$90,476	(\$26,438)	\$64,038	\$1,224	\$62,814
FY 2017-18	5,934,529	2,897,342	2,805,211	(52,639)	5,974,021	5,954,265	101,154	298,761	399,915	1,388	398,527
Amt Change					(63,968)	41,362	(10,678)	(325,199)	(335,877)	(164)	(335,713)
% Change					-1.07%	0.69%	-10.56%	-108.85%	-83.99%	-11.82%	-84.24%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of November 2018

Schedule D-2  
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<b>Endowment Trusts</b>							
Common and Preferred Stock							
Blackstone Group LP			0.000	\$2,240	\$2,240	\$0	
Dominion Energy Inc			3,800.000	249,013	275,614	26,601	
Microsoft Corp	2,600.000	\$283,824					
Funds held at Morgan Stanley - Dividends							\$18,647
Common & Preferred Stock Options							
Apple Inc (expires 12/21/2018)			(10.000)	(5,674)	(815)	4,859	
Apple Inc (expires 02/15/2019)	(10.000)	(3,288)					
Johnson & Johnson (expires 01/18/2019)			(4.000)	(1,105)	(2,970)	(1,865)	
Johnson & Johnson (expires 04/18/2019)	(4.000)	(1,491)					
Merck & Co Inc. New Com (expires 11/16/2018)			(49.000)	(3,520)	(2,464)	1,056	
Merck & Co Inc. New Com (expires 03/15/2019)	(49.000)	(5,095)					
Mutual Funds - Equity							
Causeway Intl Value Fund I	13.660	206					
Lazard Intl Equity Port - Instl #632	11.362	202					
Wells Fargo Advantage Growth Fund	1.191	53					
Causeway Intl Value Fund I	13.669	206					
Lazard Intl Equity Port - Instl #632	11.359	202					
Wells Fargo Advantage Growth Fund	1.191	53					
Funds held at Wells Fargo - Dividends							10
Mutual Funds - Bond							
Federated Total Return Bond Fund	9.200	105	0.000	0	9	9	95
Metropolitan West Total Return Bond Fund	7.627	82	0.000	0	4	4	78
Wells Fargo Advantage Core Bond Fund	6.669	86	0.000	0	4	4	82
Federated Total Return Bond Fund	9.198	105	0.000	0	9	9	95
Metropolitan West Total Return Bond Fund	7.626	82	0.000	0	4	4	78
Wells Fargo Advantage Core Bond Fund	6.668	86	0.000	0	4	4	82
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		306,392		290,074	290,074	0	16
Wells Fargo #451		21		461	461	0	10
Wells Fargo #451		21		461	461	0	10
<b>Total Endowment Trusts</b>		<u>\$581,852</u>		<u>\$531,950</u>	<u>\$562,635</u>	<u>\$30,685</u>	<u>\$19,203</u>

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

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2018	\$40,294,519	\$33,623	\$1,147,351	(\$5,643)	\$39,175,148	\$39,850,571	\$87,593		\$87,593		\$87,593
Aug 2018	39,175,148	97,622	2,267,575	5,984	37,011,179	38,906,449	85,649		85,649		85,649
Sep 2018	37,011,179	1,803,385	0	(9,744)	38,804,820	37,839,719	80,987		80,987		80,987
Oct 2018	38,804,820	78,981	2,231,282	(4,939)	36,647,580	36,652,360	83,283		83,283		83,283
Nov 2018	36,647,580	4,868,842	757,287	7,554	40,766,689	38,870,463	87,575		87,575		87,575
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2018-19	\$40,294,519	\$6,882,453	\$6,403,495	(\$6,788)	\$40,766,689	\$38,423,912	\$425,087	\$0	\$425,087	\$0	\$425,087
FY 2017-18	30,965,477	24,034,891	28,790,193	4,680	26,214,855	24,798,704	179,564	0	179,564	0	179,564
Amt Change					14,551,834	13,625,208	245,523	0	245,523	0	245,523
% Change					55.51%	54.94%	136.73%	0.00%	136.73%	0.00%	136.73%

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

UTAH STATE UNIVERSITY  
SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS  
For the Month of November 2018

Schedule E-2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Plant Trusts</u>						
US Bank						
Federal Home Loan Bank						\$2,006
Utah Public Treasurers' Investment Fund		\$4,868,842		\$757,287	\$757,287	\$0
		<u>\$4,868,842</u>		<u>\$757,287</u>	<u>\$757,287</u>	<u>\$0</u>
Total Plant Trusts		<u>\$4,868,842</u>		<u>\$757,287</u>	<u>\$757,287</u>	<u>\$87,575</u>

**ITEM FOR ACTION**

RE: Report of Institutional Discretionary Funds for 2017-2018 (Actual), 2018-2019 (Estimate), and 2019-2020 (Estimate) and Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018

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

**EXECUTIVE SUMMARY**

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

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

Board of Regents Policy R548 requires that a three-year report of discretionary funds be submitted as part of the annual appropriated operating budget process. The report includes the actual expenditures of discretionary funds for the most recent fiscal year (2017-2018), estimates for the current fiscal year (2018-2019), and preliminary estimates of receipts and uses of funds for the request year (2019-2020).

The Supplemental Report of Budget Variances includes the actual sources of funds available; and the expenditures/transfers of these discretionary funds for the most recent fiscal year (2017-2018), the original budget for the year, and the actual variance from the budget.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

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

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

WHEREAS, The Vice President for Business and Finance has reviewed the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018 and recommends approval to the Board of Trustees; and

WHEREAS, The President of Utah State University has reviewed the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018 and recommends approval to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018 as presented.

=====

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_  
Date



Date: 10/09/18  
 Initials: DC/WP

REPORT OF INSTITUTIONAL DISCRETIONARY FUNDS

	2017-18 Actual	2018-19 Estimate	2019-20 Estimate
	(1)	(2)	(3)
	\$	\$	\$
<b>I. SOURCES OF INSTITUTIONAL DISCRETIONARY FUNDS</b>			
A. Carry forward	\$ 581,425	\$ 668,757	418,757
B. Current Funds Interest	5,791,837	5,600,000	5,600,000
C. Unrestricted Gifts and Grants	213,853	300,000	300,000
D. Total Amount Available	<u>6,587,115</u>	<u>6,568,757</u>	<u>6,318,757</u>
<b>II. EXPENDITURES &amp; TRANSFERS BY CATEGORY AND PROJECT</b>			
A. Academic Program Enrichment	1,500	10,000	10,000
B. Cultural Enrichment			
C. Scholarships, Fellowships and Student Aid	2,524,393	2,700,000	2,700,000
D. Faculty Development and Recognition			
E. Campus Development			
F. Seed Money for Program Grants and Contracts			
G. Fund Raising and Institutional Development		80,000	80,000
H. Equipment Acquisitions			
I. Supplemental Library Support			
J. Other E&G Current Operating Support	1,743	100,000	100,000
K. Transfers To/From Other Funds			
1. Other Funds			
2. Support of Athletic Department	3,001,902	3,000,000	3,000,000
3. Quasi-Endowment Funds	125,316		
4. USU Eastern Current Funds	263,504	260,000	260,000
L. TOTAL EXPENDITURES & TRANSFERS	<u>5,918,358</u>	<u>6,150,000</u>	<u>6,150,000</u>
<b>III. CARRY FORWARD</b>			
	<u>\$ 668,757</u>	<u>\$ 418,757</u>	<u>\$ 168,757</u>

Utah State University  
Institutional Discretionary Funds  
Supplemental Report of Budget Variances  
For The Fiscal Year Ended June 30, 2018

	2017-18 Actual	2017-18 Budgeted	Dollar Variance
I. Sources of institutional discretionary funds			
A. Carryforward	\$ 581,425	\$ 581,425	-
B. Current funds interest	5,791,837	4,400,000	1,391,837
C. Unrestricted gifts and grants	213,853	300,000	(86,147)
D. Total available	<u>6,587,115</u>	<u>5,281,425</u>	<u>1,305,690</u>
II. Expenditures by category and project			
A. Academic program enrichment	1,500	10,000	(8,500)
B. Cultural enrichment			-
C. Scholarships, fellowships & student aid	2,524,393	1,300,000	1,224,393
D. Faculty development and recognition			-
E. Campus development		100,000	(100,000)
F. Seed money for program grants and contracts			-
G. Fund raising and institutional development		80,000	(80,000)
H. Equipment acquisitions			-
I. Supplemental library support			-
J. Other E&G current operating support	1,743	300,000	(298,257)
K. Transfers to/from other funds			-
(1) Other funds			-
(2) Support of Athletic department	3,001,902	2,800,000	201,902
(3) Net transfers to quasi-endowment funds	125,316		125,316
(4) USU Eastern Current Funds	263,504	200,000	63,504
L. Total expenditures/transfers	<u>5,918,358</u>	<u>4,790,000</u>	<u>1,128,358</u>
III. Carryforward	<u>\$ 668,757</u>	<u>\$ 491,425</u>	<u>\$ 177,332</u>



## WRITTEN REPORTS

1. Academic & Instructional Services
2. Advancement
3. Business and Finance
4. Executive Vice President and Provost
5. Extension and College of Agriculture and Applied Sciences
6. Faculty Senate
7. Office of Research
8. Student Affairs
9. USU Eastern
10. USUSA

**Academic & Instructional Services (AIS)**  
**USU Board of Trustees Activities Summary**  
**March 8, 2019**

**USU Online Ranked Among Top in the Nation for Bachelor's and Master's Degrees**

*U.S. News & World Report (USNWR)* recently released its 2019 online degree rankings with Utah State University Online (USU) recognized as having the 3<sup>rd</sup> best graduate education program and 15<sup>th</sup> best bachelor's programs nationwide. Achieving this recognition is the result of an annual competitive screening process by USNWR of over 300 universities.

*USU Online*

**The New Life Sciences Building has USU's Most Innovative Classroom Technology**

The recently completed Life Sciences Building employs the most technology throughout USU's campus and has made USU one of the first universities to use Crestron's new NVX technology on such a large scale. The Classroom team began working on the Life Sciences Building two years ago, meeting with architects to design classrooms and other areas to ensure all tech-heavy spaces were functional for teaching and learning. Once construction was complete, the Classroom team had three months to have all the technology up and running.

*Office of Teaching and Learning Technologies*

**USU Researcher Extended Honorary Appointment as a Visiting Scholar in UK**

Dr. Mitchell Colver was recently extended an honorary appointment to serve as a visiting scholar at London South Bank University (LSBU). Colver, manager and senior data analyst at USU's Center for Student Analytics, will visit LSBU periodically over a three-year period to assist and provide expertise on research projects.

*Center for Student Analytics*

**USU Hires Diversity Outreach Specialist to Work with Recruiting, Concurrent Enrollment**

Nahomi Jimenez, USU's first diversity outreach specialist, will be focused on empowering Latino's through the Aggie family. Jimenez will work with USU's new Latinx Cultural Center and other organizations, like Latinos in Action, to create an environment where Latinos can achieve academic, personal, and professional growth.

*Office of Admissions, Office of Special Programs*

**Teaching for Learning Conference Slated for March 21-22**

Registration for the third annual Teaching for Learning Conference at Utah State University is now open. The conference is March 21-22, 2019, and will be held at the main campus in Logan. The conference theme is "Refresh and Reinforce Learning," and Dr. Gail Rice, director of faculty development at Loma Linda University, will be the keynote speaker.

### **USU Online Set to Launch Eight New Online Programs in the Fall**

USU Online is currently developing course designs and content to launch eight new online programs by fall semester. The programs include:

- Master of Public Health – Veterinary Public Health
- Master of Public Health – Health Education and Promotion
- Master of Public Health – Nutrition, Dietetics, and Food Sciences
- Master of Food Safety & Quality
- Master of Education – Physical and Sports Education
- Bachelor of Technology Systems
- Associate of Criminal Justice
- Licensure in SPED Alternative Teacher Preparation

The courses are being designed in a collaborative effort of USU faculty and instructional designers in the Center for Innovative Design & Instruction.

*USU Online, Center for Innovative Design & Instruction*

### **More than Eight Million Lecture Capture Minutes Viewed Online**

Students viewed 8,455,927.41 minutes of Lecture Capture content online, a 38% increase from 2017, allowing faculty to reach new students in an effective way outside of the classroom. By reviewing lectures online, students are able to retain course content more effectively and master the material, achieving more success at USU.

*Classroom & Media Production*

### **Director of Financial Aid Office Invited to Speak at Conference in Washington, DC**

Art Young, director of the Financial Aid Office, has been invited to speak at the National Association of Student Financial Aid Administrator's Leadership Conference in Washington, DC. The conference hosts student aid professionals from across the nation to teach, learn, network, share best practices and successes.

*Financial Aid Office*

### **Anthonie Nichols Named President-Elect of ASPIRE Utah**

Anthonie Nichols, program coordinator for USU's Academic Success Center, was selected as ASPIRE Utah's president-elect. ASPIRE Utah's is the professional organization that represents the people who proudly work in Utah's 27 TRiO programs, bringing educational opportunity to the state's disadvantaged youth and adults. Nichols will serve a total of four years: one year as president-elect, two years as president, and past-president for one year. Nichols responsibilities include participating in board meetings, representing ASPIRE Utah on the board of directors of ASPIRE, Inc., and more.

*Academic Success Center*

# University Advancement Board of Trustees Report

**February 21, 2019**

**Submitted to:**

Utah State University Board of Trustees

**Submitted by:**

Matthew White, Vice President for University Advancement

Office: 435-797-3495

matthew.white@usu.edu


Since our last report, USU Advancement has seen significant progress in money raised for university priorities. Some increase in giving is expected at year end; however, we are delighted with our progress towards our annual goal. Staffing remains a priority to ensure effective alumni and donor engagement. We invite you to review division highlights since our last update.

## FUNDRAISING PROGRESS





<b>Current Year Progress</b>					
<i>July 01, 2018 to February 20, 2019</i>					
<b>Donor Type</b>	<b>Total*</b>	<b>% Total</b>	<b># of Gifts</b>	<b># of Donors</b>	<b>% Donors</b>
Alumni	\$9,296,039.35	34.86%	3,614	3,551	51.90%
Corporation	\$4,360,866.54	16.35%	789	517	7.56%
Foundation	\$6,199,524.66	23.25%	468	124	1.81%
Individual	\$5,567,663.38	20.88%	2,838	1,969	28.78%
Other Organization	\$731,381.75	2.74%	127	64	0.94%
Parent	\$502,485.98	1.88%	511	539	7.88%
Student	\$7,786.39	0.03%	110	78	1.14%
<b>Total</b>	<b>\$26,665,748.05</b>		<b>8,457</b>	<b>6,842</b>	

<b>Previous Year Progress</b>					
<i>July 01, 2017 to February 20, 2018</i>					
<b>Donor Type</b>	<b>Total*</b>	<b>% Total</b>	<b># of Gifts</b>	<b># of Donors</b>	<b>% Donors</b>
Alumni	\$4,313,829.90	24.24%	4,158	3,837	55.52%
Corporation	\$3,769,784.44	21.18%	814	540	7.81%
Foundation	\$6,690,553.81	37.60%	505	165	2.39%
Individual	\$1,377,254.41	7.74%	2,784	1,694	24.51%
Other Organization	\$1,260,397.87	7.08%	122	58	0.84%
Parent	\$368,714.23	2.07%	476	563	8.15%
Student	\$15,539.38	0.09%	89	54	0.78%
<b>Total</b>	<b>\$17,796,074.04</b>		<b>8,948</b>	<b>6,911</b>	

## Progress to \$40,000,000 FY Goal

Campaign	Progress	Amount	Pace	Completion	Donors
FY19 Goal		\$26,663,198 \$40,000,000	2% ahead	67%	6,839
	07/01/2018				06/30/2019

## Key Fundraiser Metrics and Measures

Type	Progress	Amount	Pace	Completion
Visits		1,147 1,725	4% Ahead	66%
First Time Visits		348 505	7% Ahead	69%
Proposals Submitted >= \$50,000		161 124	103% Ahead	100%
Proposals Granted >= \$25,000		79 80	54% Ahead	99%

## HIGHLIGHTS

President Cockett and Vice President White traveled to New York City, Atlanta, Miami, and the Wasatch Front to visit the university's top donor prospects.

In January, President Cockett, USU Foundation President Matthew White, and Foundation Vice Chair Travis Lish attended the annual meeting of the Association of Governing Boards of Universities and Colleges. President White continues to work with Foundation Board Members to implement structures, processes and expectations to elevate fundraising and position board members as USU's leading advocates, advisors, and investors.

USU completed its second successful matching gift initiative in December, securing 26 new \$50k+ endowments made possible by matched university and advancement funds. The two matching gift initiatives in 2018 have generated \$1.3m in endowed scholarships, providing \$25k of awardable money for the next five years and \$50k per year thereafter.

Several members of the leadership team attended a capital campaign conference in Florida. The conference, *A Modern Approach to a Comprehensive Campaign*, focused on the latest trends in campaign planning and execution, changes in donor behavior, and strategies for utilizing digital tools.

Advancement continues to deploy its staff mentorship program. We currently have four mentor/mentee pairs. The program aims to orient and train junior staff while providing beneficial

leadership experience to mentors. Mentorships last fourteen weeks and are guided by a curriculum, introducing staff to essential fundraising experiences.

### **New Hires**

We are pleased that several talented professionals have recently joined the team.

- Karin Hardy, Gift Planning Officer, will assist with gift planning. Hardy previously directed planned giving for the University of Utah. She also worked as a fundraiser for KUED. Karin received a law degree from BYU.
- Dane Graham, Sr. Director of Development, will lead our fundraising efforts in the Caine College of the Arts. Dane brings more than two decades of experience in advancement from several institutions.
- Ryan McLane transitions from the Aggies Unlimited team, where he was the Associate Athletic Director for Marketing & Promotions, to the Associate Athletic Director / Athletic Development Officer.
- Jon Paulding, former Development Officer for the College of Natural Resources, will now lead Advancement's corporate and foundation relations.
- Jonathan Young is our new Annual Giving Director and brings with him a wealth of experience from his four previous years at LDS Philanthropies.

### **Open Positions**

Advancement is continuing several national searches for mission-critical positions:

- Alumni Officer
- Athletic Development Officer
- University-wide Development Officer
- Sr./Director of Development, Jon M. Huntsman School of Business
- Sr./Director of Development, College of Engineering
- Sr./Director of Development, S.J. and Jessie E. Quinney College of Natural Resources

### **KEY EVENTS**

- January 19 – USU Advancement, in collaboration with CHASS and QCNR, hosted alumni and donors in the Dee Glen Spectrum suite for the USU vs. CSU men's basketball game.
- January 23 – In collaboration with Merrill-Cazier Library, USU Advancement organized a VIP reception to celebrate the library's *A World Transformed* exhibit at the Utah State Capitol.
- February 8 – Aggie Ski Day and family night at Cherry Peak resort (See "Alumni Engagement")

### **ROAD MAP**

The roadmap on page four assists leadership in building a durable, high-functioning organization with the necessary people, processes, and technical systems. This strategic tool also helps develop a culture of excellence that is highly donor focused and customer-service driven.

## Advancement Plan Roadmap “USU Elevated Through Philanthropy and Engagement”

USU Foundation Board Experience	Alumni Engagement	Stewardship & Donor Engagement	Operation Enhancements & Efficiencies	Major and Annual Gift Strategies	Data & Goal Attainment & Improvements
Assess Foundation Board Members Expectations	Hire AVP Alumni Engagement	Hire Sr. Dir. of Donor Engagement	Advancement Team Alignment	Communications Audit and Plan	Recher Platform
USU Foundation Board Workgroup	Alumni Metrics	Donor Acknowledgement Process	Establish Advancement Leadership Team	Utah State Way of Fundraising (Trainings and Prof. Dev.)	Wealth Screening
Board and Committee Structure	Alumni Board Experience	Donor Recognition Program	Advancement Vision Setting	Prospect Contact Guidelines	Frontline Fundraising Metrics
Board Bylaw Audit	Re-Establish Alumni Chapters	Events Audit and Event Reports	Budget Evaluation and Alignment	Corporation and Foundation Program	Advancement Services Metrics
Board Roles and Responsibilities	Alumni Officer On-Boarding and Prof. Dev	Donor Recognition and Naming Policy	Gift and Planned Giving Pledge Forms	Principal Gift Program	Expected Proposal Closed Date and \$ Amount
Communication Plan for Foundation Board	Communication Plan for Alumni Board	Donor Relation Metrics	Gift Acceptance Committee and Policy	University Wide Initiative	Dean and Leadership Engagement
	Alumni Center	Endowment Impact Report Audit and Plan	Role Clarity and Position Re-Alignment	Leadership Travel Procedures	College and Major Unit Partnership Reports
	Student Alumni Board Alignment	Donor Website Portal for Giving	MOA Generator	Development Travel Plan and Strategies	USU Leadership and Dean's Trainings
	Alumni Application Launch	Impact Report for PG Plan and DIY Piece	Internal Capital Campaign Groups Established	On-Boarding and Mentor Program (Train the Trainer Workshop)	Advancement Services On-Boarding and Prof. Dev
			Website Enhancements	Annual Giving Audit and Enhancements	Portfolio Strategy Meeting and Prospect Review Meeting Enhancements

● Complete
● Initiated
● Ongoing

### STEWARDSHIP & DONOR ENGAGEMENT

The combined Founders Day/Old Main Society event will be held on Friday, March 8, 2019. After hosting separate events for several years, USU is combining the two events this year, restoring the tradition of recognizing Old Main Society members at USU’s Founders Day celebration.

- This year, 94 couples will be inducted into the Old Main Society.
- USU will recognize the following:
  - David B. Lee, Distinguished Service Award
  - Peter Q. Lawson, Distinguished Service Award
  - Justin and Jocelyn Hamilton, New Generation Old Main Award

- Larry and Helen Cannon, Emeriti Old Main Award
- Scott and Michele Watterson, Spirit of Old Main Award

The increase in inductees is due in part to the addition of the new Heritage Level of the Old Main Society. This level recognizes donors who have documented a planned gift of \$25,000 or more.

## ALUMNI ENGAGEMENT

### Annual Fund

A group of engineering students, the ARES (Aggie Rover Exploration Systems) Team, kicked off a crowdfunding campaign in mid-February to enable their participation in the Mars Society's University Rover Challenge. In less than a week, the team has already raised one third of their goal. Two other student projects have been submitted through USU's crowdfunding platform *AggieFunded* ([www.usu.edu/aggiefunded](http://www.usu.edu/aggiefunded)) and are expected to launch in the next few weeks. *AggieFunded* is administered by the Annual Giving team to ensure that each department, team, club or organization meets its crowdfunding goals.

### Alumni Events

On February 8, Alumni Engagement hosted Aggie Ski Day at Cherry Peak Resort and had over 260 alumni, friends and family in attendance. Feedback was positive, with the majority of participants indicating through a post-event survey a willingness to participate again.

## MAJOR GIFTS, DECEMBER 12, 2018 – FEBRUARY 19, 2018

Amount	Purpose	Division
\$750,000.00	The Bastian Agricultural Center	College of Agriculture & Applied Sciences
\$500,000.00	Quinney Graduate Scholarship	Quinney College of Natural Resources
\$400,000.00	Fine Arts Museum Renovation Quasi	Provost
\$250,000.00	Swaner Preserve Conservation Endowment	Extension
\$250,000.00	Janice Judge Dee Endowment	College of Humanities & Social Sciences
\$200,000.00	Maverik Stadium Renovation Project	Athletics
\$198,728.65	Fine Arts Museum Renovation Quasi	Provost
\$150,000.00	Maverik Stadium Renovation Project	Athletics
\$137,391.24	Utah State University	President
\$120,000.00	S. J. & Jessie E. Quinney College of Natural Resources Deans Fund	Quinney College of Natural Resources
\$100,000.00	Phillip & Janice Lundell Scholarship Endowment	College of Agriculture & Applied Sciences
\$100,000.00	Shelton & Sharon Wakefield Scholarship Endowment	USU Eastern
\$98,032.50	Jim & Sherry Nottingham Scholarship Endowment	College of Engineering
\$90,000.00	Aggies Unlimited	Athletics
\$87,500.00	Maverik Naming Rights Quasi	University Advancement
\$75,000.00	Lawson Fellows Scholarship	EEJ Education & Human Services
\$74,200.00	Special Collections & Archives	University Libraries



\$70,000.00	Castleview Hospital Health Professions Scholarship Endowment	USU-Eastern Chancellor
\$58,090.00	George Wanlass Quasi Holding Account	University Advancement
\$50,000.00	Leonard J. Arrington Endowed Chair	College of Humanities & Social Sciences
\$50,000.00	Business School Building	Jon M Huntsman School of Business
\$50,000.00	Swaner Preserve Conservation Endowment	Extension
\$37,326.00	Swaner EcoCenter	Extension
\$35,000.00	John & Linda Francis String Scholarship Endowment	Caine College of the Arts
\$34,191.52	Athletic Development	Athletics
\$30,000.00	Daniel M. & Lina C. Teng Endowed Graduate Fellowship in PSC	College of Agriculture & Applied Sciences
\$30,000.00	Daniel M. & Lina C. Teng Endowed Graduate Fellowship in Chemistry & Biochemistry	College of Science
\$30,000.00	Environmental Observatory	College of Agriculture & Applied Sciences
\$27,945.37	Athletic Development	Athletics
\$27,250.00	Alumni Relations	University Advancement
\$25,000.00	Colorado River Studies - Speers	Quinney College of Natural Resources
\$25,000.00	Tom & Mary Connin Ceramic Support Endowment	Caine College of the Arts
\$25,000.00	BUILD Dairy General Support	College of Agriculture & Applied Sciences
\$25,000.00	Merlin Olsen Fund for Football Competitive Excellence	Athletics
\$25,000.00	Dennis & Rebecca Funk Aggie Family Scholarship Endowment	College of Agriculture & Applied Sciences
\$25,000.00	Janet Q. Lawson Aggie Family Scholarship Endowment	Quinney College of Natural Resources
\$25,000.00	Tony Pappas Memorial Scholarship Endowment	USU Eastern
\$25,000.00	Northeastern Counseling Center Aggie Family Scholarship Endowment	EEJ Education & Human Services
\$25,000.00	Caine College of the Arts	Caine College of the Arts
\$25,000.00	John & Linda Francis Fry String Quartet Chamber Music Festival Endowment	Caine College of the Arts
\$25,000.00	Scott & Marla Boyer Humane Scholarship Endowment	College of Agriculture & Applied Sciences
\$25,000.00	Betty Miller Family Endowment	Extension
\$25,000.00	Lonnie M. & Cheryl D. Smith Education Scholarship	EEJ Education & Human Services
\$25,000.00	Lonnie M. & Cheryl D. Smith Engineering Scholarship	College of Engineering
\$25,000.00	BUILD Dairy General Support	College of Agriculture & Applied Sciences

## Vice President for Business and Finance

Name: David T. Cowley  
Telephone: 797-1146  
E-mail: [dave.cowley@usu.edu](mailto:dave.cowley@usu.edu)  
Date: 8 March 2019

*Events, Actions, or Issues since Last Trustee's Meeting:*

### **FINANCE**

- The State Appropriated Funds budget at 30 November 2018 totaled \$416,310,359, up \$19,494,599 (4.91%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled \$151,876,738, up \$9,747,865 (6.86%) over the same 2017-2018 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 for all funds totaled \$353,900,321, up \$13,499,077 (3.97%) over the same 2017-2018 period.
- Report of Investments for November 2018 is included in the Trustees Consent Agenda. Included in the Report of Investments are schedules reporting the investment activity for November 2018 and comparative year-to-date totals for FY 2018-2019 and FY 2017-2018. The schedules include the Cash Management Investment Pool, Endowment Pool, Other Investments, Endowment Trusts, and Plant Fund Trusts. Also included is the Summary of Investment Transactions. The University's average daily fair value invested for the month of November was \$696,881,568. Purchases totaled \$31,730,945 and sales totaled \$43,926,905. From this activity the University realized net gains of \$178,806 and earnings of \$1,183,318. The Cash Management Investment Pool trailing 12-month rate of return, was 0.69% at 30 November 2018. The Endowment Pool trailing 12-month rate of return, was 1.60% at 30 November 2018.

### **FACILITIES**

#### **Life Sciences**

- CRSA Architects / Payette completed the programming.
- VCBO was selected as the design team.
- Jacobsen Construction was selected as the Construction Manager / General Contractor (CMGC).
- Design is complete, and construction is underway.
- Project is complete. Spring semester classes are being held in the building.
- Celebration is scheduled to be held on April 5, 2019.

#### **Biological Natural Resources Renovation**

- VCBO was selected as the design team.
- Design is underway.
- Jacobsen Construction was selected as the CMGC.
- Construction is underway on the west addition.
- Design is underway on the north wing.

## Space Dynamics Lab Phase II

- CRSA Architects was selected for design.
- Jacobsen Construction was selected as the CMGC.
- Design is complete, and construction is underway.
- Steel structure is complete, and framing is underway.

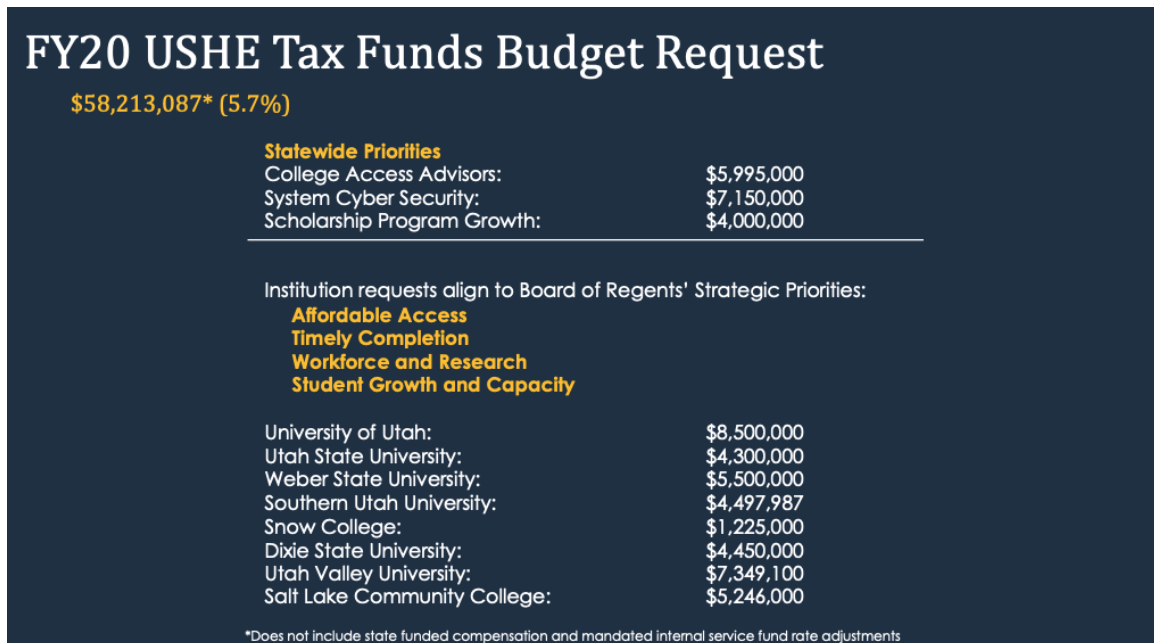
## INFORMATION TECHNOLOGY

### State Audit: IT Controls

- Utah State University has received notice from the Office of the State Auditor to assess the design and operation of IT general controls and IT-dependent business process controls related to the Banner Financial system. The CIO will coordinate these efforts and has formed a committee to respond to initial questions and facilitate in-person verification visits from the audit team. This significant effort, already begun, will extend no later than June 30, 2019.

### Legislative Funding Requests

- USU hopes to receive funding to meet significant cyber-security and infrastructure needs as part of USHE security and infrastructure legislative requests. These are detailed in the following slide Commissioner Buhler presented at Higher Ed. Appropriations committee on Feb. 5. USU's line is comparatively lower than most schools (on a per FTE basis) as actual cost of networking equipment were used; USU employs a more cost-effective solution than other institutions without sacrificing quality.



## IT Hiring

- IT continues to seek qualified employees in a number of areas after competitive turnover, and in areas of growth. Needed positions include networking expertise (pending FY20 funding), security (pending legislative allocation), Banner student module lead (replacement), integrations developer (replacement), and systems administration (replacement.)

8 March 2019

## Events, Actions, or Issues Since the Last Trustee's Meeting

Christy Glass, professor in Sociology, Social Work and Anthropology, has been invited to lead a session at the 2019 MIT Sloan Sports Analytics Conference in Boston in March. This is an opportunity for her to influence the recruitment, hiring, and promotion practices of large professional sports organizations. Other speakers include *New York Times* best-selling author Malcolm Gladwell, Jeanie Buss, the owner of the LA Lakers, and Adam Silver, the commissioner of the NBA.

USU Biological Engineering assistant professor Elizabeth Vargis received a three-year grant from the National Eye Institute for her ongoing research in better understanding why new blood cells form during retinal disease. Vargis, a renowned leader in retinal health research, was awarded a grant of \$420,715 to support her project. As part of the research, Vargis and her team will determine the relationships between how retinal cells grow normally and, if those conditions change, whether the expression of proteins that promote or block blood vessel growth also change.

Johan du Toit, professor in the S.J. and Jessie E. Quinney College of Natural Resources, has recently been published as co-editor in a new textbook titled, *Rewilding*. The text, commissioned by the British Ecological Society and published by Cambridge University Press, provides the first comprehensive and rigorous review of the rewilding concept, the process of reorganizing, retooling, or regenerating wildness in a degraded ecosystem). It investigates how rewilding could prove beneficial to wildlife and human coexistence on all continents.

Art and Design professor Robert Winward has been named a fellow of the prestigious Royal Geographical Society (RGS) and assigned to work within the Higher Education Social Cultural Geography Research Group. RGS is the UK's learned society and professional body for geography best known as a key supporter of many notable explorers and expeditions, including those of fellows Darwin, Livingstone, Stanley, Scott, Shackleton, Hunt, and Hillary. Professor Winward was awarded this fellowship for his career history of helping students understand the historic influence geography has had on the arts. His faculty-led student expeditions on the Via Francigena pilgrimage route in the Alps, as well as the Saint James Way, have been featured by the BBC as well as the European news magazine *L'Illustré*. His own design work often addresses the intersections of culture and nature.

Daniel Davis, photo archivist in the Merrill-Cazier Library's Special Collections and Archives Unit, was the principal curator for the Spike 150 Commission's inaugural exhibition, *The World Transformed: The Transcontinental Railroad and Utah*, which opened on the fourth floor of the Utah State Capitol on January 23<sup>rd</sup>. The exhibition will be in Salt Lake City until May 26, 2019, and will then travel to Logan, Cedar City, and Park City over the next several months. A digital version of the exhibition, curated by History senior Frankie Urrutia-Smith, is available here: <http://exhibits.usu.edu/exhibits/show/transcontinentalrailroad>.

The University Honors Program has had a record number of applications—over 500—in this year’s initial pool of incoming student applications. Over the past two years, through thoughtful recruiting and collaboration with USU Admissions, this number has grown 166%. Each of these applications is given a cross-disciplinary holistic review, involving 87 faculty members and 19 honors students from all eight of USU’s colleges. Honors is excited to bring a talented, passionate, and engaged class of Honors Aggies from this expansive pool of applicants, as they work closely with college recruiters to bring all of these high-achieving students to USU.

Maria Rodriguez and Oscar Varela, assistant professors in the Physics department, coordinated the successful *2019 Conference for Undergraduate Women in Physics (CUWiP)* at Utah State January 18-20. The conference drew more than 150 scholars from eight western states. USU was one of 12 host sites across the nation selected to participate in the annual event, organized by the Washington, D.C. area-based American Physical Society (APS). Featured speakers at USU’s event included APS CEO Kate Kirby. Utah State received numerous accolades from participants and the APS for a well-run gathering, as well as local, state, and national media coverage.

Vice Provost Rich Etchberger has been working with the faculty at USU Eastern and USU Blanding to align their roles more closely with faculty at the USU regional campuses and those in Logan. Prior to the merger of the College of Eastern Utah (CEU) with USU, faculty at CEU typically had a teaching load of 5 courses per semester. According to Regents Policy 485, teaching loads at regional campuses should be at 4 courses per semester. During the alignment process, Vice Provost Etchberger has met with all faculty to discuss their teaching loads, research/creative work, and service as part of their faculty role. Dr. Etchberger is now working with department heads in Logan to finalize the new teaching loads for USU Eastern faculty.

The Jon M. Huntsman School of Business Small Enterprise Education and Development (SEED) program received a first-place award for Excellence in Co-Curricular Innovation. The SEED program sends student interns to Ghana, the Philippines, Peru, and the Dominican Republic to teach local entrepreneurs professional skills and help them grow their small businesses. USU was one of four awardees out of 53 universities competing for the awards given by the United States Association for Small Business and Entrepreneurship (USASBE), at their 2019 conference in St. Pete Beach, Florida, January 23-27. USASBE is one of the nation’s premier entrepreneurship associations that focuses on advancing entrepreneurship education.

The Emma Eccles Jones College of Education and Human Services recently received three grants, totaling nearly \$2 million, focusing on computer science education. All three projects focus on elementary school students, reflecting a commitment from USU researchers to bolster the chances of children to succeed in computer science and STEM fields starting at an early age. These grants from the National Science Foundation place USU as a frontrunner in the field of computer science education.

Lori Caldwell, an engineering graduate student concurrently pursuing a master’s degree in biological engineering and a doctorate in engineering education, is one of approximately 75 students nationwide chosen to participate in the prestigious Naval Research Enterprise Internship Program (NREIP). During her 10-week summer internship, Caldwell will work directly with the Undersea Technology Apprentice Program at the Naval Underwater Warfare Center in Newport, Rhode Island. This program is an award-winning science and outreach camp that supports diverse high school students’ interests in becoming the next generation of Navy scientists and engineers. Additionally, she will engage in biofluids research on topics including cranial fluid dynamics during concussion events and oceanic microflows around seal whiskers.

## **USU Extension and College of Agriculture and Applied Sciences Highlights**

### **EXPANDED FOOD AND NUTRITION EDUCATION PROGRAM TURNS 50**

The Expanded Food and Nutrition Education Program (EFNEP), a nation-wide Community nutrition education program, celebrates 50 years of operation this year. The program is administered by USDA and the National Institute of Food and Agriculture and provides services in all 50 states via the land-grant university system. Utah's program operates in cooperation with USU Extension under the direction of Paula Scott, Extension associate professor.

EFNEP helps people with limited financial resources to acquire the knowledge, skills, attitudes and changed behavior necessary for nutritionally sound diets. The program places emphasis on parents and other adult caregivers who have primary responsibilities of feeding young children, as well as specialized programs for moms-to-be and new parents. It also offers a youth component for children ages 5-19.

During 2017-2018, EFNEP peer educators in Utah provided nutrition education to 4,108 youth, 705 adults and 2,842 family members. Of those adult participants, more than 85 percent showed improvement in food resource management practices, such as planning meals, comparing food prices, and sticking to a food budget. More than 96 percent improved in nutrition practices, such as making healthy food choices, reading nutrition labels, and eating breakfast. Eighty three percent of children and youth improved their abilities to choose foods according to Federal Dietary Recommendations.

EFNEP provides free classes and online resources to families on the basics of food and nutrition, food buying skills, meal planning, food safety, and food resource management.

### **INTERCOLLEGIATE HORSE SHOW ASSOCIATION COMPETITION COMING TO USU**

The College of Agriculture and Applied Sciences' equestrian program will gain national attention this month as host of the Intercollegiate Horse Show Association's (IHSA) Zone 8, Region 1, Western Semi-finals, March 16-17, at the Utah State University Equine Education Center in Wellsville.

More than 170 riders from nine states will compete to qualify for positions at the IHSA National Championship Horse Show in May. USU's Western equestrian teams have been regional champions six-times and, during his college career, the team's coach Jason Romney was among the top reining horse competitors in the nation. During the competition at USU, Romney will be part of a documentary film being produced by Netflix.

Competitors at the USU event will come from universities and colleges in New York, Virginia, Kentucky, Illinois, Minnesota, Iowa, Montana, Oregon and Utah.



**FACULTY SENATE REPORT TO THE BOARD OF TRUSTEES  
January – February 2019**

Submitted on behalf of Rebecca Lawver, President of the Faculty Senate

The Utah State University Faculty Senate held its regularly scheduled meetings January 7 and February 4, 2019.

**EVENTS, ACTIONS OR ISSUES SINCE THE LAST TRUSTEES MEETING:**

The Faculty Senate accepted the annual reports from the following University and Faculty Senate Committees and Councils: USUSA, Professional Responsibilities and Procedures Committee, Scholarship Advisory Board, Academic Freedom and Tenure and Council on Teacher Education.

**KEY ISSUES AND ACTION ITEMS:**

The Faculty Senate approved education policy actions as follows:

- 107 course requests approved – January 7, 2019  
75 course requests approved – February 4, 2019
  - Approval of 107-course requests.
  - Approval of a request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to add an Associate of Science Degree in Veterinary Technology.
  - Approval of a request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to offer a Certificate of Completion in Ranch Horse Science at the Blanding Regional Campus.
  - Approval of a request from the Department of Management in the Jon M. Huntsman School of Business to offer a BA/BS Degree in Business Administration with Emphases.
  - Approval of a request from the Department of Management in the Jon M. Huntsman School of Business to rename the BA/BS Degree in Business Administration to Management.
  - Approval of a request from the Department of Journalism and Communication in the College of Humanities and Social Sciences to add a Social Media Emphasis.
  - Approval of the request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to change the name MS in International Food and Agribusiness to MS Agribusiness.
  - Approval of the request from the Department of Plants, Soils, and Climate in the College of Agriculture and Applied Sciences to change the name of the BS from Land, Plant, and Climate Systems to Soils and Sustainable Land Systems.
  - Approval of the request from the Department of Electrical and Computer Engineering in the College of Engineering to offer a minor in Electrical Engineering.

- Approval on new policy language for the EPC Curriculum Subcommittee handbook related to multiple-list, cross-list, and dual-listed courses.
- The following course designations or syllabi were approved:
 

MUSC 1050	(BCA)
BIOL 3200	(CI)
ELED 4031	(CI)
SOC 2120	(QI)
ENGL 2640	(BHU)
SOC 2650	(BSS)
ANTH 4330	(DSS)
ANTH 3225	(DSC)
- Twenty five faculty from across USU Logan and regional campuses developed a resolution that affirming the threats that climate change poses for the University and State of Utah. In the resolution, faculty commit to changing behaviors in order to reduce their individual contribution to greenhouse gas pollution and provide guidance for USU to reduce greenhouse gas pollution. The resolution was passed by a vote of 56 to 1 in the faculty senate and has been sent as a recommendation to the President.

**CURRENTLY UNDER DISCUSSION OR CONSIDERATION:**

- The Professional Responsibilities and Procedures Committee (PRPC) continues to work hard in reviewing and updating faculty code:
  - 403.3.1 Standards of Conduct-Faculty Responsibilities to Students. Sent to PRPC for second reading.
  - 403.3.2 Standards of Conduct-Professional Obligations. Sent to PRPC for second reading.
  - 405.2.1, 405.3.2, 405.5.1, 405.10.1 Community Engagement Inclusion. Sent to PRPC for second reading.
  - 405.7.2 External Reviewers – Send to President and Executive Council
  - 405.8.2 Faculty with Tenure below the Rank of Professor – Sent to Faculty Senate
  - 407.1.1 Non-Punitive Measure. Sent to PRPC for second reading.
  - 407.8.5(3) Sexual Harassment. Sent to PRPC for corrections and second reading.
  - 407.11.2(2) Notification of Faculty Member. Sent to PRPC for corrections and second reading.
  - 407.11.3(2) Protection of Complainant and Others. Sent to PRPC for second reading.

**UPCOMING EVENTS:**

- Fill expiring Faculty Senate seats and begin process for filling vacant committee seats.

**ACTIONS AND ISSUES:**

- The Faculty Senate Presidency meet regularly with the University President and Provost, President's Executive Council, Department Head's Executive Council, and have met with USUSA Senators to discuss student concerns regarding mental health and sexual discrimination and harassment.



# Utah State University Sponsored Awards Report

FY 2019, Quarter 3

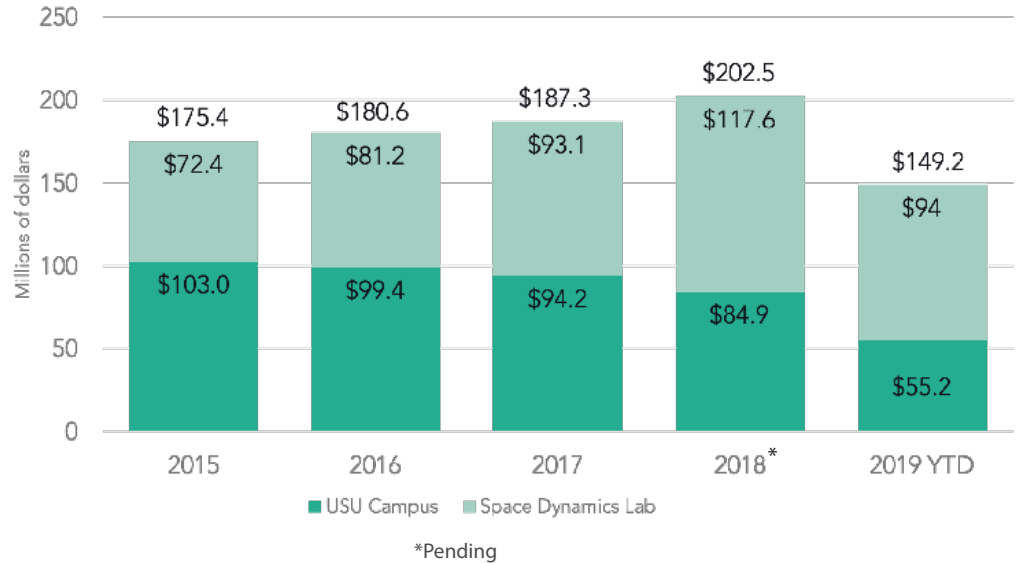


Building of Natural Resources

## Main Takeaways

- USU research expenditures YTD reached \$149.2M, which is \$40M ahead of FY18 through the same time frame and represents the highest amount of research expenditures incurred through January in USU history.
- USU award dollars total \$190.2M, which is 19.4% ahead of FY18. Campus and SDL awards total \$72.1M and \$118.1M respectively.
- The College of Education leads all campus units in award funding (\$30.0M) and the College of Engineering leads all campus units in number of award actions (1332).
- USU has submitted 809 proposals YTD. Campus has submitted 660 proposals totalling \$168.1M and SDL has submitted 149 proposals totalling \$431.1M.

## Research Expenditures



College/Unit	FY2019 Year-to-Date
Space Dynamics Lab	\$94,079,966
Caine College of the Arts	\$7,808
College of Agriculture	\$19,443,339
College of Engineering	\$12,607,074
College of Humanities and Social Sciences	\$726,411
College of Natural Resources	\$8,394,238
College of Science	\$6,699,519
Commercialization & Regional Development	
Cooperative Extension	\$375,648
E Eccles Jones College of Education and Human Services	\$4,112,355
Jon M Huntsman School of Business	\$1,564,372
Regional Campuses & Distance Education	\$1,152,597
Student Services & AIS	\$53,175
USU-Eastern	\$62,208
<b>TOTAL</b>	<b>\$149,278,710</b>

## Research Expenditures FY 2013-2017

	2013	2014	2015	2016	2017
USU total expenditures (in millions)	\$158.4	\$169.6	\$175.4	\$180.6	\$187.3
Rank among all institutions (902)	118	115	110	114	116
Rank among public institutions (400 total)	86	79	75	78	80

## Notable New Grants

### Enhancing Engineering Understanding in K-5 Bilingual Programs: Advocating for Latinx in Engineering Careers

PI: Idalis Villanueva  
 Dept: Engineering Education  
 Sponsor: National Science Foundation  
 Amount: \$449,999

The long-term vision of this exploratory project is to promote a community of practice via an instructional rounds approach for K-5 bilingual teachers in Massachusetts and Puerto Rico as they learn and teach engineering in linguistic and culturally relevant ways to their students.

### Howard Hughes Medical Institute Inclusive Excellence Grants 2018

PI: Alan Savitzky  
 Dept: Biology  
 Sponsor: Howard Hughes Medical Institute

Amount: \$1,000,000

By leveraging the unique relationship between main campus and the campus in Blanding, this project seeks to build a robust program (Mentoring and Encouraging Student Academic Success [MESAS]) for attracting and supporting Native American students on main campus as they pursue baccalaureate degrees in the natural sciences.

### Distance Learning & Telemedicine Program

PI: Kevin Reeve  
 Dept: Academic & Instructional Services  
 Sponsor: U.S. Department of Agriculture

Amount: \$496,523

This project aims to provide increased access to STEM education, training

## USU Awards 2014-2018



## USU Awards 2019 YTD (through Jan 31)

	#	Amt.	LY Change*
USU Campus	661	\$72.1 M	-13.6%
Space Dynamics Lab	243	\$118.1 M	55.9%
<b>YTD Total</b>	<b>904</b>	<b>\$190.2M</b>	<b>19.4%</b>

## USU Proposals 2019 YTD (through Jan 31)

	#	Amt.	LY Change*
USU Campus	660	\$168.1 M	-6.1%
Space Dynamics Lab	149	\$431.1 M	178.9%
<b>YTD Total</b>	<b>809</b>	<b>\$599.2M</b>	<b>89.7%</b>

\*percentages based on change in \$ amount

## **STUDENT AFFAIRS**

Name: James D. Morales  
Telephone: 797-9250  
e-mail: [james.morales@usu.edu](mailto:james.morales@usu.edu)  
Date: February 20, 2019

### **Focus of Student Affairs**

The mission of the Division of Student Affairs is to inspire, engage, and challenge our students through inclusive, holistic, student-centered programming. This report highlights the efforts of one of our departments to support student development and leadership, facilitate co-curricular student success, and enhance the Aggie experience.

### **Department Reports:**

#### **Residence Life at Utah State University**

##### **Mission Statement**

We promote the educational mission of the university by supporting individual student development through the creation of a positive living and learning environment. We facilitate programs that provide opportunities for social interaction and we uphold policies that encourage safe and socially responsible communities

##### **Summary/Description**

Residence Life collaborates with Housing Services to provide housing, education, and support for 3,200 single students, and approximately 535 married students and single parents and their children living in University owned housing. We have a significant international student population within our family and graduate housing communities, and unlike most other institutions, our Family Housing Communities are included in the Residence Life program.

Residence Life exists to provide transitional support for students living on campus and ongoing support and skills development beyond the first year. It makes living on campus much more than just a place to sleep and study – it provides vibrant opportunities for leadership and involvement, and solid support for all aspects of student development through our connections with campus partners. It also makes the safety and security of the residents a top priority. While USU does not have a freshman live-on requirement, having a Residence Life program influences a majority of institutions around the country to implement a first-year and in some cases a second-year, live-on requirement. Students living on campus consistently achieve higher GPAs and carry a heavier class load than their off-campus cohort, nationally as well as at USU, and the Residence Life program is key in influencing this outcome.

The Residence Life program is led by a team of dedicated student affairs professionals, referred to as the Pro Staff. The Pro Staff are exempt, full-time employees of the University. They provide overall management of the facility and supervision and training of the Resident Assistants (RAs), Residence Hall Association (RHA) representatives, and Academic Mentors (AMs). They participate in an on-call rotation to be available 24 hours a day, seven days a week to respond to emergencies and enforce important community policies. They, along with their staffs, provide resident support in mediation of roommate conflicts to help develop assertiveness, communication and interpersonal skills, and they address policy violations and student conduct, as well as help identify support resources for students of concern.

##### **Guiding Principles**

The Residence Life program is aligned with the best practices established by the Association of College and University Housing Officers-International (ACUHO-I) and Council for the Advancement of Standards (CAS) learning and developmental standards. We have identified four Guiding Principles of Residence Life derived from the best practices that encompass these standards: 1) Personal Growth 2) Healthy Lifestyles 3) Social Responsibility and 4) Academic Support. These principles are key considerations in the development of all aspects of our program, from programming, to student conduct, and in working with students of concern.

### **Living Learning Communities**

Research shows that providing common learning experiences in the residence halls has a positive influence on student retention, learning and involvement. To that end, our Residence Life program has established several Living Learning Communities (LLCs) – some with an academic focus, and some with a broader, lifestyles focus:

#### Academic LLCs

Honors House  
Engineering House  
Aggie Smart Start (first year)  
Aggies Thrive (second year)

#### Lifestyle LLCs

Aggies Involvement  
Eco House  
Global Village  
Outdoor Adventures

Plans are currently underway to implement a new Native American LLC in fall of 2019, and an exploratory committee is looking into the interest level for a LatinX LLC in the future.

### **Stats for 2017-2018 Academic Year – Programming and Incident Reporting**

Total # of programs – 827

Total # of incidents reported – 718

Total # incidents found responsible - 440

### **Collaborations**

Residence Life has developed strong, collaborative relationships with other campus entities over the years, and places a high priority in connecting with them to provide the most comprehensive support possible for our residents and communities. Our partners include the USU Police and Fire Marshals, Emergency Management, Counseling and Psychological Services, Health and Wellness Center, Academic Success Center, Campus Recreation, Dining Services, Sustainability Council, Access and Diversity Center, Career Services, AAEO, SAAVI, Student Leadership and Involvement, Disability Resource Center, Student Conduct, Office of Global Engagement, Financial Aid, HR, Purchasing, Campus Facilities, etc.

Name: Dave R. Woolstenhulme  
Telephone: 435-823-2294  
E-mail: <http://dave.woolstenhulme@usu.edu>  
Date: March 8, 2019

## **USU Eastern** - Events, Actions, or Issues since Last Trustee's Meeting:

### Continued Quality Improvement for Career and Technical Education

USU Eastern's responsibility for career and technical education has not kept up with a changing economy or the evolving delivery process. Programs have endured along a traditional path of semester based courses that lead to two-year, associates of applied sciences degrees. To progress the current collection of CTE programs and to develop new, industry responsive programs, USU Eastern is leading a redesign effort for post-secondary training in the southeast corner of Utah. A deep-dive assessment and strategic plan for improve CTE began spring 2019. The next year will bring forth structural change in the delivery of career and technical education. While the focus is on certificate programs, national accreditation standards require some programs to result in an associate of applied sciences degree. Access for all students and input from advisory committees is key to program improvement. More to come on this important topic.

### Expanded Career and Technical Education Programs

January 1 was the official launch date for new three new health professions programs in southeast Utah. Career and Technical Education (CTE) added Surgery Tech, Pharmacy Tech, and Medical Lab Tech programs at the certificate and associates of applied science levels. The three new programs are in addition to Certified Nursing Assistant, Medical Assistant, and Phlebotomy. The six health profession programs are offered at USU sites in the four southeast counties of Carbon, Emery, Grand, and San Juan. A mixed delivery modality allows for students at various sites to receive instruction by IVC broadcast, augmented with an asynchronized learning management system. The lab and clinic experiences (hands-on) are supervised in local communities by certified professions in the different areas of study.

### Aviation Program Barnstorming to Carbon County

The Aviation Technology program, currently hosted only at USU Logan, is over subscribed. In cooperation with Carbon County, the USU Logan flight program will be adding a training site at USU Eastern. The new associates degree in aviation technology will result in a commercial pilot license. The aviation mechanics program will be added in the future, depending on student demand and instructor availability. Red Tail Aviation, the contracted Carbon County airport manager, is remodeling facilities to host all instruction at the airport. Classes will begin Fall, 2019.

### USU Eastern Blue Bikes Program – Ready to Ride

Public transportation for USU Eastern students is non-existent. Price does not have a bus system, scooters, light rail or even Uber. Modelled after the successful Aggie Blue Bikes program at USU Logan, a bike program was initiated fall semester. Private funds of \$7,000 were donated to purchase the initial fleet. A student managed bike shop has been set up on campus for USU Eastern students to check out a new or slightly used bike for the semester. A mountain bike course for use with high school teams has been built and is awaiting high school activities association certification. Starting with a simple idea, the university and community have jumped on board with funding, enthusiasm for simple transportation technology, and wisdom to sustain the enthusiasm.

#### Welder Jordan Wynn among best in nation

Utah State University Eastern sophomore Jordan Wynn has made the cut as one of the three best welders in the nation in the American Welding Society national welding competition. Wynn spent a week in January and again in February competing at the competition, which has been narrowed from 25, to 6 and now to three. If he wins, he will compete in the world WorldSkills championship in Kazan, Russia in October. Wynn would be following in the footsteps of Chandler Vincent, a USU Eastern student who won the last national competition and placed fifth in the world

#### Enrollment continues to increase

Spring enrollment continues to be positive at USU Eastern, bolstered by strong fall to spring retention and increases in upper division students. An additional approximately 150 more students enrolled on the campus in Spring 2019 over Spring 2018, including a 28 percent increase in upper division enrollment.

#### Spirit Squad heading the nationals

The Utah State University Eastern Spirit Squad headed to the National Cheer and Dance Competition in Anaheim, California in February. The squad was set to defend its Small Schools national championship in Hip Hop Dance among other categories. The spirit squad, under the direction of Brandi Johansen, consists of the cheer team, dance team, drumline and mascot.

#### Psychology students to present research at conference

Undergraduate research is a fairly new endeavor at USU Eastern, but faculty and students continue to find success. Dr. Shane Bench and four of his students (Jac'lyn Bera, Jaylee Cox, Stephanie Timothy and Cassidy Scoville) have had research projects accepted into the Rocky Mountain Psychological Association Convention in April. Dr. Bench and his students will present research on attitudes about emotion and boredom.

March 8, 2019

Jaren Hunsaker | (435) 709-1807  
president.ususa@usu.edu

### **USUSA Report to the Board of Trustees**

#### **Fee Board**

**January 9<sup>th</sup>, 23<sup>rd</sup>**

Fee Board heard from three different groups this year, one increase to CAPS, one proposed student fee for student scholarships to afford abroad opportunities from the IOGP and Office of Global Engagement, and a restructure of student fees from the Caine College of the Arts. Both the CAPS Fee increase and Caine College of the Arts restructure were approved by the board. The IOGP and Office of Global Engagement's proposal was denied.

#### **Welcome Back Week**

**January 7<sup>th</sup>-11<sup>th</sup>**

During the week back from winter break Aggies enjoyed events such as Aggie Voice, Paint the Piano, Comedian, and Karaoke Raffle Night. These activities are to promote student involvement, help foster unity among the student body, and provide a way for students to be excited for the upcoming semester.

#### **Spring Officer Retreat**

**January 11<sup>th</sup>**

USUSA gathered for a retreat at the Aggie Recreation Center. There we had trainings for the officers about different housekeeping items, finishing strong as a student government was a topic covered by student leaders, and what to look forward to in the upcoming semester.

#### **Arts Week**

**January 14<sup>th</sup>-18<sup>th</sup>**

Arts week is specifically to highlight the Caine College of the Arts and their students. Different events that were held were Battle of the bands, Lucky Slice trivia night, Chocolate and Chill, and the Masquerade ball.

#### **Networking Week**

**January 21<sup>st</sup>-25<sup>th</sup>**

Networking Week gives students the opportunity to hear from several different alumnus that are currently in the workforce. This week is large in part handled by Student Alumni Association. A few of the events held for the week were Women in the Workforce Networking Night, Diversity Networking night, and Nuggets for Knowledge.

#### **Traditions Week**

**Jan 28<sup>th</sup>-Feb 2<sup>nd</sup>**

Traditions Week is always a highlight of the Spring Semester for students. There are several different events that students look forward to. Some of the events that happened this year was High Stakes Bingo, Magician performance from Steven Brundage who was on Americas Got Talent, Oscars night, and Sk80's the Logan's Fun Park.

March 8, 2019

Jaren Hunsaker | (435) 709-1807  
president.ususa@usu.edu

### **Mardi Gras**

**February 9th**

Mardi Gras is a long-held tradition at USU. During this event students can enjoy the casino set up in the ball room for different raffle prizes, temporary tattoos, a dance, and opportunity to enjoy time with other fellow students.

### **Love-A-Donor Week**

**February 11th-15th**

Love-A-Donor Week is held to thank the different people who donate to the University to make student life possible. From this there were video promotions made into why donors are so important to this university and what is possible through them. These things include scholarships, event funding, and other miscellaneous donations that have large contributions to the overall well being and quality of the University.

### **Engineering Week**

**February 18-22nd**

The College of Engineering holds different events that were highlighted were Cardboard Boat Races at the HPER, Lightning Talks, Community Night, and Awards Banquet.

### **True Aggie Night**

**February 19th**

True Aggie Night is one of the oldest traditions at Utah State. We held it on a cold February 19<sup>th</sup> where we had many show up despite the bitter cold to participate in a tradition loved by many Aggies.



## **ACTION AGENDA**

1. Academic Proposal: The Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services proposal to offer an Associate of Applied Science in Surgical Technology
2. Utah State University's Tuition Rate Increase
3. Modify and/or Implement New Student Fees
4. Review and Acceptance of the Athletic Department Agreed-Upon Procedures Report

8 March 2019

**ITEM FOR ACTION**

Utah State University's Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services proposes offering an Associate of Applied Science in Surgical Technology in the manner described below.

**EXECUTIVE SUMMARY**

The Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services proposes offering an Associate of Applied Science in Surgical Technology.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer an Associate of Applied Science in Surgical Technology in the Emma Eccles Jones College of Education and Human Services' Department of Nursing and Health Professions.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services proposes offering an Associate of Applied Science in Surgical Technology, and

WHEREAS, The proposed degree will expand the offerings and job training options in the health professions, and

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

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer an Associate of Applied Science in Surgical Technology in the Emma Eccles Jones College of Education and Human Services' Department of Nursing and Health Professions, and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

**Utah System of Higher Education  
New Academic Program Proposal  
Cover/Signature Page - Full Template**

**Institution Submitting Request:** Utah State University  
**Proposed Program Title:** Associate of Applied Science in Surgical Technology  
**Sponsoring School, College, or Division:** Utah State University Blanding  
**Sponsoring Academic Department(s) or Unit(s):** Health Professions  
**Classification of Instructional Program Code<sup>1</sup> :** 51.0909  
**Min/Max Credit Hours Required of Full Program:** 68 / 69  
**Proposed Beginning Term<sup>2</sup>:** Spring 2019  
**Institutional Board of Trustees' Approval Date:** 03/12/2018

**Program Type (check all that apply):**

<input checked="" type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type <sup>3</sup> : )
<input type="checkbox"/>	Other (specify award type <sup>3</sup> : )
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type <sup>3</sup> : )
<input type="checkbox"/>	Other (specify award type <sup>3</sup> : )
<input type="checkbox"/> (MA)	Master of Arts Degree
<input type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Master Degree (specify award type <sup>3</sup> : )
<input type="checkbox"/>	Other (specify award type <sup>3</sup> : )
<input type="checkbox"/>	Doctoral Degree (specify award type <sup>3</sup> : )
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Profess. School

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Frank Galey \_\_\_\_\_

Date: October 10, 2018

I understand that checking this box constitutes my legal signature.

<sup>1</sup> For CIP code classifications, please see <http://nces.ed.gov/ipeds/data/cipcodes/cipcode2000.pdf>

<sup>2</sup> "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

<sup>3</sup> Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

## Utah System of Higher Education Program Description - Full Template

### Section I: The Request

Utah State University requests approval to offer the following Associate's degree(s): Associate of Applied Science in Surgical Technology effective Spring 2019. This program was approved by the institutional Board of Trustees on 03/12/2018.

### Section II: Program Proposal

#### Program Description

*Present a complete, formal program description.*

The Surgical Technician Program is an Associate of Applied Science degree program offered in the southeastern Utah region on USU Blanding, USU Price, and USU Moab campuses. This program will be offered face-to-face on the Blanding campus with lecture broadcast to the Moab and Price campuses. Lab assistant will be available on all campuses for face-to-face instruction. This program can be completed in two years in addition to one semester of prerequisites and a minimum of 120 surgical cases in increasing complexity throughout the course of the program. The program prepares and trains individuals for a career in surgical technology. Surgical Technicians assist in operations under the supervision of surgeons, registered nurses and other surgical personnel. Upon the successful completion of course work, students receive an Associate of Applied Science in Surgical Technology degree from Utah State University (USU). At that time, students who have graduated from an accredited school are eligible to submit an application and, if accepted, sit for the exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to become a Certified Surgical Technologist (CST).

A GPA of 3.0 is required for admission into the Surgical Technician (ST) Program. Throughout the ST Program, the student must complete course work at a "B" grade or higher to meet USU Surgical Technician Program standards and guidelines.

#### Consistency with Institutional Mission

*Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals (see mission and roles at [higheredutah.org/policies/policyr312](http://higheredutah.org/policies/policyr312)) or, for "out of mission" program requests, the rationale for the request.*

In accordance with Utah State System of Higher Education, Policy 312-6, regarding Land Grant Institutions (Utah State University) as USU Blanding, Moab, and Price campuses acting as a community college through its extension efforts, students are granted open admission to Associate Degree Programs with appropriate academic preparatory support. In accordance to Policy 321-4.4, this community college role is to transmit knowledge and skills through transfer education at the Associate of Arts and Associate of Science degree level along with offering Associate of Applied Science degrees, career and technical education, customized training for employers, developmental education, and strong student services to support these functions.

By these policies, the implementation of the Surgical Technician Associate of Applied Science Degree Program to expand the offerings and job training options in the Health Professions area is an excellent fit.

### Section III: Needs Assessment

#### Program Rationale

*Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.*

The ST Program was developed to compliment other career pathways in the Health Professions Programming established at USU Blanding, Moab and Price campuses. This program along with other successfully established programs in the Health Professions roster allows a viable and alternative career pathway in the National, State and Regional employment opportunities for health care workers. It assists in expanding career training placement not available to many potential students in the highly competitive selected process of traditional nursing programs. The program was originally approved as a certificate program consisting of one semester of prerequisites and two semesters of ST classes. In order for ST students to gain national certification through American Surgical Technologists (AST), they must graduate from an accredited institution. USU seeks

accreditation through the Accrediting Bureau of Health Education Schools (ABHES). On July 25, 2018, ABHES sent a nationwide letter to all accredited schools or those schools seeking accreditation through their organization, notifying them that they must meet the programmatic requirements outlined in Chapter VII-ST of the accreditation manual in addition to aligning the programs' curricula with the Core Curriculum for Surgical Technology, 6th edition, published by the Association of Surgical Technologists (AST). The ASHES commission now requires that all surgical technology programs confer an Associate Degree by July 1, 2020. Therefore, the Department of Nursing and Health Professions is submitting a proposal to align our ST Program curriculum with the required curricula as outlined by ASHES and AST and to offer an Associate of Applied Science Degree in Surgical Technology.

Reasons for requesting this program:

1. Primary reason for requesting this program is to address the workforce shortages currently being experienced by the health care industry nationally and in the service area of the university. In addition, it is a proactive effort to offset the growing shortages for skilled health care workers projected over the next several years.
2. The secondary reason is to create a meaningful degree that will increase student enrollment, student success and student completion that leads to employment and a pathway into health care careers.

### **Labor Market Demand**

*Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer ([jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do](http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do)) and the Occupation Outlook Handbook ([www.bls.gov/oco](http://www.bls.gov/oco)).*

Labor Market data has been collected through examination of Federal Department of Labor Statistics data bank as well as the Utah Department of Workforce Services data bank (Utah Occupational Report for Surgical Technologists). The federal data indicates a 12% job growth from 2016-2026, which is much faster than average for the current decade. The State of Utah Occupational Report indicates the job rating of 3-stars for a moderate to strong employment outlook with moderate wages. According to 2016 US Census Data, the medium household income in San Juan County, UT, is \$41,108.00, while the State of Utah Occupational Outlook Data for eastern Utah indicates median annual salary for Surgical Technologists to be \$32,540.00. The following are data transcribed directly from federal and state data sites as reference:

Federal Bureau of Labor Statistics  
Utah Occupational Report for Surgical Technologists  
Occupational Code: 29-2055  
Report contents  
Occupational Description Star Rating

### **Student Demand**

*Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.*

Although the Surgical Technician certificate program was approved in March 2018, and the initial intent was to begin the program in fall 2018, after receiving the ABHES letter stating that all accredited programs or programs seeking accreditation would have to confer an Associate Degree, the program was postponed until spring 2019. This allowed time to align the curriculum required by NBSTSA within the USU Surgical Technology Program. The program had advertised initial openings in the fall and so the program received applicants and inquiries for the fall semester. Because the program was postponed, students were notified and applications were retained.

Presently the program has three applicants on the Price campus, one applicant in Moab and two applicants for the Blanding campus.

### **Similar Programs**

*Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?*

Presently, there are seven colleges offering the Surgical Technician Program in the State of Utah. These include: Salt Lake Community College; Mountainland Technical College; Davis Technical College; Stevens-Henager College; AmeriTech College; and Dixie State University. All of the programs are offered on the Wasatch Front with the exception of Dixie State University in St. George, UT. USU offers the ST Program on the Blanding, Moab and Price campuses and there are not any other programs in the southeastern part of the state.

The Surgical Technician program has already been approved by the Board of Regents as a certificate program. However, USU and all schools seeking accreditation through either ABHES or CAAHEP nationally must comply with the order to confer an associate degree surgical technician program. In order for graduates to be able to sit for the national certification exam (CST), USU must be an accredited school.

### **Collaboration with and Impact on Other USHE Institutions**

*Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/). Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.*

USU ST Program will boost the enrollment in several other USU departments, including: math, English, and biology as these courses are prerequisites to the program. The program should not have any direct effect on other USHE institutions as most of the Surgical Technology programs in the state are located on the Wasatch Front and in St. George. No other programs are offered in southeastern Utah.

### **External Review and Accreditation**

*Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.*

While building the USU ST Program outside consultants in the surgical technology field were used. They were consulted for their input on textbooks, lab set-up, equipment purchases, and curriculum development. The outside consultants included: Chris Olsen, BSN, CST, Operating Room Manager, San Antonio, TX; Betsy Bradley, BSN, Clinical Outreach Coordinator, University of Utah, SLC, UT; Peggy Denton, FNP, Carlsbad, NM; Robert Koepper, MD, Orthopedic Surgeon, Seattle, WA.

The USU ST program has also formed an advisory board to review student surveys, graduation rates, national certification exam pass rates, yearly curriculum, clinical rotations and help to oversee the program. The Advisory Board consists of:

James Bonds, MD, Surgeon  
Alyse Clements, RN, Operating Room (OR) Manager for San Juan Hospital, Monticello, UT  
Kris Haskell, LPN, OR Manager for Blue Mountain Hospital, Blanding, UT  
Current student (To be assigned)  
Tamarah Bonds, BSN, CST, Instructor  
Graduate student from the first graduating class (To be assigned)  
Utah Education Network (UEN) advisor from Salt Lake City, UT  
Michele Lyman, MS, PA-C, Director of Health Professions for USU

The USU ST program will seek professional accreditation through ABHES and will apply for accreditation as soon as the first co-hort enrolls. The accreditation anticipated costs are approximately \$23,000 for three sites, (Blanding, Moab and Price), and the estimated accreditation review date will be in Fall 2020.

## **Section IV: Program Details**

### **Graduation Standards and Number of Credits**

*Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at [higheredutah.org/policies/R401](http://higheredutah.org/policies/R401).*

According to the instructions for filling out a R401, an Associate of Applied Science (AAS) degree should include the following:

Programs of study that include limited general education, course work in a subject, and are intended to prepare students for entry-level careers. These degrees require a minimum of 63 and a maximum of 69 semester credit hours. General education requirements are less extensive than in AA or AS degrees - generally 9 hours in composition, computation and human relations. General education courses may be embedded within a course in the discipline, but must be identifiable. Institutions structure AAS degrees to enable students to complete requirements and electives without upper-division course work.

According to the proposed AAS curriculum there should be 9+ credits of general education. Our program has 11-12 credits of general education which include:

BIOL 2060 - Microbiology	4 credits
MATH 1050 - College Algebra	4 credits OR
STAT 1045 - Statistics with Elements of Algebra	5 credits
<u>ENGL 1010 - Introduction to Writing</u>	<u>3 credits</u>
Total General Education Credits	11-12

The total number of credits for this program is 68. This number was needed to incorporate all required core curriculum mandated by NBSTSA and ABHES.

### **Admission Requirements**

*List admission requirements specific to the proposed program.*

Each student is given an application requirements checklist prior to admittance into the program. The requirements include:

1. Complete Surgical Technician application packet and return it to the Health Professions staff assistant.
2. Students must have a minimum GPA of 3.0 for admittance and maintain a 3.0 GPA throughout the program.
3. Complete an application packet, be accepted into the program and provide all required documents prior to registering for classes. Each student packet will be reviewed by the Health Professions (HP) Director and staff assistant and advising will be provided as needed.
4. Students are instructed to visit the USU Blanding, Moab or Price websites for registration information.
5. Complete background check and drug screen prior to admittance into the program and each student is given instruction on how to obtain each.
6. List of required immunizations is included in the application packet and must be completed prior to admittance into the program.
7. Students must take a CPR class and receive their CPR card in order to meet this requirement.

### **Curriculum and Degree Map**

*Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.*

## **Section V: Institution, Faculty, and Staff Support**

### **Institutional Readiness**

*How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?*

The Health Professions Department has administration in place to support the USU ST Program. The program is under the direction of Michele Lyman, M.S., PA-C, Director of Health Professions for USU. The program director and lead instructor is Tamarah (Tammy) Bonds, BSN, CST. The curriculum and lab is in place and the application has been started for accreditation. No new organization structures will need to be implemented except for a classroom with IVC capabilities in the new Health Professions Building.



The funding for the IVC classrooms is already in place and has been supplied by NASNTI (Native American Serving Non-Tribal Institutions), supplemental funding. The equipment has been ordered and paid for.

## **Faculty**

*Describe faculty development activities that will support this program. Will existing faculty/instructors, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.*

The HP program has secured instructors for the two new programs (Surgical Technician and Pharmacy Technician) to be offered spring semester 2019. Additional faculty will be needed on the Price campus for the ST lab instructor. This position will be part-time requiring the applicant to teach lab skills twice a week for two hours per lab. The instructor will be paid adjunct pay which will be covered through the program division offset by direct tuition.

## **Staff**

*Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.*

USU has entrusted the HP programs to Michele Lyman, MS, PA-C. Michele has been part of the medical community for going on 30 years. She is a practicing physician assistant for Utah Navajo Health Systems, Inc. and the Director of USU Health Professions. Michele has been responsible for writing new programs, submitting them through the proper committees, including the University curriculum committees, departments and the Utah Board of Regents. She is available for student and faculty concerns and has taught numerous courses associated with the HP Program.

In July 2018, USU Blanding hired Tamarah (Tammy) Bonds, RN, BSN. She is a veteran RN with 30 years experience in critical care, nursing education, surgical first assist and surgical nursing. Tammy has the necessary experience and skills to facilitate ST student learning and academic achievement. She is well acquainted with the full aspect of care of the surgical patient including pre-operative, and post-operative period as well as post-discharge from the hospital.

Tara Dawn Olsen has been the staff assistant for the USU HP Programs for the past three years. She has gained experience and knowledge in the workings of the programs and has gained student trust. She currently works at advising students, maintaining student and faculty files and assisting the Director of Health Professions with accreditation and development of programs.

The didactic portion of the program will be broadcast to the Moab and Price sites. Clinical lab assistants will be hired to teach lab skills to students prior to their entry in the clinical setting.

All faculty of the HP Programs are required to attend the Empowering Teaching Excellence (ETE) Conference each year in August. Faculty members receive training each year through in-service training provided by the department. They are encouraged to choose continuing education courses that would improve their instructional development. The Director also supports continuing professional development of the faculty through conference, faculty in-service meetings and supplemental materials, textbooks and instructional products to support teaching and curriculum.

To date, the faculty received training on September 11, 2018, from CIDI. (Center for Innovative Design and Instruction), on improving distance education interaction among students and between instructors and students. All of the faculty attended ETE Conference sponsored by AIS in August 2018, and attended the keynote speaker address on instructional design. Each faculty member is required to submit in-service training forms in which they must complete a summary of the course attended.

## **Student Advisement**

*Describe how students in the proposed program will be advised.*

Students of the Health Profession programs will be advised from within the Health Profession programs. Advisement will be given through the staff assistant, instructors, and director of the programs. Also, the campus advising counselors will be utilized. The curriculum for all HP programs has been standardized across all campuses where the programs are offered and

an application is in place for all HP programs. The application process not only lists prerequisites and required program courses, but also gives step-by-step instructions on each phase of the program from admissions to graduation.

### **Library and Information Resources**

*Describe library resources required to offer the proposed program if any. List new library resources to be acquired.*

A new learning system curriculum for the ST program will be purchased through Syngage and the program is entitled Mine Tap. This will incorporate five textbooks with virtual labs, student activities and curriculum for the price of \$239.00/student for the two year program. This program will also include national certification review practice exams. The library on the Blanding campus as well as the libraries on the Price and Moab campuses meet or exceed all infra-structure requirements for the Surgical Technician Program. The library offers further resources such as textbooks, periodicals, movies and CDs.

### **Projected Enrollment and Finance**

*Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.*

## **Section VI: Program Evaluation**

### **Program Assessment**

*Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.*

The goals of the Health Professions program is to provide career paths, gainful employment, and allow students to return to their communities to serve in health care capacities.

Each program has been developed according to National Curriculum Standards. Curriculum has been standardized across all campuses and the programs are evaluated using student satisfaction surveys, employer surveys, graduate surveys and clinical site surveys. This information is used to evaluate the efficacy of the AAS Program in Surgical Technology and to make changes and improvements where needed.

The HP programs all seek accreditation through national organizations to ensure that the programs are in keeping with national standards and quality controls.

### **Student Standards of Performance**

*List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.*

The ST program combines course work and practical experience necessary to prepare students for careers as surgical technicians. Students who complete the program will receive an Associate Degree of Applied Science in Surgical Technology and will be qualified to sit for the national certification exam administered by the NBSTSA.

Practice settings for surgical technicians include surgical out-patient clinics, hospitals medical products companies, managing sterile environments working as office managers, working as anesthesia technologist, working for surgeon co-ops, and working with organ procurement teams.

Duties of a surgical technician include: preparing operating rooms for surgery; sterilizing the equipment; ensuring adequate supplies for surgery; preparing patients for surgery by washing and disinfecting incision sites; helping surgeons during surgery by passing instruments and other sterile supplies; counting supplies such as sponges and instruments to maintain a sterile environment.

These standards and competencies are the required core curriculum of the Association of Surgical Technologist (AST) and NBSTSA. Through the accreditation process, this is the core curriculum that is required and will be evaluated by ASHES. Only by meeting these standards can USU students graduate from an accredited program allowing them to sit for the national certification exam administered through NBSTSA.

Formative and summative assessment measures are outlined in the curriculum through AST and NBSTSA and these are the guidelines we will use for this program.



	Course Number	NEW Course	Course Title	Credit Hours
			<b>Elective Credit Hour Sub-Total</b>	
			<b>Core Curriculum Credit Hour Sub-Total</b>	68

**Program Curriculum Narrative**

*Describe any variable credits. You may also include additional curriculum information.*

Students are given the option of taking MATH 1050-College Algebra (4 credits) or STAT 1045-Statistics with Elements of Algebra (5 credits). Students taking the latter option will complete the program with 69 credit hours. Students who take MATH 1050 will complete with 68 credit hours.

**Degree Map**

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below.

<b>First Year Fall</b>	<b>Cr. Hr.</b>	<b>First Year Spring</b>	<b>Cr. Hr.</b>
BIOL 1060 Microbiology	4	SURG 1030 Surgical Technology I	6
NURS 1008 Medical Terminology	2	SURG 1035 Surgical Technology I Lab	4
MATH 1050 College Algebra	4	SURG 1600 Surgical Tech Clinical Comp I	2
ENGL 1010 Introduction to Writing	3	HEAL 1500 Anatomy and Physiology for HP	3
<b>Total</b>	13	<b>Total</b>	15
<b>Second Year Fall</b>	<b>Cr. Hr.</b>	<b>Second Year Spring</b>	<b>Cr. Hr.</b>
SURG 1040 Surgical Technology II	6	SURG 1050 Surgical Technology III	6
SURG 1045 Surgical Technology II Lab	2	SURG 1055 Surgical Technology III Lab	2
SURG 1700 Surgical Tech Clinical Comp II	4	SURG 1800 Surgical Tech Clinical Comp III	6
<b>Total</b>	12	<b>Total</b>	14
<b>Third Year Fall</b>	<b>Cr. Hr.</b>	<b>Third Year Spring</b>	<b>Cr. Hr.</b>
SURG 1060 Surgical Technology IV	6		
SURG 1065 Surgical Technology IV Lab	2		
SURG 1900 Surgical Tech Clinical Comp IV	6		
<b>Total</b>	14	<b>Total</b>	
<b>Fourth Year Fall</b>	<b>Cr. Hr.</b>	<b>Fourth Year Spring</b>	<b>Cr. Hr.</b>
<b>Total</b>		<b>Total</b>	

### Appendix C: Current and New Faculty / Staff Information

#### Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	2		
Faculty: Part Time with Doctorate			
Faculty: Full Time with Masters	2		
Faculty: Part Time with Masters			
Faculty: Full Time with Baccalaureate	1		
Faculty: Part Time with Baccalaureate			
Teaching / Graduate Assistants			1
Staff: Full Time	1		
Staff: Part Time			

#### Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
<b>Full Time Faculty</b>							
	Carla	Endres	T	Ph.D.	Oregon State University	14.81	
	Marisa	Black	Other	R.N.	College of Eastern Utah (Now USU)	31.8	Prof Prac In
	Shane	Brewer	T	Ed.D.	Utah State University	27	
	Josi	Russell	T	M.A.	Brigham Young University	10	
	Tamarah	Bonds	Other	B.S.N.	University of Alabama	90	Prof Prac In
<b>Part Time Faculty</b>							

#### Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate					
Faculty: Part Time with Doctorate					
Faculty: Full Time with Masters					
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants					
Staff: Full Time					

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Staff: Part Time					



## Appendix D: Projected Program Participation and Finance

### Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Student Data</b>						
# of Majors in Department		4	4	6	10	12
# of Majors in Proposed Program(s)	////	4	4	6	10	12
# of Graduates from Department		0	4	6	6	10
# Graduates in New Program(s)	////	0	4	6	6	10
<b>Department Financial Data</b>						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
<b>EXPENSES – nature of additional costs required for proposed program(s)</b>						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)	\$170,629	\$80,300	\$82,709	\$85,190		
Operating Expenses (equipment, travel, resources)		\$8,500	\$11,050	\$11,381		
Other:						
<b>TOTAL PROGRAM EXPENSES</b>	////	\$88,800	\$93,759	\$96,571		
<b>TOTAL EXPENSES</b>	\$170,629	\$259,429	\$264,388	\$267,200		
<b>FUNDING – source of funding to cover additional costs generated by proposed program(s)</b>						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation		\$8,500	\$11,051	\$11,381		
Appropriation	\$170,629	\$56,210	\$57,896	\$59,633		
Special Legislative Appropriation						
Grants and Contracts						
Special Fees						
Tuition		\$24,090	\$24,812	\$25,557		
Differential Tuition (requires Regents approval)						
<b>PROPOSED PROGRAM FUNDING</b>	////	\$88,800	\$93,759	\$96,571		
<b>TOTAL DEPARTMENT FUNDING</b>	\$170,629	\$259,429	\$264,388	\$267,200		
<b>Difference</b>						
Funding - Expense	\$0	\$0	\$0	\$0		

\*Some explanation for the three-year projection regarding student data:

Row 1 indicates how many students are projected to be enrolled in the ST program the first year. It is anticipated the 2<sup>nd</sup> year will remain at four as this a two-year AAS program. Year three the goal is to increase enrollment be two additional students making the total six. By year four, 10; and by year five, 12 students.

In row 2: The numbers remain the same as this indicates the number of students expected to declare a major in the new program. As this is a new program, with no enrollees in the previous certificate program, we anticipate these numbers will not change.

Row 3 is the anticipated number of graduates. Again, this row will remain identical to rows one and two because the goal is to graduate the same number of students that begin the program.

Row 4: As this is an AAS Program, the first year will not see any graduates. The second year should demonstrate the numbers starting the first year. Year 3 should demonstrate an increased enrollment by two (6), and year four should demonstrate the graduation of those six students. Year 5 demonstrates an increased enrollment again by four.

#### FUNDING

To balance the budget, USU Eastern will work with USU Moab to examine student loads per location and reallocate funds to cover deficits.

**Part II: Expense explanation**

**Expense Narrative**

*Describe expenses associated with the proposed program.*

The funding required to acquire the extensive and necessary roster of surgical instruments and supporting materials was captured through a competitive grant sponsored by the State of Utah Department of Workforce Services (DWS) through the Utah Cluster Acceleration Program (UCAP). This allowed dedicated grant funds of \$110,000 to purchase all required items to properly furnish reusable instruments and consumables for one year to support the surgical technician training on the Blanding campus. The current facilities and equipment are adequate. Consumables will need to be ordered in the 2nd year. The program may also require occasional instruments be ordered.

**Part III: Describe funding sources**

**Revenue Narrative 1**

*Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.*

N/A

**Revenue Narrative 2**

*Describe new funding sources and plans to acquire the funds.*

Tuition and E&G appropriations will be used for this program. Differential tuition will also be utilized. In 2017, the College of Education instituted differential tuition. Previously, we had charged students lab fees to cover the cost of supplies in the various health profession programs. With the establishment of differential tuition, these fees were incorporated into the tuition payment. The health professions division is now given a budgeted amount to defray the cost of equipment and supplies. The Health Professions Division has been assured by our Chancellor and our Department Head that there is adequate funding through differential tuition to cover the costs of this program.

**ITEM FOR ACTION**

**RE: A Proposal from Utah State University for a Tuition Rate Increase**

**EXECUTIVE SUMMARY**

Each institutional President, with the approval of the institutional Board of Trustees, may recommend a tuition rate increase to the Board of Regents. The increase may be used to fund legislative match requirements or to meet other specific institutional needs.

Until the conclusion of the legislative session on March 14, 2019, the institution will not know the specific rate increase necessary to meet all required funding needs. For that reason, the University is recommending a range at this time. The final recommendation will go to the Board of Regents with the specific rate increase included.

The University, after consultation with student leaders, is proposing a tuition rate increase in the range of 3.00% to 3.75%. The President and student leadership will hold a public meeting to provide an explanation of the reasons for the proposed increase, an explanation of how the revenue generated by the increase will be used, and an opportunity for public comment from students. All of the revenues generated from the tuition rate increase will be retained at Utah State University.

Differential tuition rates will only increase sufficiently to cover the legislative match requirements for compensation. Each differential tuition schedule will be adjusted independently. If colleges want to increase differential tuition for other needs, they must submit a separate proposal.

**RECOMMENDATION**

Based on the above proposal and approvals as indicated, the President, Provost, and Vice President for Business and Finance recommend that the Board of Trustees approve the tuition rate increase.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, each institutional President, with the approval of the institutional Board of Trustees, may recommend a tuition rate increase to meet specific institutional needs and meet legislative match requirements; and

WHEREAS, the final rate increase will be determined at the end of the legislative session; and

WHEREAS, Utah State University is proposing a tuition rate increase in the range of 3.00% - 3.75%; and

WHEREAS, the President will consult with student leaders and will hold a public meeting to provide an opportunity for public comment from students; and

WHEREAS, all of the revenues generated from the tuition increase will be retained at Utah State University; and

WHEREAS, differential tuition rates will only increase sufficiently to cover the legislative match requirements for compensation, and each differential tuition schedule will be adjusted independently and if colleges want to increase differential tuition for other needs, they must submit a separate proposal; and

WHEREAS, the proposal has the approval of the President, Provost, and Vice President for Business and Finance of Utah State University;

NOW THEREFORE BE IT RESOLVED, that the Utah State University Board of Trustees hereby approves the proposed tuition rate increase and that this approval be forwarded to the Utah State Board of Regents of the Utah System of Higher Education for its approval.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

**ITEM FOR ACTION**

**RE:** A Proposal to Modify and/or Implement New Student Fees at Utah State University

**EXECUTIVE SUMMARY**

All general student fees are subject to Board of Regents approval in conjunction with the annual determination of tuition rates. The University has four different areas that assess these fees. The President's recommendation for each area is described below.

**Logan Campus**

The proposal for the fee-receiving areas on the Logan campus includes one increase totaling \$10.46, which represents a 1.9% increase.

**Regional Campuses**

The regional campus system recommends no changes.

**USU-Eastern Price**

The USU-Eastern Price proposal includes three fee increases and two decreases, with no overall change.

**Blanding Campus**

The Blanding campus recommends no changes.

**RECOMMENDATION**

Based on the above proposals, the President recommends that the Board of Trustees approve the implementation of student fee changes and any new student fees effective Summer Semester 2019.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, All general student fees are subject to Board of Regents approval in conjunction with annual determination of tuition rates; and

WHEREAS, The Logan Campus Student Fee Board has approved a \$10.46 per semester increase for Counseling and Psychological Services; and

WHEREAS, The Regional Campus Student Fee Board has requested no change in fees; and

WHEREAS, The USU Eastern Price campus is requesting the following changes: decreases of \$4.65 for Facilities and \$10.00 for Institutional Support; and increases of \$2.00 for Athletics, \$2.00 for EUSA, and \$10.65 for Student Services; and

WHEREAS, The Blanding campus is requesting no changes; and

WHEREAS, The Vice President for Business and Finance, the Vice President for Student Affairs, and the Vice President for Regional Campuses submit this recommendation and request approval by the Utah State University Board of Trustees; 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 Board of Trustees hereby approve the implementation of student fee increases effective Summer Semester 2019 and that this approval be forwarded to the Utah State Board of Regents of the Utah System of Higher Education for its approval.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

**Attachment - Utah State University Student Fee Schedules  
Current and Proposed FY20 (per semester)**

**Logan Campus**

<b>Fee</b>	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
Activity	\$ 36.57	\$ 36.57	\$ -
Building	147.03	147.03	-
Athletics	137.08	137.08	-
Aggie Shuttle	20.92	20.92	-
Health Services	44.17	44.17	-
Technology	66.62	66.62	-
Campus Recreation	36.15	36.15	-
Library	32.67	32.67	-
Music & Theater	10.58	10.58	-
Aggie Blue Bike	2.72	2.72	-
Blue Goes Green	2.99	2.99	-
Counseling & Psychological Services	3.50	13.96	10.46
<b>TOTAL</b>	<b>\$ 541.00</b>	<b>\$ 551.46</b>	<b>\$ 10.46 1.9%</b>

**Regional Campuses (excluding Blanding)**

<b>Fee</b>	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
Activity	\$ 34.26	\$ 34.26	\$ -
Building	58.67	\$ 58.67	-
Instructional & Student Support	253.19	\$ 253.19	-
Counseling & Psychological Services	16.95	16.95	-
<b>TOTAL</b>	<b>\$ 363.07</b>	<b>\$ 363.07</b>	<b>\$ - 0.0%</b>

**USU Eastern Price Campus**

<b>Fee</b>	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
Facilities	\$ 44.72	\$ 40.07	\$ (4.65)
Institutional Support	21.00	11.00	(10.00)
Athletics	40.00	42.00	2.00
EUSA	69.25	71.25	2.00
Library	32.67	32.67	-
I.T.	3.11	3.11	-
Student Services	49.25	59.90	10.65
<b>TOTAL</b>	<b>\$ 260.00</b>	<b>\$ 260.00</b>	<b>\$ - 0.0%</b>

**Blanding Campus**

<b>Fee</b>	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
CEUSA-SJC Leadership	\$ 36.00	\$ 36.00	\$ -
Student Life	82.00	\$ 82.00	-
Student Recruitment Initiative	1.50	\$ 1.50	-
Computers	43.00	\$ 43.00	-
Health & Wellness Center	28.00	\$ 28.00	-
Activity Card	1.72	\$ 1.72	-
Library	32.67	\$ 32.67	-
I.T.	3.11	\$ 3.11	-
Early Childhood	2.00	\$ 2.00	-
Distance Education	30.00	\$ 30.00	-
<b>TOTAL</b>	<b>\$ 260.00</b>	<b>\$ 260.00</b>	<b>\$ - 0.0%</b>





**Utah State University**  
STUDENT INVOLVEMENT & LEADERSHIP

Taggart Student Center 326  
0105 Old Main Hill  
Logan, UT 84322-0105

**Division of Student Affairs**  
Tel: (435) 797-2912  
FAX: (435) 797-2919

February 11, 2019

President Noelle L. Cockett  
Utah State University  
UMC 1400

Dear President Cockett,

The University Student Fee Board (USFB) met January 9, and 23, 2019 to hear presentations from two fee-receiving areas and one new fee request. Of the fee receiving areas, one fee increase and one restructure were proposed. Upon review of these requests, the USFB recommends the following increase adjustments effective for FY20:

**Logan Main Campus:**

<u>Fee Requesting Area</u>	<u>Fee Increase Requested</u>	<u>Fee Increase Recommended</u>
CAPS Fee	\$10.46/semester	\$10.46/semester

Total Increase Recommended by USFB: \$10.46/semester (1.95% increase)

The USFB denied the proposal to move the Institute of Government & Politics (IOGP) Global Opportunity Scholarship to a student body vote.

<u>New Fee Request</u>	<u>Fee Requested</u>	<u>Fee Increase Recommended</u>
IOGP Global Opportunity Scholarship	\$5.00/semester	\$0.00/semester (0.00% increase)

The USFB approved the proposal from the Music/Theatre Department to restructure the Music/Theatre fee area. This restructure will support exhibition costs for the Tippets and Eccles Galleries in the Chase Fine Arts Center. This is only a redistribution of the current fee.

The USFB proposed and approved two minor changes to the Student Fee Board policy. One change included adding the College of Agriculture and Applied Sciences Senator to act as chair of the CAPS fee. The other change ensured that all student fee salaried employees will automatically receive any equivalent salary increase agreed upon by the university president and state legislature. No vote of the USFB is necessary.

**Regional Campuses & Blanding Campus:**

Each service region held a fee meeting to review expenditures from the previous fiscal year and budgets for the current fiscal year. No changes were made.

The Logan and Regional Campus Fee Boards appreciate the opportunity to provide input regarding student fees and their use. If you have any questions, please feel free to contact us.

Sincerely,

Allie Smith  
USUSA Executive VP and Chair of the USFB

Jaren Hunsaker  
USUSA Student Body President

Cc: James Morales, Vice President for Student Affairs  
Linda Zimmerman, Director, Student Involvement & Leadership Center

January 28, 2019

President Noelle L. Cockett  
Utah State University Eastern  
UMC 1400

Dear President Cockett,

The Utah State University Eastern Student Fee Allocation Committee (SFAC) met January 11, 18, and 25 2019 to hear presentations from fee receiving areas requesting reallocation of fees. Listed below are the committee's recommendations for areas of increase for the FY 19:

**Student Capital Projects**

New: \$0.00    FY18: \$44.72    Difference: (\$44.72)

**Student Project Funds**

New: \$40.07    FY18: \$0.00    Difference: \$40.72

**Technology**

New: \$5.00    FY18: \$15.00    Difference: (\$10.00)

**Health & Wellness Center**

New: \$21.00    FY18: \$17.00    Difference: \$4.00

**Student Success Skills**

New: \$0.00    FY18: \$1.25    Difference: (\$1.25)

**Athletics**

New: \$22.00    FY18: \$20.00    Difference: \$2.00

**Multicultural Association**

New: \$10.00    FY18: \$8.00    Difference: \$2.00

**Desert Wave Pool**

New: \$5.00    FY18: \$0.00    Difference: \$5.00

**Blue Bikes**

New: \$2.00    FY18: \$0.00    Difference: \$2.00

**Reallocated funds**

New: Blue Bikes \$7,600.38    FY19: Radio Fund \$7,600.38    Difference: Reallocated Funds

This was not an increase/decrease in overall student fees but a reallocation within the \$260 student fee allotment. Attached is the complete break down of the committee's recommendations for the FY 19. Thank you for your consideration in the above recommendations. If you have questions, please feel free to contact me.

Sincerely,

Alexandria Anderson  
USU Easterns Student Body President and Chair of SFAC

Monday, January 28th, 2019

To Whom It May Concern:

As charged by the Eastern Utah Student Association (EUSA) Constitution, Article V, the Student Government of the EUSA has formed the Student Fee Allocation Committee (SFAC) for the purpose of evaluation of student fees and proposing fee structure and allocation for the 2019-2020 fiscal year. Contained herein are the SFAC's findings and recommendations pertaining to student fees on the Price Campus of Utah State University Eastern. These fees should be used for student focused projects. The SFAC proposes that general student fees are sustained at \$260 and are allocated as follows:

### **Student Capital Projects**

The SFAC proposed and voted unanimously to decrease funding from \$44.72 to \$0.00.

Currently, these fees can only be used toward a project that is \$50,000 or greater. The committee would like student organizations to be able to use it on projects of lower amount. That is why they voted to defund this index. The remainder of funds within this index require the following stipulations of use as voted on unanimously by the committee:

Part 1: in order to use these funds, you must form a committee of at least five (5) People. This committee may contain at most, two (2) students per department or organization. An open forum must be held and one hundred (100) student signatures must be obtained. The EUSA Student Advocate will be appointed as an additional, non-voting member of the committee to advise and monitor said committee to ensure all stipulations are met. The proposer of the use of these funds must be a university recognised organization. A detailed packet will be provided by the director of student life to help guide organizations in this process.

Part 2: Previously mentioned packet must be submitted to the Student Body President for review.

Part 3: Previously mentioned packet must be submitted to the director of student life for review and financial approval.

### **Future Student Projects**

The SFAC proposed and voted 4 to 1 to fund a new index named Future Student Products in the amount of \$40.07. This will provide students access to the funds that will directly affect them. As voted on by SFAC these funds require the following stipulations of use in order to protect both the monies and students using these funds which are as follows:

Part 1: in order to use these funds, you must form a committee of at least five (5) People. This committee may contain at most, two (2) students per department or organization. An open forum must be held and one hundred (100) student signatures must be obtained. The EUSA Student Advocate will be appointed as an additional, non-voting member of the committee to advise and monitor said committee to ensure all stipulations are met. The proposer of the use of these funds must be a university recognised organization. A detailed packet will be provided by the director of student life to help guide organizations in this process.

Part 2: Previously mentioned packet must be submitted to the Student Body President for review.

Part 3: Previously mentioned packet must be submitted to the director of student life for review and financial approval.

### **Technology (Computers)**

Computers did not submit a proposal. SFAC met with and discussed their student fee. During the meeting Computers proposed to sustain at \$15.00. After discussion, SFAC voted 5 to 1 to

deny the proposal and decrease fees to \$5.00. While this fee provides valuable resources to students by protecting their devices while using the internet. The committee feels this funding should not be used for services like wifi and classroom improvements as these are necessities to education and should be funded through tuition dollars not student fees aimed to improve the experiences of students. SFAC proposed and voted unanimously to change the name of this index from Computers to Technology to better fit it's purpose as it is no longer funding the computer lab.

### **Campus Police**

Campus Police proposed to sustain their \$6.00 fee. The SFAC has unanimously voted to sustain the \$6.00 funds. The Campus Police serve our students well and provide to an atmosphere of safety.

### **Library**

The SFAC proposed and unanimously voted to sustain the \$32.67. There is a MOU in place for this fee and are required to maintain this student fee as is. This fee provides a large online and physical library for all students to access at any time.

### **Main Campus IT**

The SFAC proposed and unanimously voted to sustain the \$3.11. There is an MOU in place for this fee and are required to maintain this student fee as is. This index provides valuable resources such as Canvas to the students.

### **Health & Wellness Center**

The Health & Wellness Center has proposed an increase from \$17.00 to \$21.00 to account for the increase in students using this resource. The SFAC has voted unanimously to approve the proposal and increase to \$21.00. This fee is a very important resource for the campus and should be appropriately compensated for the increase in students use.

### **Student Center Operations**

The Student Center proposed to sustain their \$7.50 from Student Fees. The SFAC unanimously approved the proposal to pay for the upkeep and improvement of our Student Center and is an important facet of this university.

### **Newspaper**

The Newspaper proposed to sustain their funds at \$5.00. The SFAC has voted 3 approve, 1 deny, and 2 abstained, to sustain the current \$5.00 fee as proposed by newspaper. The \$5.00 fee was sustained by this vote. This is an important student fee for the campus that provides funds for printing costs for the school newspaper. The Newspaper provides an invaluable service to students by providing campus news and an outlet to voice their opinions.

### **Student Orientation**

Student Orientation proposed their funds are increased from \$2.25 to \$2.35. The SFAC voted 4 to 2 to Deny this proposal. The committee recommends they sustain their funds of \$2.25. While this is valuable to the students, it should not be mandatory for all students to pay for this fee if they are not using it every semester.

### **Counseling Center/Student Life Counsel**

The Counseling Center proposed to sustain their \$4.00 funding from Student Fees. The SFAC unanimously voted to sustain the \$4.00 fee. The Counseling Center is a valuable resource for students to address their mental health and seek help.

#### **Serving Utah Network (SUN) Center**

SUN Center has proposed to sustain their \$6.00 funds from Student Fees to continue operations. The SFAC has unanimously voted to sustain the \$6.00 fee. The SUN Center provides a great opportunity for the students to get involved with the campus as well as the community.

#### **Theatre**

The Theatre proposed to sustain their \$5.00 funds from Student Fees. The SFAC has unanimously voted to sustain the \$5.00. Theatre is important in creating a shared student experience that builds community and culture.

#### **Queer Resource Center (QRC)**

The QRC proposed to sustain their funds at \$1.00. The SFAC voted 5 to 1 to sustain the \$1.00 given as proposed by the QRC. The QRC is an important resource that provides a positive safe environment.

#### **Advising**

The Advising Department proposed to sustain their funds at \$0.25 to continue operation. The SFAC voted 5 approved and 1 abstained to sustain the \$0.25. The funds in this index are being used only for printing of materials for students.

#### **Student Success Skills (SSS)**

The SSS is currently \$1.25 from student fees. The SFAC has unanimously voted to defund the SSS on grounds that no proposal was submitted.

#### **Student Support Service Relaxation Event**

Relaxation Days has proposed to decrease from \$1.25 to \$0.90. The SFAC has unanimously voted to approve the proposal and decrease to \$0.90. This fee provides an opportunity for students to destress and relax during a stressful time. They are sufficient in managing their funds and believe that the extra monies could be better spent elsewhere.

#### **Athletic Center/ BDAC**

The BDAC proposed to increase their fee from \$20.00 to \$23.00 for building upgrades. The SFAC unanimously voted to deny the proposal and sustain the \$20.00 fee. The athletic center is a valuable resource for students that is frequently used and has been sufficiently maintained with the \$20.00. SFAC does recommend the BDAC continue with upgrades such as new equipment, paint, and carpet.

#### **Athletics**

Athletics proposed to increase from \$20.00 to \$25.00. The SFAC voted 5 to 1 to deny the proposal and increase to \$22.00. The Athletic programs are a valuable resource to our campus that brings interest to the university. The committee supports the growth of athletic programs but

did not feel a \$5 increase was too large with an undetermined plan of where programming would be expanded.

### **EUSA Leadership**

EUSA Leadership proposed to sustain their funding at \$34. The SFAC has unanimously voted to sustain the \$34.00 fee. This fund provides leadership stipends, club council funds, student campaigns and initiatives, marketing and publicity, and various leadership programs are planned using funds from this account. EUSA has no other operating monies outside of student fees. This fee provides funds to keep student government and by extension, the campus running efficiently.

### **Activities**

Activities proposed to sustain their funds at \$25. The SFAC voted unanimously to sustain the \$25.00 given as proposed by Activities. This fee has no other operating funds outside of student fees. Activities provide fun activities for students and would be non-existent without student fees.

### **Legacy Fund**

Legacy Fund proposed to sustain their \$2.00 funding. The SFAC voted unanimously to sustain the \$2.00 fee. This fee provides an opportunity for the student body president to leave a lasting impact on the campus and the student body.

### **Recreation**

Recreation proposes they sustain their \$0.25 funding to help provide events for the student body. The SFAC voted unanimously to sustain the \$0.25 fee. The Recreation fee provides additional activities for campus and a positive experience for students to socialize. Recreation has no other operating funds outside student fees.

### **Multicultural Association**

The Multicultural Association proposed to increase from \$8.00 to \$10.00. The SFAC voted unanimously to approve the proposal and increase to \$10.00. The Multicultural Association provides events on campus that are student oriented and aim to include all students, irregardless of background. The increase will allow them to bring in additional cultural speakers and programming. The Multicultural Association has no other operating funds outside of student fees.

### **Desert Wave Pool**

The Desert Wave Pool proposed a new student fee of \$5.00. The SFAC voted unanimously to approve this proposal and increase to \$5.00. This fee would allow students admission to the pool and has been a long desired proposal for campus. It can provide an additional opportunity for students to socialize, exercise, and enjoy their freetime as part of the community.

### **Blue Bikes**

Blue Bikes proposed a new fee of \$2.00. The SFAC voted 5 to 1 to approve this proposal and increase to \$2.00. This is an important fee as it will provide new jobs, a sense of equity for students to travel short distance without access to a vehicle, and unity within the community.

### **Radio - Remaining Funds**

The SFAC voted unanimously to reallocate the remaining \$7,600.38 in the Radio index to the Blue Bikes index. This will provide the Blue Bikes additional funds to start the program at its greatest ability. The SFAC recommends that \$500.00 of the \$7,600.38 be used as follows: the monies should be used to purchase attachable baskets for students to check out within this program. This will provide students without access to a vehicle to effectively transport groceries and other items.

<b>Fee Name</b>	<b>Index Number</b>	<b>Current Allocation</b>	<b>Proposed Allocation</b>	<b>Allocation Change</b>	<b>Percent Change</b>
<b>Student Capitol Project</b>	C11926	\$44.72	\$0.00	-\$44.72	-%100
<b>Student Project Funds</b>	NEW	\$0.00	\$40.07	\$40.07	N/A
<b>Computers</b>	C10361	\$15.00	\$5.00	-\$10.00	-67%
<b>Campus Police</b>	C10362	\$6.00	\$6.00	\$0.00	0%
<b>Main Campus IT</b>	LOGAN	\$3.11	\$3.11	\$0.00	0%
<b>Main Campus Library</b>	LOGAN	\$32.67	\$32.67	\$0.00	0%
<b>Health &amp; Wellness Center</b>	C10336	\$17.00	\$21.00	\$4.00	+23.53%
<b>Counseling Center</b>	C10399	\$4.00	\$4.00	\$0.00	0%
<b>Student Center Operations</b>	C10830	\$7.50	\$7.50	\$0.00	0%
<b>Newspaper</b>	C10358	\$5.00	\$5.00	\$0.00	0%
<b>Student Orientation</b>	C10328	\$2.25	\$2.25	\$0.00	0%
<b>Advising</b>	C11698	\$0.25	\$0.25	\$0.00	0%
<b>Student Success Skills</b>	C11699	\$1.25	\$0.00	-\$1.25	-100%
<b>SUN Center</b>	C10367	\$6.00	\$6.00	\$0.00	0%
<b>QRC</b>	C11927	\$1.00	\$1.00	\$0.00	0%
<b>Theatre</b>	C11189	\$5.00	\$5.00	\$0.00	0%
<b>Relaxation Days</b>	C11991	\$1.25	\$0.90	-\$0.35	-28%
<b>Athletic Center/BDAC</b>	C11048	\$20.00	\$20.00	\$0.00	0%
<b>Athletics</b>	C10840	\$20.00	\$22.00	\$2.00	+10%
<b>CEUSA Leadership</b>	C10454	\$34.00	\$34.00	\$0.00	0%
<b>Activities</b>	C10450	\$25.00	\$25.00	\$0.00	0%
<b>Legacy Fund</b>	C10389	\$2.00	\$2.00	\$0.00	0%
<b>Recreation</b>	C11390	\$0.25	\$0.25	\$0.00	0%
<b>Multicultural</b>	C11643	\$8.00	\$10.00	\$2.00	+25%

<b>Association</b>					
<b>Pool</b>	NEW	\$0.00	\$5.00	\$5.00	N/A
<b>Blue Bikes</b>	NEW	\$0.00	\$2.00	\$2.00	N/A
<b>Total</b>		\$260.00	\$260.00	\$0.00	0%

We thank you for your commitment to reviewing our proposal and hope that you will consider the thought and consideration that went into each recommendation. If you require any further information or clarification on anything, please do not hesitate to ask. We all want what's best for our school and our students.

Sincerely,  
2017-2018 Fiscal Year Student Fee Allocation Committee

Alexandria Anderson  
EUSA Student Body President  
Committee Chairhead

Sydney Ho  
EUSA Executive VP

Paige Martinez  
EUSA VP of Activities

David Hall  
EUSA Administrative Assistant

Max Garrett  
General Body Student

Taylor Pollock  
General Body Student

Joshua Morris  
General Body Student

Gypsie Everett  
EUSA Advisor  
SFAC Advisor

Kristian Olsen  
Administrative Delegate



8 March 2019

**ITEM FOR ACTION**

**RE:** Review and Acceptance of the Athletic Department Agreed-Upon Procedures Report for the Year Ended 30 June 2018

The external audit report for the Athletic Department is submitted to the Board of Trustees for consideration. The audit report has received the appropriate administrative review.

**EXECUTIVE SUMMARY**

The State of Utah Auditor's Office prepared the Athletic Department Agreed-Upon Procedures Report for the Year Ended 30 June 2018.

The audit report is scheduled for review by the Board of Trustees Audit Committee on 8 March 2019 prior to the Board of Trustees meeting.

**RECOMMENDATION**

The President, Vice President for Business and Finance, and the Audit Committee recommend that the Board of Trustees accept the Athletic Department Agreed-Upon Procedures Report for the Year Ended 30 June 2018.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The State of Utah Auditor's Office prepared the Athletic Department Agreed-Upon Procedures Report for the Year Ended 30 June 2018; and

WHEREAS, The audit report is scheduled for review by the Board of Trustees Audit Committee on 8 March 2019 prior to the Board of Trustees meeting; and

WHEREAS, Prior to that meeting the Audit Committee received a copy of the final report; and

WHEREAS, The following individuals are members of the Utah State University Board of Trustees Audit Committee: J. Scott Nixon, Chairman; Kent K. Alder; Jody K. Burnett; Mark K. Holland; Clark L. Whitworth; and

WHEREAS, The President, Vice President for Business and Finance, and the Audit Committee recommend the Board of Trustees accept the Athletic Department Agreed-Upon Procedures Report for the Year Ended 30 June 2018:

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby accepts the Athletic Department Agreed-Upon Procedures Report for the Year Ended 30 June 2018.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

\_\_\_\_\_  
Date

Members of the Audit Committee:

J. Scott Nixon, Chairman

Kent K. Alder

Jody K. Burnett

Mark K. Holland

Clark L. Whitworth

## **COMMITTEE MEETING ITEMS**

1. Minutes from the Audit Committee meeting held on January 11, 2019
2. Minutes from the Audit Committee meeting held on February 11, 2019
3. Agenda for the meeting on March 8, 2019

AUDIT COMMITTEE MEETING  
UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
University Inn Room 510  
January 11, 2019

Minutes of the Audit Committee Meeting of the Utah State University Board of Trustees held at 7:36AM

COMMITTEE MEMBERS PRESENT

J. Scott Nixon           Chair  
Kent K. Alder  
Jody K. Burnett  
Mark K. Holland  
Clark L. Whitworth

UNIVERSITY REPRESENTATIVES PRESENT

Noelle Cockett        President (last 15 minutes of meeting)  
Jodi Bailey            Chief Audit Executive (CAE)  
Dave Cowley          Vice President (VP) for Business and Finance  
Mica McKinney        University Counsel  
Dan Christensen      Controller

Audit Committee Chair Nixon conducted the meeting.

I. Action Items

A. Approval of the Minutes of the Audit Committee Meeting Held on October 12, 2018

Action: Trustee Holland moved the approval of the minutes of the Audit Committee meeting held on October 12, 2018.

Trustee Alder seconded the motion and the voting was unanimous.

B. VP Cowley and Controller Christensen reviewed the following annual external audit reports:

1. Utah State University Financial Report, Independent State Auditor's Report on Internal Control, and Single Audit Management Letter for the Year Ended 30 June 2018
2. Utah State University Research Foundation Financial Statements and Management Letter for the Year Ended 30 June 2018
3. Utah Public Radio Financial Statements and Independent Auditor's Report on Internal Control for the Year Ended 30 June 2018
4. Edith Bowen Laboratory School Financial Statements, Independent State Auditor's Report on Internal Control, and Independent State Auditor's Report on Compliance for the Year Ended 30 June 2018

VP Cowley commended the Controller and his team for their work and having a good working relationship with the State Auditors.

Action: Trustee Alder moved the approval annual external audit reports.

Trustee Whitworth seconded the motion and the voting was unanimous.

These external audit reports will be presented to and approved at the full board level.

## II. Information Items

A. CAE Bailey reviewed the Trustees' Audit Committee Annual Report of Internal Audit Services' Activities for 2018 to the Regents' Audit Subcommittee. The Trustees stated that the Institutional Risk Assessment process section still needs to be reviewed and discussed. This section will be held for approval until discussion of the President and Audit Committee about the Institutional Risk Assessment process is complete.

B. CAE Bailey presented the Audit Plan for 2019.

Action: Trustee Holland moved for the approval of the Trustees' Audit Committee Annual Report of Internal Audit Services' Activities for 2018 to the Regents' Audit Subcommittee – with the exception of Institutional Risks. This included the approval of the Audit Plan for 2019.

Trustee Whitworth seconded the motion and the voting was unanimous.

C. CAE Bailey discussed other recently released audit reports.

D. As time was limited, the discussion on the status of the risk assessment process was postponed. This will be discussed via teleconference prior to the submission of the Trustees' Audit Committee Annual Report of Internal Audit Services' Activities for 2018 to the Regents' Audit Subcommittee to the director of Audit and Financial Services at the Utah System of Higher Education.

## III. Other

Trustee Whitworth made a motion to adjourn the meeting and Trustee Alder seconded the motion. The Audit Committee meeting adjourned at 9:07 AM.

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J. Scott Nixon, Chair  
(Minutes taken by Jodi Bailey)

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Date Approved

AUDIT COMMITTEE MEETING  
UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
President's Office – Champ Hall  
February 11, 2019

Minutes of the Audit Committee Meeting of the Utah State University Board of Trustees held at 2:00 PM

COMMITTEE MEMBERS PRESENT

J. Scott Nixon	Chair
Jody K. Burnett	via phone
Mark K. Holland	via phone

UNIVERSITY REPRESENTATIVES PRESENT

Noelle Cockett	President
Jodi Bailey	Chief Audit Executive (CAE)

Audit Committee Chair Nixon conducted the meeting.

I. Information Items

President Cockett discussed the Institutional Risk Assessment process. The Audit Committee will continue their assessment of this process and discussion at the Audit Committee meetings on March 8 and May 1, 2019. The Audit Committee decided to mark these risks as “Preliminary Institutional Risks as of end of 2018” for inclusion in the Trustees’ Report to the Regents’ Audit Subcommittee.

II. Other

The meeting adjourned at 3:11 PM.

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J. Scott Nixon, Chair  
(Minutes taken by Jodi Bailey)

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Date Approved

**AGENDA**  
**AUDIT COMMITTEE**  
**March 8, 2019**  
**Welcome Center Sage Conference Room 112A**  
**10:30 AM**

I. Action Items

- A. Approval of minutes of Audit Committee meeting held on January 11, 2019
- B. Approval of minutes of Audit Committee meeting held on February 11, 2019
- C. Review and acceptance of external audit report *Dave Cowley*
  - 1. Athletic Department Agreed-Upon Procedures Report For the Year Ended June 30, 2018

II. Information Items

- A. Discussion on Risk Assessment Process *Jodi Bailey*
- B. Other Business

Audit Committee Members

J. Scott Nixon, Chair  
Jody K. Burnett  
Kent K. Alder  
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