Agenda
AGENDA
REGULAR MEETING OF THE
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
CONFERENCE CALL
CHAMP HALL CONFERENCE ROOM, OLD MAIN 136
JUNE 1, 2007

9:30 a.m. EXECUTIVE SESSION

10:00 a.m. REGULAR MEETING

1. Introductory Items
2. Chairman’s Report
3. President’s Report
4. Consent Agenda
5. Action Agenda
6. Other

ADJOURN
Chairman
AGENDA
CHAIRMAN’S REPORT
JUNE 1, 2007

A. Information Items

1. Date of the Next Regular Meeting – July 13, 2007

2. Report on Trustees’ Attendance at Graduation Ceremonies

3. Status of Trustee Appointments and Reappointments

B. Other
President
AGENDA
PRESIDENT’S REPORT
JUNE 1, 2007

A. Information Items

1. Enrollment Update
2. USTAR Report
3. Comprehensive Campaign Update
4. The President’s Report, 6/1/07
5. Search Updates
   • Vice President for Business and Finance
   • State and Federal Relations

B. Recent Events

1. Foundation Board Meeting, (April 13-14, 2007)
2. Commencement (May 4-5, 2007)
3. Campaign National Travel
   • Phoenix (May 22, 2007)
   • Las Vegas (May 23, 2007)

C. Upcoming Events

1. Sunrise Sessions, Salt Lake City (June 8, 2007)
2. Campaign National Travel
   • San Jose/San Francisco (June 6, 2007)
   • San Diego (June 21, 2007)
   • Los Angeles/Orange County (June 22, 2007)
   • Portland (July 24, 2007)
   • Seattle (July 25, 2007)
   • Denver (August 7, 2007)
   • Chicago (August 8, 2007)
   • Washington, D.C. (September 18, 2007)
   • New York City (September 19, 2007)
3. Governor’s Trade Mission to India (September 2007)
4. Homecoming (September 22, 2007)
5. Aggie-to-Aggie Business, Salt Lake City (Fall 2007)
6. Foundation Board (October 19-20, 2007)
7. Old Main Weekend (October 19-20, 2007)

D. Other
Consent Agenda
CONSENT AGENDA
JUNE 1, 2007

1. Minutes of the Executive Session Held on April 13, 2007 1
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4. Faculty and Staff Adjustments 25
5. Certificate of the Treasurer for the Period 1 July 2006 to 28 February 2007 29
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8. Bad Debt Write-off Recommendation for Fiscal Year Ending 30 June 2007 57
9. Approval of Authorization to Act in Capacity of Vice President for Business and Finance and Public Treasurer 61
10. Contract Grant Proposals and Awards for March 2007 63
11. Executive Session, July 13, 2007
EXECUTIVE SESSION
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
APRIL 13, 2007

Minutes of the Executive Session of the Utah State University Board of Trustees held in the Alma Sonne Board Room of the University Inn at 9:00 a.m.

MEMBERS PRESENT

Richard L. Shipley  Chairman
R. Brent Nyman  Vice Chairman
David P. Cook  (By telephone)
Robert L. Foley  (By telephone)
Douglas S. Foxley  (By telephone)
David Johnson III  (By telephone)
Suzanne Pierce-Moore
Noah A. Riley
Kellie S. Wood  (By telephone)

MEMBER EXCUSED

Richard L. Nelson

UNIVERSITY REPRESENTATIVES PRESENT

Stan L. Albrecht  President
Raymond T. Coward  Executive Vice President and Provost
Craig J. Simper  General Counsel
Sydney M. Peterson  Chief of Staff
Lee H. Burke  Assistant to the President and Board of Trustees Secretary

Chairman Shipley conducted the meeting.

Personnel items and real estate issues were discussed.

The Executive Session adjourned at 9:35 a.m.

Richard L. Shipley, Chairman  Lee H. Burke, Secretary

Date

1
REGULAR MEETING
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
APRIL 13, 2007

Minutes of the Regular Meeting of the Utah State University Board of Trustees held in the Alma Sonne Board Room of the University Inn at 9:40 a.m.

MEMBERS PRESENT

Richard L. Shipley Chairman
R. Brent Nyman Vice Chairman
David P. Cook (By telephone)
Robert L. Foley (By telephone)
Douglas S. Foxley (By telephone)
David Johnson III (By telephone)
Suzanne Pierce-Moore
Noah A. Riley
Kellie S. Wood (By telephone)

MEMBER EXCUSED

Richard L. Nelson

UNIVERSITY REPRESENTATIVES PRESENT

Stan L. Albrecht President
Raymond T. Coward Executive Vice President and Provost
Gary A. Chambers Interim Vice President for Student Services
Noelle E. Cockett Vice President and Dean for Extension and Agriculture
W. Glenn Ford Vice President for Business and Finance
M. Kay Jeppesen Vice President and CIO for Information Technology
Brent C. Miller Vice President for Research
Steven H. Hanks Vice Provost for International Affairs
David T. Cowley Associate Vice President for Financial Services/Controller
Craig J. Simper General Counsel
Sydney M. Peterson Chief of Staff
Kent Clark Assistant to the President for Development
John DeVilbiss Executive Director of Public Relations and Marketing
Lori Selby Executive Director of Administration
Jodi Bailey Chief Audit Executive
Chairman Shipley conducted the meeting and welcomed those present. He mentioned that several Trustees were attending the meeting by way of the telephone. He excused Richard L. Nelson.

I. Chairman's Report

A. Introduction of Student Athletes

President Albrecht said it was an honor to have Gregg Gensel at the meeting, who was named WAC Track Coach of the Year, and students representing the first USU WAC championship team since USU joined the WAC conference.

Coach Gensel introduced Stacie Lifferth, who was a national qualifier last year in the steeple chase; Seth Wold, who won championships and holds the school record in the men’s indoor 3,000; Jennie Twitchell, who was all-American this year in the indoor mile; and Vance Twitchell, who was a national qualifier in the steeple chase and winner in the indoor 5,000.

Coach Gensel said the students are also Academic All-conference. The student athletes are getting the following degrees: Stacie Lifferth – Speech Pathology; Jennie Twitchell – Nutrition Dietetics; Vance Twitchell – Civil Engineering; and Seth Wold – Mathematics.
B. Resolution of Appreciation and Commendation to Noah A. Riley

Chairman Shipley expressed appreciation to Trustee Riley for his term on the Board of Trustees. He read and presented the Resolution of Appreciation and Commendation to Noah A. Riley (Appendix A).

**Action:** Trustee Nyman made a motion to approve the Resolution of Appreciation and Commendation to Noah A. Riley, and Trustee Pierce-Moore seconded the motion. The voting was unanimous in the affirmative.

Trustee Riley said it was difficult to express the honor it was to serve as student body president and on the Board of Trustees. He said USU students are involved in many activities and give selflessly of their time and effort, which makes USU what it is. He expressed appreciation for the experiences he has had, and the governing boards of the University that provide opportunities for students. He said that students are not just numbers at USU, they are people. He said he looks forward to future association with USU.

C. Introduction of Peter A. McChesney, New Student Body President

Trustee Riley introduced Peter A. McChesney, the new student body president. He has a degree in Technical Writing, and is working on his second degree in Constitutional Law. Trustee Riley said that Mr. McChesney has set great goals for USU.

Mr. McChesney said he looks forward to associating with the Trustees. He is grateful for the opportunity to serve the students and carry on the work of Trustee Riley. He expressed his respect for Trustee Riley and the work he has done.

D. Association of Governing Boards (AGB) National Conference on Trusteeship Report

Trustee Pierce-Moore attended the Association of Governing Boards (ABG) National Conference on Trusteeship in Phoenix, Arizona, on March 4-6. She said it was a good experience, and she learned a great deal. Three trustees from the University of Utah attended, as well as five representatives from Utah Valley State College, including the president. Materials from the conference are in the Office of the Board of Trustees.

Trustee Pierce-Moore learned that the main function of the trustees is to support the president and have two-way conversations concerning expectations. She said she is going to ask more questions and is starting to understand the organization better.
The conference taught that the strategic plan is the driving force. Other items discussed were the importance of assessment, that the only growth in higher education is in minority populations, and financial information. Chairman Shipley stated that it is important for trustees to have orientation, mentoring, and training. Trustee Pierce-Moore asked trustees to join her next year at the national conference.

E. Enrollment Committee Report

Trustee Pierce-Moore reported that the Enrollment Committee met on April 13 and received an update on enrollment numbers from Vice President Chambers (see Appendix U).

Vice President Chambers reported that there was a 14 percent increase in applications from new freshmen this year over last year. Admitted freshmen enrollment increased 20 percent since this time last year. Total applications received were 250 higher than the third week of the semester last year. He said the majority of applications have been submitted, and the work now is to get the students enrolled who have applied. Transfer students increased 21 percent over last year, and nonresident applications increased by more than 300 students.

Vice President Chambers said that the student ambassadors who work in the Admissions Office make many contacts and telephone calls to the students who have been admitted to USU to remind them of dates for orientation and registration. They also call students not yet admitted to personally encourage them to attend USU.

Vice President Chambers said recruiting open houses are being scheduled. There will be more visits this year than last year. He expressed appreciation to the staff who work diligently and deserve the credit for increased enrollment.

F. Trustee Attendance at Graduation Ceremonies

Trustees received information about USU graduation ceremonies on campus and at the regional campuses. Trustees will attend several of the ceremonies (see Appendix B). Chairman Shipley said it is important for Trustees to support graduation activities especially at Tooele, Brigham City, and the Uintah Basin.

G. Date of the Next Board of Trustees Meetings

The next Board of Trustees meeting will be held on Friday, June 1, 2007, as a telephone conference call.
II. President’s Report

A. USTAR Report

President Albrecht reported that the Executive Appropriations Committee of the State Legislature approved the use of an existing building at the Innovation Campus as the match for state funds for USU’s first USTAR research building. A group is working on the initial planning and architectural design for the new building. Formal approval has now been given to go forward with USTAR hires. (See Appendix S).

Vice President Miller stated that USU made a proposal to the USTAR Governing Authority Board a week ago for the addition of significant senior researchers to several USTAR teams such as the Advanced Nutrition Research Group. Those individuals are being recruited.

Another proposal to the Board was to hire a high-level, nationally-known member of the National Academy of Sciences to work at USU one week a month with a number of our most significant senior faculty on a biomarker program. That proposal was approved by the Governing Authority Board.

B. Comprehensive Campaign Report

Assistant to the President for Development, Kent Clark, reported that the goal for the comprehensive campaign is $200 million. It was announced at the Founder’s Day celebration in March that $102 million has already been raised. He reported that at the end of March donations were at $104,615,000. The annual fund, which is at the entry level, is performing well this year. (See Campaign Update – Appendix V.)

Mr. Clark reported that President Albrecht is currently personally working with a number of potential donors. He will also travel to selected locations across the country where there are large numbers of alumni to announce the campaign and encourage donations. Mr. Clark invited trustees to attend any of those events.

President Albrecht said he hopes to soon announce major gifts from individuals. These announcements usually generate additional contributions.

C. May 2007 Commencement

Sydney Peterson, Chief of Staff, distributed packets to the trustees with information concerning USU’s Commencement. She briefly reviewed the schedule of events and asked trustees to inform her of which college ceremonies they would like to attend.
D. The President’s Report, 4/13/07

The President’s Report for 4/13/07 was distributed to the Trustees (Appendix C).

President Albrecht highlighted the following:

- Groundbreaking Ceremony for the David G. Sant Engineering Innovation Building held on March 2, which was made possible by a $4 million donation from David G. Sant;

- Mary S. Hubbard, new Dean of the College of Science;

- Charles S. Prebish appointed as the Charles Redd Chair;

- Philip Barlow appointed as Chair of the Leonard J. Arrington Mormon History and Culture in the new Religious Studies program;

- Ross Peterson appointed Vice President for University Advancement; and

- the College of Education and Human Services ranked twenty-sixth in the nation overall out of 1,100 colleges of Education, and second in the nation in total research dollars.

E. Real Property Acquisition—Donation of Agricultural Land Adjoining the USU Jensen Living Historical Farm on Highway 89-91, Wellsville, Utah

Trustees were given information concerning the donation of vacant agricultural land adjoining the USU Jensen Living Historical Farm on Highway 89-91, Wellsville, Utah (Appendix D).

Vice President Ford said USU received a gift from the Heritage Southwest Estates, LLC, a Cache Valley real estate development company, of almost seven acres of land south of the Jensen Historical Farm. USU owns 160 acres of land on which the American West Heritage Center operates, and this property will be added to those acres. The property will stay in open space or agriculture production.

F. Vernal Groundbreaking

President Albrecht said a groundbreaking at the Vernal campus for the first new building on the property donated by Robert Williams was held on April 12. Provost Coward, Dr. Menlove, Trustee Foley, and others represented the University.
Trustee Foley reported that the groundbreaking was a great event. He appreciated Provost Coward and Ronda Menlove attending. He said there were approximately 300 people there, and the short program was well received. Trustee Foley said that this is exciting to the entire community.

The building will be shared by the Uintah Basin Technology College and USU. The local community funded approximately $7 million, and the State Legislature funded approximately $10 million for the building.

G. Planning for the New Agriculture Building

President Albrecht stated that USU received $2.5 million from the State Legislature for initial planning for the new agriculture building to be built on the USU campus. There are delays getting budget bills passed in Washington, D.C., so funding from the federal government, which was expected in October, may not be available until next year. A joint planning committee will be appointed by President Albrecht and will include representatives from USU and ARS. That committee will meet regularly and discuss plans and be prepared to report to the State Legislature on the use of the $2.5 million funded this year. USU will request approximately $45 million from the State Legislature next year for the new building.

H. Comprehensive Campaign National Travel

President Albrecht will travel to the following locations to attend events organized by University Advancement for the comprehensive campaign:

- Phoenix, Arizona – May 22, 2007
- Las Vegas, Nevada – May 23, 2007
- San Jose/San Francisco, California – June 6, 2007
- San Diego, California – June 21, 2007
- Los Angeles/Orange County, California – June 23, 2007
- Portland, Oregon – July 24, 2007
- Denver, Colorado – August 7, 2007
- Chicago, Illinois – August 8, 2007
- Washington, D.C. (September 18, 2007

I. Sunrise Sessions, Salt Lake City

The next Sunrise Session, sponsored by the Office of Research, will be held in Salt Lake City on June 8. President Albrecht encouraged everyone to attend.
Vice President Miller said the speaker will be Robert L. Pack, Associate Professor in the Department of Civil and Environmental Engineering. He will speak about exciting new technology which he has patented and licensed.

III. Consent Agenda

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

Minutes of the Executive Session Held on March 2, 2007;
Minutes of the Regular Meeting Held on March 2, 2007, as corrected;
Resolution 07-4-1 Faculty and Staff Adjustment (Appendix L);
Resolution 07-4-2 Certificate of the Treasurer for the Period 1 July 2006 to 31 January 2007 (Appendix F);
Resolution 07-4-3 Report of Investments for January 2007 (Appendix G);
Resolution 07-4-4 Lease Agreement between Utah State University and its Salt Lake Center for Graduate Studies, and the Board of Education of the Granite School District (Appendix H);
Resolution 07-4-5 Contract/Grant Proposals and Awards for February 2007 (Appendix I);
Acceptance of the following written reports:
   Academic/Provost (Appendix J);
   Faculty and Staff Activities and Achievements (Appendix K);
   Business and Finance (Appendix L);
   Business and Finance Performance Dashboard, April 2007 (Appendix M);
   Extension/Continuing Education (Appendix N);
   Information Technology (Appendix O);
   Research (Appendix P);
   Research Performance Dashboard, FY 2006 (Appendix Q);
   Undergraduate Research Report (Appendix R);
   Strategic Ventures and Economic Development (Appendix S);
   Student Services (Appendix T);
   Enrollment Summary Information (Appendix U);
   University Advancement (Appendix V);
   Campaign Progress by Purpose (Appendix W);
   Monthly Gift Comparison (Appendix X);
   Significant Gifts Received, April 2007 (Appendix Y);
   Alumni Association (Appendix Z);
   ASUSU (Appendix AA);
   ASUSU Executive Council 2007-2008 (Appendix BB);
   Athletics (Appendix CC);
   Public Relations and Marketing (Appendix DD);
   Public Relations and Marketing Performance Dashboard, February 2007 (Appendix EE);
Faculty Senate (Appendix FF); Professional Employees Association (Appendix GG); and Classified Employees Association (Appendix HH) Executive Session to be held on June 1, 2007, to discuss those items which are permitted by law to be discussed in Executive Session.

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

IV. **Action Agenda**

A. **Tenure and Promotion Decisions for 2007**

Trustees were given the Tenure and Promotion Decisions for 2007 (Appendix II) for their consideration.

Provost Coward indicated that thirty individuals are recommended for tenure or promotion. He said these individuals have gone through the process of review at the department level, the college level, the University level, and a review by President Albrecht. He said this was a very strong group of candidates.

**Action:** Trustee Foxley moved approval of Resolution 07-4-6 Tenure and Promotion Decisions for 2007 (Appendix II), and Trustee Foley seconded the motion. The voting was unanimous in the affirmative.

B. **Proposed Refunding of the Student Fee and Housing System Revenue Bonds – Series 2004**

Trustees were given the Proposed Refunding of the Student Fee and Housing System Revenue Bonds – Series 2004 (Appendix JJ) for their consideration.

Vice President Ford introduced Brian Baker, Assistant Vice President Zion’s Bank Public Finance, and USU’s financial advisor. Vice President Ford said that the low interest rate market provides an opportunity to save debt service monies to the housing system revenue bonds. We issued $40.5 million Series 2004 bonds to build the Living Learning Center and the parking structure. We could have gross debt service savings of almost $3.5 million. The net present value savings are more than $2.1 million. The percentage is approximately 5.22 percent. The average annual cash flow savings will be more than $123,000. We will save approximately $442,000 the first year on the debt service payment.
Vice President Ford said the bond rating will be AA, based on the State of Utah moral obligation. The bonds will be sold on or after April 25 pending approval of Trustees and the Board of Regents.

Trustee Cook asked why the financial benefit decreases after five years. Mr. Baker said that in terms of structuring the savings, you can move the savings without affecting the overall level of savings. We wanted better flexibility on the debt ratio over the next two years, so it was decided to move the saving to the front. The $2.1 million starts at more than $400,000 in the fiscal year 2008, and thereafter the savings is over $100,000 every year for the next twenty-seven years. You cannot take all the saving the first year.

Trustee Cook asked if this action complies with the debt compliance. Vice President Ford said this would adjust the debt ratio from 1.2 to 1.1. It will help a great deal in debt compliance.

Trustee Nyman asked what the fees would cost. Mr. Baker said they hire an underwriter for all bond transactions. They are using A.G. Edwards and Wells Fargo, and they will be paid approximately $3.75 per thousand dollars of bond, which is approximately $150,000. The cost of issuance includes bond counsel, legal work, financial advisor fees, rating agency fees, and bond insurance fees which are approximately $130,000. The savings are net of all costs of issuance associated with the deal.

Trustee Cook asked if this is a floating or a fixed rate. Mr. Baker said this is a fixed rate. While it is one bond issue there could be a different series of bonds each year. The bonds will mature at different times. Each year will get its own coupon and its own interest rate.

Trustee Riley asked about the student fee associated with the bond. Vice President Ford said this will not increase or lower the student fee, but it will help in the annual debt service cost as an auxiliary system, and will help meet the debt ratio. It will have a positive impact on becoming more efficient.

**Action:** Trustee Johnson moved approval of Resolution 07-4-7 the Proposed Refunding of the Student Fee and Housing System Revenue Bonds – Series 2004 (Appendix JJ). Trustee Cook seconded the motion (with numbers as corrected), and the voting was unanimous in the affirmative.
C. Proposal from the Department of Plants, Soils and Biometeorology to Grant a Name Change and Permanent Center Status of the Western Region Sustainable Agriculture Research Program to Western Region Sustainable Agriculture Research and Education Center

Trustees were given the proposal from the Department of Plants, Soils and Biometeorology to grant a name change and permanent center status of the Western Region Sustainable Agriculture Research Program to Western Region Sustainable Agriculture Research and Education Center (Appendix KK) for their consideration.

Provost Coward said this is a change in name which will position this program for greater success.

Action: Trustee Pierce-Moore moved approval of Resolution 07-4-8 the proposal from the Department of Plants, Soils and Biometeorology to grant a name change and permanent center status of the Western Region Sustainable Agriculture Research Program to Western Region Sustainable Agriculture Research and Education Center (Appendix KK). Vice Chairman Nyman seconded the motion, and the voting was unanimous in the affirmative.

D. Proposal from the Department of Family, Consumer, and Human Development to Offer a Bachelor of Science Degree in Family Life Studies, Effective Spring Semester 2008

Trustees were given the proposal from the Department of Family, Consumer, and Human Development to offer a Bachelor of Science Degree in Family Life Studies, effective Spring Semester 2008 (Appendix LL) for their consideration.

Provost Coward introduced Thomas R. Lee, Head of the Department of Family, Consumer, and Human Development. He said that historically, this is one of the strongest programs at USU, and continues to be a degree that students desire. Provost Coward said the department and faculty have worked hard to bring the degree on-line so that rural students can be included in this program.

Dr. Lee said there is excitement about the potential for this degree. They receive five to ten inquiries a week from around the state about the program. This will help to continue the Distance Education mission of the University.

Trustee Pierce-Moore asked how this degree will be marketed. Dr. Lee said the Distance Education Office helps with marketing. It will be listed on-line with other on-line degrees offered. Provost Coward added that Media Relations has done an excellent job publicizing the new Social Work program, and as a result that program has received a number of inquiries. The same will be true of this degree.
Dr. Lee said that some of the good jobs in Utah are in state and private social service agencies. Utah has several programs for troubled youth. Individuals with bachelor’s degrees in this field could serve as counselors and staff in their communities.

Trustee Cook asked if there is sufficient staff for this addition. Dr. Lee said that this degree will bring new revenues. A coordinator will be hired. Several adjunct faculty with master’s and doctoral degrees around the country have been located who could teach on-line. There are also lecture faculty who will teach. The Budget and Faculty Welfare Committee has stressed that we not overload faculty. Three or four classes will be taught by tenure-track faculty. In some cases it will be part of their teaching load, but in a couple of cases faculty will receive extra compensation.

Vice Chairman Nyman asked if the classes which were in the College of Family Life were reassigned when that College was dissolved. Dr. Lee said the College of Family Life had a general Family Life degree which was similar to this degree, excluding Fashion Merchandising and Nutrition.

Vice Chairman Nyman said Family Finance and Consumer Credit Problems are two classes that are essential for students. Dr. Lee said the Family Finance course is already on-line as well as taught on campus. Enrollment is approximately 500 students a semester on campus, and this semester 270 students on-line.

**Action:** Trustee Riley moved approval of Resolution 07-4-9 the proposal from the Department of Family, Consumer, and Human Development to offer a Bachelor of Science Degree in Family Life Studies, effective Spring Semester 2008 (Appendix LL). Trustee Pierce-Moore seconded the motion, and the voting was unanimous in the affirmative.

**E. Proposal to Approve New Policy 106 of the University Policy Manual–Sustainability Policy**

Trustees were given the proposal to approve Policy 106 of the University Policy Manual–Sustainability Policy (Appendix MM) for their consideration.

Vice President Ford stated that President Albrecht recently signed the Presidents’ Climate Commitment. President Albrecht is the first president in the State of Utah to sign this commitment to work to reduce emissions and become climate neutral. USU has established a new Sustainability Council that will develop an action plan to reduce emissions at USU and many other sustainability initiatives. The Council has developed a USU Sustainability Policy which will serve as an overarching guide for many years to come.
Lori Selby, Executive Director of Administration, stated that the USU Sustainability Council is in the process of developing goals and objectives in the areas of environment, social development, and economics. Improving air quality is an environmental sustainability initiative that USU will work on collaboratively with others in the Cache Valley community. USU purchases sustainable materials for greater energy efficiency when financially feasible. USU also has a goal of social development sustainability which entails leaving the world in a better condition than we have experienced during our lifetime.

President Albrecht said counties, and cities, along with USU, are addressing these issues which need our attention. The University has committed to be a leader in this area.

**Action:** Trustee Foxley moved approval of Resolution 07-4-10 the proposal to approve New Policy 106 of the University Policy Manual–Sustainability Policy (Appendix MM). Vice Chairman Nyman seconded the motion, and the voting was unanimous in the affirmative.

**F. Real Property Conveyance, Vernal Campus Public Roads and Utilities Easements**

Trustees were given a proposal for real property conveyance at the Vernal Campus for public roads and utilities easements (Appendix NN) for their consideration.

Vice President Ford explained that the property which was donated to USU for a higher education building in Vernal is served by only one public road. The Uintah Transportation District (UTD) and the county will provide $16 million for road and infrastructure improvements, but 100 foot wide easements along the west and south boundaries of USU’s property are needed before they can proceed.

Vice President Ford described where the roads will be constructed by UTD. He emphasized that the 100 foot easement will reap $16 million in infrastructure and road construction which is a substantial benefit USU.

Trustee Foley said this is a wonderful opportunity. It will not only serve the campus, but will open the traffic area in that part of the valley. It is planned that the main street will be named Aggie Boulevard.

**Action:** Trustee Foley moved approval of Resolution 07-4-11 the proposal for real property conveyance at the Vernal Campus for public roads and utilities easements (Appendix NN), and Trustee Johnson seconded the motion. The voting was unanimous in the affirmative.

(Trustees Cook and Johnson left the meeting at this time.)
V. Strategic Agenda- “Regional Campuses and Distance Education Update”

Trustees were given the Regional Campuses and Distance Education Annual Report for 2005-2006 (a copy is in the files of the Secretary of the Board of Trustees).

President Albrecht said that an Education Summit was held on campus with representatives from the Commissioner’s Office, the Governor’s Office, Snow College, the College of Eastern Utah (CEU), and the regional campuses. It was designed to move forward with the regional campus model using the new funding received from the Legislature this year (see House Bill 185, Appendix OO).

Provost Coward said the regional campuses and distance education are at the core of USU’s strategic plan to move forward and create the USU system. He discussed the following:

The purpose of the USU system is to extend the opportunity for four-year programs throughout the state. This has been USU’s mission for more than 100 years, and we are now able to expand that mission. This will maximize access for students of various ages and situations.

The reach of the system includes the regional campuses in Brigham City, Tooele, and the Uintah Basin. There are also several centers throughout the state, and dozens of other sites which provide programs. The funding provided this year by the Legislature will allow for expansion. Provost Coward reported that there are currently 21,000 USU students outside of Logan—there are more students off campus than on campus, but most of the students off campus are part-time students. There are more than 6,000 students enrolled in the three regional campuses, 3,800 students enrolled at centers, more than 5,000 students taking concurrent high school courses, 500 international students, 300 incarcerated students, 2,800 Logan campus students who take courses on-line, and 1,250 professional development credits.

Provost Coward stated that HB 185 allocated almost $5 million for USU to expand our reach and extend our four-year programs: $1 million went to Snow College; $1 million to CEU; $1 million to the Uintah Basin; $900,000 to Tooele; and $889,200 to Brigham City for a total of $4,789,200. This bill provides the resources to extend baccalaureate and other programs at the five locations.

Dr. Menlove said money going to the regional campuses will flow through the legislative funding line item budgets. Money will go to Snow College and CEU as faculty members are hired. They will use that money to determine which programs and faculty they need. She gave the example that some of the faculty members paid by Snow College will be housed in Logan, some will be housed at Snow College, and some may be housed at regional campuses. Additional advisors or administrative staff may also be hired. Provost Coward stated that because this is ongoing funding, tenured and tenure-track
faculty can be hired. Provost Coward stated that because this is ongoing funding, tenured and tenure-track faculty can be hired. Snow College and CEU have been delivering two-year programs for decades. USU will now partner with them and provide four-year programs at those institutions. This is a win-win situation. Students who attend those institutions for four years can receive a degree from those institutions, and a USU degree. This allows us to extend our reach and our mission.

Provost Coward said the legislators were pleased with this system because it makes it unnecessary to change Snow College to a four-year college, which would cost a great deal. Dr. Menlove said a bill that was introduced at last year’s legislative session to change Snow College to a four-year college was not brought forward to the Legislature this year because of USU’s initiative. President Albrecht added that the Board of Regents are also supportive.

The focus of the system – Provost Coward pointed out that the following degree programs are the priority degrees desired at the Uintah Basin, Tooele, and Brigham City: (1) Business, (2) Education, and (3) Pre-engineering. The fourth degree desired by the Uintah Basin is Natural Resources, and the fourth for Brigham City and Tooele is Liberal Arts. Those three campuses are interested in developing the first two years of an Engineering program that will allow students to transfer to USU’s Engineering program for the final two years.

Degree preferences for Snow College are Business, Education, Pre-Engineering/Computer Science, and Liberal Arts. Degree preferences for the College of Eastern Utah are Business, Education, Natural Resources, and Anthropology. Provost Coward pointed out that Business is a critical program desired by all of the institutions.

Dr. Menlove will hold mini summit meetings which will focus on specific degree areas, faculty required, and the faculty resources available. Dr. Menlove will meet with representatives from Snow College, CEU, and the regional campuses on April 17 at the Board of Regents Office. Also attending will be Department Heads for Secondary, Elementary, and Special Education, Commissioner Kendall, and Christine Kearl from the Governor’s Office. The group will consider the whole picture and build a matrix.

The challenges for the system include getting programs up and running quickly. Some programs will be ready for Fall semester, more will be added by January, and even more by Fall 2008. Hiring faculty at the regional campuses is a challenge because it takes time and needs to be done quickly. It will be a challenge to get the right mix of courses which will include a combination of face-to-face courses, on-line courses, and other course delivery. We do not want all of the programs to be on-line. We also need to make the courses seamless so that students can move from a program at one location to another location, or from one medium of delivery to another medium of delivery in a seamless way. There will be one set of standards, requirements, and expectations whether it is a
Business degree in Logan, Tooele, or at Snow College. Dr. Menlove said they are working with Snow College and CEU on ways to seamlessly admit students. Qualifications for continuing programs will need to be absolutely clear.

Concerning faculty hires, Dr. Menlove said there are respected faculty at Snow College and CEU who have PhDs, but have not taught graduate courses. They will now have opportunities to teach graduate courses. Other faculty will be hired to teach their students. It will truly become an integrated system. Each of the institutions will benefit.

Trustee Riley said that currently students are paying additional tuition for on-line classes. He asked if this new legislative funding will help solve that problem, as well as problems with scholarships and grants. Dr. Menlove said they are finding solutions, but doing it in steps. Solving the big problem of integrating the on-line tuition is problematic because on-line classes are funded on a self-support basis. She said it will take some time, but they are working on it.

Trustee Pierce-Moore asked how these changes affect the reputation of strong colleges such as Business, Education, and Engineering. Dr. Menlove said that is discussed each time they meet to discuss needed faculty. Provost Coward said no faculty will be hired unless they are accepted by the regional campuses, Snow College, CEU, and an academic team at USU. These are USU degrees, and we must protect our reputation. Ultimately, USU has the control of who teaches our courses and who gets our degrees, but we must be sensitive to the needs of our partners as well. Dr. Menlove said all faculty will be checked for credentials, and departments can accept or reject appointments.

The next steps for the system are to hold mini-summits or work sessions in April and May. Faculty will be hired as soon as possible. Provost Coward stated that there will be a short-term strategy and a long-term strategy for hiring faculty. Adjunct professors and existing faculty will be hired short-term in order to get programs up and running. Long term hires will be the traditional hiring that has been the centerpiece of our recruitment of faculty, but takes longer. Provost Coward stated that during academic year 2007-2008 there will be new courses and expanded programs and degrees that are not now available to those five campuses.

Provost Coward said that the following points are important:

This is a historic opportunity. The state has given USU resources to implement a new model for education. In the past the regional campuses have been driven by tuition. Now there will be a revenue stream much more like the Logan campus. There will be a state component, a tuition component, and a philanthropy component. Both the regional campuses and the Logan campus will benefit from this initiative. It will be an integrated system. Faculty with specific expertise and qualifications will broadcast courses from each of the facilities to the other facilities. Provost Coward said
that as faculty are disseminated around the state to build the program, one piece will compliment the others, and the Logan campus will not necessarily be the hub. Educational experiences will be built on faculty expertise.

The number of faculty will increase, and much of the increase will be at the regional campuses.

Student enrollment will increase, and much of the increase will be at the regional campuses because of the new opportunities created.

The synergy that will be created from this new system will make USU a better University. That is the strategic plan – to make the University a better University. This investment in USU by the state will allow us to do that.

Dr. Menlove said some of this funding will be used for staff and faculty support, but most will be used for new programs. Provost Coward said not only will we expand the current programs, we will add new programs.

Chairman Shipley said legislators do not want to pour unlimited resources in other areas of education if this is cost effective and successful. He said we have good support in some areas.

Trustee Nyman said this exemplifies the land-grant mission of USU. He asked if additional degrees will be offered, such as Agriculture. Provost Coward said that eventually other degrees will be added. USU has ninety-three degrees, and we will not add all degrees to the other campuses. President Albrecht said that we will be selective in choosing the degrees that will be offered at other campuses. They will be degrees that will benefit the local economies. The junior colleges will continue to provide two years of education in some degrees, and students will then transfer to Logan or other institutions to complete those degrees. He mentioned that senior students will also need lab experience which will not be available at the regional campuses.

President Albrecht said we will serve traditional students, but we will also reach out to students who cannot come to the Logan campus.

Vice President Cockett said that the Head of the Department of Nutrition Science pointed out that by adding one more class to those already being taught on-line, students can finish a two-year degree in Nutrition Science. Students can then transfer to the Logan campus for the final two years in a seamless way. She stated that the expansion of the opportunities for people across the entire state is phenomenal.

Provost Coward said the partnership with Weber State University, also funded by the Legislature, will allow students at Hill Air Force Base to take Engineering courses. Dr.
Menlove said labs will be built on Weber's Davis campus for the Engineering degrees. She said there are currently 800 engineering positions open in Utah.

President Albrecht said that this system is changing the face of higher education. He feels that when USU reports back to the Legislature about the success of the programs we will receive additional resources from the Legislature. He said at the Regents meeting next week there will be discussion about Southern Utah University and Dixie College joining in partnerships. It is an exciting opportunity.

Dr. Burke said there was overwhelming support and a great deal of excitement in the Legislature for these kinds of programs. Kory Holdaway and Greg Bell, Co-chairmen of the Higher Education Appropriations Subcommittee, said this is exactly what should be done in the state. The timing for this request was farsighted. Dr. Burke said there will be more encouragement and support for these kinds of programs in the future.

Trustee Nyman made a motion that the meeting, adjourn, and Trustee Riley seconded the motion. The voting was unanimous in the affirmative.

The Regular Meeting adjourned at 11:30 a.m.

Richard L. Shipley, Chairman

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

Date Approved
SPECIAL MEETING  
UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
16 MAY 2007  

Minutes of the Conference Call Meeting of the Utah State University Board of Trustees held in the President's Office, Old Main 130, Logan, Utah, at 10:00 a.m.

MEMBERS PRESENT (By Telephone)  

Richard L. Shipley  
David P. Cook  
Robert L. Foley  
David Johnson III  
Richard L. Nelson  
Suzanne Pierce-Moore  
Kellie S. Wood  

Chairman  

MEMBERS NOT PRESENT  

R. Brent Nyman  
Douglas S. Foxley  
Peter McChesney  

Vice Chairman  

UNIVERSITY REPRESENTATIVES PRESENT  

Stan L. Albrecht  
Craig J. Simper  
Sydney M. Peterson  
Ned M. Weinshenker  
John Devilbiss  

President  
General Counsel  
Chief of Staff  
Vice President for Strategic Ventures and Economic Development  
Executive Director, Public Relations and Marketing  

MEDIA PRESENT  

Kim Burgess  

The Herald Journal  

Chairman Shipley conducted the Special Meeting. Roll was called.
I. Proposed Disposal of Buildings Located at 1747 (RP2) and 1787 (RP1) Research Park Way at the Utah State University Innovation Campus

Trustees were given a copy of the Proposed Disposal of Buildings Located at 1747 (RP2) and 1787 (RP1) Research Park Way at the Utah State University Innovation Campus (Appendix A).

President Albrecht asked Vice President Weinshenker to give a quick overview. He said Trustees were aware of this issue since it had been discussed in a previous Executive Session. If they had any questions for Vice President Weinshenker or legal issues for Craig Simper, they would be prepared to respond.

Chairman Shipley added that he, President Albrecht, and Vice President Weinshenker had reviewed this very carefully with Commissioner Richard Kendell last week.

President Albrecht said that since that time it had been reviewed at several levels with the Commissioner’s office and the Regents. The Regents have a conference call scheduled for Friday afternoon to approve this project, assuming that the Trustees approve it today.

Vice President Weinshenker reviewed the proposal. He indicated that the Woodbury Corporation has proposed to buy both buildings, RP1 and RP2, and to renovate RP2, divide it approximately in half; the north half for the addition of the high school and the south half potentially for multi-tenant office space. The appraised value for RP1 is $1.23 million and for RP2 is $710,000. The reason that RP2 has a lower appraisal value, even though it is a larger building, is that it needs extensive renovation, not only to bring it into compliance for the high school, but also in compliance for general safety issues associated with the other space. The total comes to a little more than $2 million for the two buildings.

There will be new ground leases for the two buildings. They will be the standard forty-year plus ten-year option to renew, and the price for the ground lease will be $15,700 an acre. The last ground lease at the Innovation Campus was approximately $10,400.

President Albrecht asked Vice President Weinshenker to explain the advantages of this to USTAR.

Vice President Weinshenker indicated that we still have a bond payment for the next seven years or so to finish paying for the 620 Building that we are using as the USTAR match. We will use some of this money to make those payments over the next couple of years. We also want to use some of the money for additional upgrades on the Innovation Campus, to expand the campus to the east and to the south into the areas that have already been designated for that purpose, and lastly, we will use some of the money to help
support the Technology Commercialization Office. Right now that is almost solely supported by the Vice President for Research Office. By taking over some of those expenses, it will free up money for other activities in that office.

Chairman Shipley said his understanding is that the annual land rent is approximately $55,000 per year. Vice President Weinshenker thought it would be $50,000 to $55,000 per year. He said we had been talking about giving some rebate to the high school. There was a commitment to give them space on the Innovation Campus by President Hall, and we thought the best way to do that was to rebate some rent to them as a gift.

Vice President Weinshenker said that overall, these buildings have been a losing proposition. We have not managed them well. It is not our expertise within the University to do that. We do not have the money for renovation, so this transaction to get these buildings up to modern code and attractiveness, particularly the interior, is good for the University. We will continue to receive the ground leases on them, and we will have no further financial risk associated with them.

Trustee Pierce-Moore asked Vice President Weinshenker about the healthy balance of private buildings and the University buildings on the Innovation Campus.

Vice President Weinshenker said all of the buildings, except for the SDL building, were built by private developers and then they revert back to the University. When they revert back they are older buildings and they need a lot of work. By reselling them we are much safer and in a more profitable position than trying to manage and renovate them ourselves.

President Albrecht indicated that we really do have some balance. The next major building project on the Innovation Campus will be the USTAR building. By using some of this money to finish 620 and completing our match obligation it will allow us, as soon as next spring or next summer, to begin work on the first USTAR building to be built there.

Trustee Pierce-Moore wanted to know if the USTAR building would be ours.

President Albrecht said the enabling legislation for both the University of Utah and Utah State University requires that the buildings constructed under the USTAR Authority are controlled by the USTAR Authority.

**Action**: Trustee Foley moved approval of Resolution 06-5-1, Proposed Disposal of Buildings Located at 1747 and 1787 Research Park Way at the Utah State University Campus. Trustee Pierce-Moore seconded the motion, and it passed unanimously.
The Special Meeting adjourned at 10:15 a.m.

Richard L. Shipley, Chairman

Lisa Christensen

Date Approved
ITEM FOR ACTION

RE: Faculty and Staff Adjustments

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

EXECUTIVE SUMMARY

The faculty and staff adjustments includes three new appointments and one change in title or assignment.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the attached faculty and staff adjustments.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

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

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

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date
Faculty and Staff Adjustments

a. **New Appointments**

1. Carolyn Cardenas, Department Head and professor with tenure, Art, College of Humanities, Arts and Social Sciences, effective 1 July 2007. Replacing John Neely. B.S.A. - University of Kansas, 1976; M.F.A. - Drake University, 1979. Salary to be $92,000/12 mo.

2. Mark E. Peterson, Principal, Edith Bowen Laboratory School, College of Education and Human Services, effective 1 July 2007. Replacing Kaye Rhees. B.A. - Utah State University, 1975; M.A. - Utah State University, 1979; Ph.D. - University of Oregon, 1983. Salary to be $80,000/12 mo.

3. Joseph Tainter, Department Head and professor with tenure, Environment and Society, College of Natural Resources, effective 1 July 2007. Replacing Terry Sharik. B.A. - University of California at Santa Barbara, 1972; M.A. - Northwestern University, 1973; Ph.D. Northwestern University, 1975. Salary to be $120,000/12 mo.

b. **Changes in Title or Assignment**

1. Ann Roemer, Associate Professor, Intensive English Language Institute, College of Humanities, Arts and Social Sciences to be Program Director in the same area, effective 1 July 2007. Replacing Glenda Cole. Salary to be $57,380/12 mo.
ITEM FOR ACTION

RE: Certificate of Treasurer for the Period 1 July 2006 to 28 February 2007

The attached Certificate of Treasurer for the period 1 July 2006 to 28 February 2007 is submitted for the Trustees consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds budget at 28 February 2007 totaled $233,820,419, up $10,259,792 (4.59%) over the same 2005-2006 period. The year-to-date state appropriated funds expenditures totaled $132,020,601, up $5,309,675 (4.19%) over the same 2005-2006 period and represented 56% of the total budget. The percent of budget expended, 56%, was 11% less than would be expected to be spent on a strict time of budget year expired basis. Total expenditures for all funds totaled $323,628,359, up $6,929,092 (2.19%) over the same 2005-2006 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for the period 1 July 2006 to 28 February 2007.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

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

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

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

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

WHEREAS, Vice President Ford requests approval of the listed expenditures by fund for the period 1 July 2006 to 28 February 2007 on the attached Certificate of Treasurer, and

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

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

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Certificate of Treasurer as presented and ratifies the expenditures listed on said Certificate of Treasurer for the period of 1 July 2006 to 28 February 2007.

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

Date
CERTIFICATE OF TREASURER

I, W. Glenn Ford, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2006 to 28 February 2007.

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.

<table>
<thead>
<tr>
<th>State Appropriated Funds</th>
<th>Board of Trustees Approved Budget 100%</th>
<th>Percent of Budget Expended (67% Fiscal Year Expired)</th>
<th>01-Feb 28-Feb-07</th>
<th>Year to Date</th>
<th>Prior Year to Date</th>
<th>Increase (Decrease) from Prior Year</th>
<th>Percent Increase (Decrease) from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and General (Except Athletics)</td>
<td>$166,409,912</td>
<td>60%</td>
<td>$12,675,768</td>
<td>$99,134,336</td>
<td>$98,058,501</td>
<td>$1,075,835</td>
<td>1.10%</td>
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<tr>
<td>Athletics</td>
<td>2,357,211</td>
<td>68%</td>
<td>200,624</td>
<td>1,592,620</td>
<td>1,448,765</td>
<td>143,855</td>
<td>9.93%</td>
</tr>
<tr>
<td>Agricultural Experiment Station</td>
<td>16,139,206</td>
<td>46%</td>
<td>851,404</td>
<td>7,373,135</td>
<td>7,416,888</td>
<td>(43,753)</td>
<td>(0.59)%</td>
</tr>
<tr>
<td>UWRRL Appropriation</td>
<td>2,292,431</td>
<td>40%</td>
<td>105,331</td>
<td>920,932</td>
<td>995,353</td>
<td>(74,421)</td>
<td>(7.48)%</td>
</tr>
<tr>
<td>UWRRL Apportionment</td>
<td>4,591,848</td>
<td>33%</td>
<td>154,257</td>
<td>1,504,613</td>
<td>981,929</td>
<td>522,684</td>
<td>53.23%</td>
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<tr>
<td>Tooele - Cont. Ed. Center</td>
<td>7,101,458</td>
<td>59%</td>
<td>457,048</td>
<td>4,166,820</td>
<td>3,157,070</td>
<td>1,000,750</td>
<td>31.98%</td>
</tr>
<tr>
<td>Educationally Disadvantaged</td>
<td>305,470</td>
<td>59%</td>
<td>14,394</td>
<td>180,542</td>
<td>102,804</td>
<td>77,738</td>
<td>75.62%</td>
</tr>
<tr>
<td>Southeastern Utah - Cont. Ed. Center</td>
<td>2,422,390</td>
<td>30%</td>
<td>114,844</td>
<td>731,876</td>
<td>693,033</td>
<td>38,843</td>
<td>5.60%</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>13,719,932</td>
<td>57%</td>
<td>981,538</td>
<td>7,856,946</td>
<td>7,516,107</td>
<td>340,839</td>
<td>4.53%</td>
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<tr>
<td>Brigham City - Cont. Ed. Center</td>
<td>7,373,774</td>
<td>53%</td>
<td>494,767</td>
<td>3,899,540</td>
<td>2,858,778</td>
<td>1,040,762</td>
<td>36.41%</td>
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<tr>
<td>USTAR</td>
<td>3,926,325</td>
<td>18%</td>
<td>175,168</td>
<td>688,722</td>
<td>-</td>
<td>688,722</td>
<td>-%</td>
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<tr>
<td>Total State Appropriated Funds</td>
<td>$233,820,419</td>
<td>56%</td>
<td>$17,074,373</td>
<td>$132,020,601</td>
<td>$126,710,926</td>
<td>$5,309,675</td>
<td>4.19%</td>
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</tbody>
</table>

Total State Appropriated Funds 2005-2006 $223,560,627
Increase from 2005-2006 $10,259,792
Percent Increased from 2005-2006 4.59%
<table>
<thead>
<tr>
<th>Other Unrestricted Funds</th>
<th>01-Feb 28-Feb-07</th>
<th>Year to Date</th>
<th>Prior Year to Date</th>
<th>Increase (Decrease) from Prior Year</th>
<th>Percent Increase (Decrease) from Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Reimbursement for R &amp; D Designated</td>
<td>$487,837</td>
<td>$4,780,351</td>
<td>$4,463,648</td>
<td>$316,703</td>
<td>7.10 %</td>
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<tr>
<td>Service Departments</td>
<td>3,687,675</td>
<td>31,628,523</td>
<td>31,783,996</td>
<td>(155,473)</td>
<td>(0.49) %</td>
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<tr>
<td>Auxiliary Enterprises (Except Athletics) Athletics</td>
<td>3,357,932</td>
<td>27,428,043</td>
<td>24,364,947</td>
<td>3,063,096</td>
<td>12.57 %</td>
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<tr>
<td></td>
<td>2,077,356</td>
<td>22,037,129</td>
<td>19,668,836</td>
<td>2,368,293</td>
<td>12.04 %</td>
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<tr>
<td></td>
<td>867,728</td>
<td>5,890,972</td>
<td>5,546,570</td>
<td>344,402</td>
<td>6.21 %</td>
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<tr>
<td></td>
<td>10,478,528</td>
<td>91,765,018</td>
<td>85,827,997</td>
<td>5,937,021</td>
<td>6.92 %</td>
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</table>

<table>
<thead>
<tr>
<th>Other Restricted Funds</th>
<th>01-Feb 28-Feb-07</th>
<th>Year to Date</th>
<th>Prior Year to Date</th>
<th>Increase (Decrease) from Prior Year</th>
<th>Percent Increase (Decrease) from Prior Year</th>
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<tbody>
<tr>
<td>Instruction</td>
<td>922,782</td>
<td>8,650,150</td>
<td>9,481,310</td>
<td>(831,160)</td>
<td>(8.77) %</td>
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<tr>
<td>Research</td>
<td>3,967,464</td>
<td>31,776,837</td>
<td>33,836,363</td>
<td>(2,059,526)</td>
<td>(6.09) %</td>
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<td>Public Service</td>
<td>1,821,967</td>
<td>16,770,732</td>
<td>16,077,821</td>
<td>692,911</td>
<td>4.31 %</td>
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<td>Academic Support</td>
<td>210,951</td>
<td>2,090,110</td>
<td>1,965,246</td>
<td>124,864</td>
<td>6.35 %</td>
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<td>Student Services</td>
<td>276,274</td>
<td>2,457,516</td>
<td>1,752,382</td>
<td>705,134</td>
<td>40.24 %</td>
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<td>Institutional Support</td>
<td>(80,104)</td>
<td>655,497</td>
<td>587,237</td>
<td>68,260</td>
<td>11.62 %</td>
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<td>Operation and Maintenance of Plant</td>
<td>(312)</td>
<td>23,575</td>
<td>21,232</td>
<td>2,343</td>
<td>11.04 %</td>
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<td>Scholarships and Fellowships</td>
<td>624,630</td>
<td>26,940,648</td>
<td>25,605,103</td>
<td>1,335,545</td>
<td>5.22 %</td>
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<td>Service Departments</td>
<td>1,588</td>
<td>9,220</td>
<td>4,431</td>
<td>4,789</td>
<td>108.08 %</td>
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<td>Auxiliary Enterprises</td>
<td>11,204</td>
<td>99,438</td>
<td>106,159</td>
<td>(6,721)</td>
<td>(6.33) %</td>
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<tr>
<td></td>
<td>7,756,444</td>
<td>89,473,723</td>
<td>89,437,284</td>
<td>36,439</td>
<td>0.04 %</td>
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<table>
<thead>
<tr>
<th>Other Funds</th>
<th>01-Feb 28-Feb-07</th>
<th>Year to Date</th>
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<th>Increase (Decrease) from Prior Year</th>
<th>Percent Increase (Decrease) from Prior Year</th>
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<tbody>
<tr>
<td>Plant Funds</td>
<td>763,409</td>
<td>9,502,473</td>
<td>13,978,618</td>
<td>(4,476,145)</td>
<td>(32.02) %</td>
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<td>Associated Students</td>
<td>73,852</td>
<td>662,736</td>
<td>517,792</td>
<td>144,944</td>
<td>27.99 %</td>
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<td>Other Agency Funds</td>
<td>25,841</td>
<td>203,808</td>
<td>226,650</td>
<td>(22,842)</td>
<td>(10.08) %</td>
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<tr>
<td></td>
<td>863,102</td>
<td>10,369,017</td>
<td>14,723,060</td>
<td>(4,354,043)</td>
<td>(29.57) %</td>
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<tr>
<td></td>
<td>$36,172,447</td>
<td>$323,628,359</td>
<td>$316,699,267</td>
<td>$6,929,092</td>
<td>2.19 %</td>
</tr>
</tbody>
</table>

5/16/2007
Date

W. Glenn Ford
ITEM FOR ACTION


The attached Report of Investments for February 2007 is submitted for the Trustees consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY


CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during February 2007 was $189,149,293, up $2,340,276 over January 2007. Total investment income was $1,173,996, up $573,777 over January 2007, reflecting the increase in the amount available for investing and an increase in total investment return. The annualized total investment return was 7.98%, up 4.25% over January 2007.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $171,127,965, up $13,757,498 (8.74%) over FY 2005-2006. Total interest income for FY 2006-2007 amounted to $5,284,902, up $1,343,139 (34.07%) over FY 2005-2006, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 28 February 2007 was $186,594,831, up $22,888,478 (13.98%) over 28 February 2006.

ENDOWMENT POOL

The average daily fair value invested during February 2007 was $56,437,331, up $126,283 over January 2007. Interest and dividend income of $92,298 plus net realized gains of $3,444 totaled $95,742 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $53,306,660, up $4,715,416 (9.70%) over FY 2005-2006. Total realized income for FY 2006-2007 was $997,383, down $772,530 (43.65%) from FY 2005-2006. This decrease resulted from $262,198 more in interest and dividends and $1,034,728 less net realized gains during FY 2006-2007.

The total amount invested at 28 February 2007 was $56,165,060, up $3,556,146 (6.76%) over 28 February 2006.
WELLS FARGO BANK - BALANCED FUND

The average daily fair value invested during February 2007 was $10,298,939, down $56,660 from January 2007. Interest and dividend income of $11,695 less $6 net realized losses totaled $11,689 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $9,973,148, up $1,617,867 (19.36%) over FY 2005-2006. Total realized income for FY 2006-2007 was $374,602, up $174,424 (87.13%) over FY 2005-2006. This increase in realized income resulted from $179,278 more in interest and dividends and $4,854 less net realized gains during FY 2006-2007.

The total amount invested at 28 February 2007 was $10,232,817, up $827,937 (8.80%) over 28 February 2006.

THE COMMONFUND - COMMINGLED INVESTMENT FUNDS

The average daily fair value invested during February 2007 was $37,101,650, up $75,045 over January 2007. Interest and dividend income of $45,609 plus net realized gains of $3,450 totaled $49,059 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $35,453,252, up $3,384,159 (10.55%) over FY 2005-2006. Total realized income for FY 2006-2007 was $379,764, down $984,501 (72.16%) from FY 2005-2006. This decrease resulted from $45,373 more in interest and dividends and $1,029,874 less net realized gains during FY 2006-2007.

The total amount invested at 28 February 2007 was $36,877,637, up $2,313,233 (6.69%) over 28 February 2006.

OTHER INVESTMENTS

The average daily fair value invested during February 2007 was $1,539,005, down $4,627 from January 2007. Interest and dividend income of $4,346 minus net realized losses of $1,401 totaled $2,945 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $1,497,811, down $26,474 (1.74%) from FY 2005-2006. Total realized income for FY 2006-2007 was $46,701, down $29,942 (39.07%) from FY 2005-2006. This decrease resulted from $11,351 more in interest and dividend income and $41,293 less net realized gains during FY 2006-2007.

The total amount invested at 28 February 2007 was $1,528,651, down $284,865 (15.71%) from 28 February 2006.
ENDOWMENT TRUSTS

The average daily fair value invested during February 2007 was $6,425,852, down $181,668 from January 2007. Interest and dividend income of $11,461 plus net realized gains of $8,376 totaled $19,837 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $6,315,759, up $520,013 (8.97%) over FY 2005-2006. Total realized income for FY 2006-2007 was $157,055, down $76,959 (32.89%) from FY 2005-2006. This decrease resulted from $17,441 more interest and dividend income and $94,400 less net realized gains during FY 2006-2007.

The total amount invested at 28 February 2007 was $6,258,046, up $456,903 (7.88%) over 28 February 2006.

PLANT FUND TRUSTS

The average daily fair value invested during February 2007 was $10,964,717, down $1,471,187 from January 2007. Interest income totaled $44,630 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2006-2007 was $16,351,069, down $21,100,768 (56.34%) from FY 2005-2006. Total realized income for FY 2006-2007 was $566,825, down $399,179 (41.32%) from FY 2005-2006. This decrease reflects the decreased amount available for investing and an increase in the rate of return.

The total amount invested at 28 February 2007 was $11,006,598, down $19,962,027 (64.46%) from 28 February 2006.

SUMMARY OF INVESTMENT TRANSACTIONS

This report summarizes all investment transactions for February 2007. The aggregate net realized gains for the month were $10,419 and earnings were $850,725.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for February 2007.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

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

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

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

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

WHEREAS, Vice President Ford requests approval of the attached Report of Investments for the period 1 February 2007 to 28 February 2007 and comparative year-to-date totals for the periods 1 July 2005 to 28 February 2006 and 1 July 2006 to 28 February 2007, 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 February 2007 to 28 February 2007 and comparative year-to-date totals for the periods 1 July 2005 to 28 February 2006 and 1 July 2006 to 28 February 2007.

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for 1 February 2007 to 28 February 2007.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

____________________________
Date

35
The following schedules (A through F) provide a report of the University's investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Management Institutional Funds Act.

David T. Cowley
Associate Vice President for Financial Services/Controller

Date

W. Glenn Ford
Vice President for Business and Finance

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

<table>
<thead>
<tr>
<th></th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Interest Fair Value</th>
<th>Total Interest Income</th>
<th>Less Service Charges</th>
<th>Net Interest Income</th>
</tr>
</thead>
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<tr>
<td>Aug 2006</td>
<td>150,594,292</td>
<td>196,955,448</td>
<td>173,156,405</td>
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<td>174,761,310</td>
<td>158,828,949</td>
<td>8,755</td>
<td>614,063</td>
<td>637,884</td>
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<td>93,702,570</td>
<td>207,608</td>
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<td>170,100,803</td>
<td>643,984</td>
<td>6,100</td>
<td>676,134</td>
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<td>Nov 2006</td>
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<td>106,329,172</td>
<td>114,715,742</td>
<td>221,957</td>
<td>169,856,029</td>
<td>170,447,967</td>
<td>653,561</td>
<td>4,080</td>
<td>649,481</td>
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<tr>
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<td>110,099,954</td>
<td>105,854,296</td>
<td>(216,787)</td>
<td>173,884,900</td>
<td>169,735,947</td>
<td>670,812</td>
<td>(642)</td>
<td>671,454</td>
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<td>154,395,452</td>
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<td>186,809,017</td>
<td>741,879</td>
<td>4,827</td>
<td>737,052</td>
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<td>190,478,704</td>
<td>126,920,891</td>
<td>131,245,776</td>
<td>441,012</td>
<td>186,594,831</td>
<td>189,149,293</td>
<td>732,984</td>
<td>6,292</td>
<td>726,692</td>
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<td>Mar 2007</td>
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<td>Apr 2007</td>
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<td>May 2007</td>
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<td>Jun 2007</td>
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</table>

**Comparative Totals:**

**Year-to-date**

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<thead>
<tr>
<th></th>
<th>$146,237,242</th>
<th>$1,001,416,779</th>
<th>$962,439,003</th>
<th>$1,379,813</th>
<th>$186,594,831</th>
<th>$171,127,965</th>
<th>$5,284,902</th>
<th>$40,630</th>
<th>$5,244,272</th>
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<tr>
<td>Amt Change</td>
<td>22,888,478</td>
<td>13,757,498</td>
<td>1,343,139</td>
<td>(13,764)</td>
<td>1,356,903</td>
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<td></td>
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</tr>
<tr>
<td>% Change</td>
<td>13.98%</td>
<td>8.74%</td>
<td>34.07%</td>
<td>-25.30%</td>
<td>34.91%</td>
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</table>

**Note:** The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.
<table>
<thead>
<tr>
<th>Securities</th>
<th>Purchases</th>
<th>Sales</th>
<th>Change in Fair Value</th>
<th>Total Investment Income</th>
<th>Average Daily Fair Value</th>
<th>Annualized Total Investment Return</th>
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</thead>
<tbody>
<tr>
<td>Repurchase Agreements</td>
<td>$89,920,891</td>
<td>$86,385,776</td>
<td>$17,787</td>
<td>$17,787</td>
<td>$4,832,209</td>
<td>4.73%</td>
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<tr>
<td>Time Certificates of Deposit</td>
<td>22,000,000</td>
<td>16,000,000</td>
<td>212,588</td>
<td>212,588</td>
<td>43,464,286</td>
<td>6.29%</td>
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<tr>
<td>Utah Public Treasurers' Investment Fund</td>
<td>5,000,000</td>
<td>5,000,000</td>
<td>43,954</td>
<td>43,954</td>
<td>10,785,714</td>
<td>5.24%</td>
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<tr>
<td>Obligations of U. S. Government</td>
<td>10,000,000</td>
<td>23,860,000</td>
<td>458,655</td>
<td>$441,012</td>
<td>899,667</td>
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<tr>
<td>Total</td>
<td>$126,920,891</td>
<td>$131,245,776</td>
<td>$732,984</td>
<td>$441,012</td>
<td>$1,173,996</td>
<td>$189,149,293</td>
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</table>
**UTAH STATE UNIVERSITY**

**ENDOWMENT POOL**

**SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME**

<table>
<thead>
<tr>
<th></th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Interest and Dividends</th>
<th>Total Gain or (Loss)</th>
<th>Total Realized Income</th>
<th>Less Realized Expenses</th>
<th>Net Realized Income/(Loss)</th>
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<tbody>
<tr>
<td>Jul 2006</td>
<td>$49,798,229</td>
<td>$267,812</td>
<td>$174,994</td>
<td>($113,803)</td>
<td>$49,777,244</td>
<td>$50,724,860</td>
<td>79,972</td>
<td>3,322</td>
<td>83,310</td>
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<td>Aug 2006</td>
<td>49,777,244</td>
<td>36,890</td>
<td>6,930</td>
<td>905,656</td>
<td>50,712,860</td>
<td>50,245,051</td>
<td>79,972</td>
<td>3,322</td>
<td>84,023</td>
<td>84,023</td>
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<td>Sep 2006</td>
<td>50,712,860</td>
<td>37,868</td>
<td>13,134</td>
<td>840,206</td>
<td>51,577,800</td>
<td>51,145,328</td>
<td>80,711</td>
<td>3,322</td>
<td>84,033</td>
<td>84,033</td>
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<td>Oct 2006</td>
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<td>1,030,343</td>
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<td>1,175,815</td>
<td>53,775,939</td>
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<td>53,542</td>
<td>6,961</td>
<td>978,914</td>
<td>54,801,434</td>
<td>54,288,687</td>
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<td>3,577</td>
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<td>66,682</td>
<td>55,178,549</td>
<td>54,989,991</td>
<td>378,620</td>
<td>3,727</td>
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<td>1,019,108</td>
<td>200,602</td>
<td>711,996</td>
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<td>92,680</td>
<td>3,070</td>
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<td>46,592</td>
<td>7,317</td>
<td>(383,266)</td>
<td>56,165,060</td>
<td>56,437,331</td>
<td>92,298</td>
<td>3,444</td>
<td>95,742</td>
<td>95,742</td>
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</tbody>
</table>

**Comparative Totals:**

- **Year-to-date**
  - FY 2006-07: $49,798,229
  - FY 2005-06: 44,400,818

**Amt Change**

- $5,356,146
- $4,715,416
- $252,198

**% Change**

- 6.76%
- 9.70%
- 37.04%
- (-97.43%)
- (-43.65%)
- 20.52%
- (-44.04%)

**Note:** The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of $9,018,327 principal beginning balance, a $9,054,606 ending balance, and a $9,036,742 average daily balance for the current month. Current month interest and dividends from the CMIP were $34,994 bringing the total to $243,017 year to date. These amounts have also been reported in schedules A-1 and A-2.

The July beginning fair value has been adjusted to reflect the amount distributed in excess of pool earnings.
## UTAH STATE UNIVERSITY
### ENDOWMENT POOL
#### INVESTMENT PERFORMANCE

<table>
<thead>
<tr>
<th></th>
<th>Total Number of Units</th>
<th>Fair Value Per Unit</th>
<th></th>
<th>Net Earnings</th>
<th>Earnings Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Beginning of Month</td>
<td>End of Month</td>
<td>Percent Change</td>
<td></td>
</tr>
<tr>
<td>July 2006</td>
<td>319,861.28</td>
<td>$155,9774</td>
<td>$155,6213</td>
<td>-0.23%</td>
<td>$77,262</td>
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<tr>
<td>August 2006</td>
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<td>155.6213</td>
<td>158.5464</td>
<td>1.88%</td>
<td>79,972</td>
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<td>September 2006</td>
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<td>158.5464</td>
<td>161.2505</td>
<td>1.71%</td>
<td>80,711</td>
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<tr>
<td>October 2006</td>
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<td>161.2505</td>
<td>165.4205</td>
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<td>November 2006</td>
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<td>165.4205</td>
<td>168.5751</td>
<td>1.91%</td>
<td>84,048</td>
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<td>December 2006</td>
<td>325,086.25</td>
<td>168.5751</td>
<td>169.7351</td>
<td>0.69%</td>
<td>378,620</td>
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<td>January 2007</td>
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<td>169.7351</td>
<td>172.4818</td>
<td>1.62%</td>
<td>92,680</td>
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<td>February 2007</td>
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<td>172.4818</td>
<td>170.8272</td>
<td>-0.96%</td>
<td>92,298</td>
</tr>
</tbody>
</table>

March 2007
April 2007
May 2007
June 2007
# UTAH STATE UNIVERSITY

## WELLS FARGO BANK - BALANCED FUND

### SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

<table>
<thead>
<tr>
<th>Date</th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Fair Value</th>
<th>Total Interest and Dividends</th>
<th>Realized Gain or (Loss)</th>
<th>Total Realized Income</th>
<th>Less Expenses</th>
<th>Net Realized Income/(Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-2006</td>
<td>$9,422,748</td>
<td>$5,419</td>
<td>$23,305</td>
<td>$48,947</td>
<td>$9,453,809</td>
<td>$9,438,279</td>
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<td>$0</td>
<td>$11,182</td>
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<td>Aug-2006</td>
<td>9,453,809</td>
<td>9,567</td>
<td>49</td>
<td>174,898</td>
<td>9,638,225</td>
<td>9,546,017</td>
<td>11,235</td>
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<td>Sep-2006</td>
<td>9,638,225</td>
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<td>6,388</td>
<td>187,365</td>
<td>9,830,589</td>
<td>9,734,407</td>
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<td>11,138</td>
<td>6,356</td>
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<td>10,043</td>
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<td>237,354</td>
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<td>147,126</td>
<td>10,246,662</td>
<td>10,161,789</td>
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<tr>
<td>Dec-2006</td>
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<td>(186,115)</td>
<td>10,346,136</td>
<td>10,296,399</td>
<td>295,222</td>
<td>(6)</td>
<td>295,216</td>
<td>6,717</td>
<td>288,499</td>
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<td>Jan-2007</td>
<td>10,346,136</td>
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<td>193,437</td>
<td>106,715</td>
<td>10,365,061</td>
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<td>(731)</td>
<td>11,580</td>
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<td>724</td>
<td>(141,833)</td>
<td>10,232,817</td>
<td>10,298,939</td>
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<td>(6)</td>
<td>11,689</td>
<td>0</td>
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| Mar-2007 |                      |           |                |                      |                   |                        |                           |                         |                      |                 |                                |
| Apr-2007 |                      |           |                |                      |                   |                        |                           |                         |                      |                 |                                |
| May-2007 |                      |           |                |                      |                   |                        |                           |                         |                      |                 |                                |
| Jun-2007 |                      |           |                |                      |                   |                        |                           |                         |                      |                 |                                |

### Comparative Totals:

**Year-to-date**

| FY 2006-07 | $9,422,748 | $468,102 | $232,490 | $574,457 | $10,232,817 | $9,973,148 | $375,354 | ($752) | $374,602 | $13,073 | $361,529 |
| FY 2005-06 | 7,141,151  | 9,232,491 | 7,291,702 | 322,940  | 9,404,880  | 8,355,281  | 196,076  | 4,102  | 200,178  | 10,847  | 189,331  |
| Amt Change |            |           |           |          |            |           |          |        |          |         |           |
| % Change   | 8.80%      | 19.36%    | 91.43%    | -118.33% | 87.13%     | 20.52%     | 90.95%   |         |         |         |           |

**Note:** The Wells Fargo Bank - Balanced Fund includes endowment funds designated for long-term investment.
<table>
<thead>
<tr>
<th></th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Fair Value</th>
<th>Total Interest and Dividends</th>
<th>Realized Gain or (Loss)</th>
<th>Total Realized Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2006</td>
<td>$33,669,909</td>
<td>$0</td>
<td>$151,689</td>
<td>($162,751)</td>
<td>$33,555,469</td>
<td>$33,512,689</td>
<td>$41,474</td>
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<td>41,414</td>
<td>3,338</td>
<td>44,752</td>
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<td>34,079,346</td>
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<td>652,841</td>
<td>34,725,441</td>
<td>34,402,393</td>
<td>43,092</td>
<td>3,322</td>
<td>46,414</td>
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<td>938,461</td>
<td>35,656,953</td>
<td>35,191,197</td>
<td>41,778</td>
<td>3,569</td>
<td>45,347</td>
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<td>Nov 2006</td>
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<td>6,913</td>
<td>831,788</td>
<td>36,481,828</td>
<td>36,069,391</td>
<td>41,932</td>
<td>3,577</td>
<td>45,509</td>
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<td>252,797</td>
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<td>51,475</td>
<td>3,733</td>
<td>55,208</td>
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<td>37,026,605</td>
<td>44,908</td>
<td>3,801</td>
<td>48,709</td>
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<td>(441,433)</td>
<td>36,877,637</td>
<td>37,101,650</td>
<td>45,609</td>
<td>3,450</td>
<td>49,059</td>
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Comparative Totals:

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<th></th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Fair Value</th>
<th>Total Interest and Dividends</th>
<th>Realized Gain or (Loss)</th>
<th>Total Realized Income</th>
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<td>$200,015</td>
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<td>$35,453,252</td>
<td>$351,682</td>
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<td>$379,764</td>
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<td>2,552,819</td>
<td>2,432,902</td>
<td>34,564,404</td>
<td>32,069,093</td>
<td>306,309</td>
<td>1,057,956</td>
<td>1,364,265</td>
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<td>Amt Change</td>
<td>2,313,233</td>
<td>2,384,159</td>
<td>45,373</td>
<td>(1,029,874)</td>
<td>(984,501)</td>
<td>-97.35%</td>
<td>-72.16%</td>
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</tr>
</tbody>
</table>

% Change 6.69% 10.55% 14.81% -97.35% -72.16%

Note: Commonfund - Commingled Investment Funds includes endowment funds designated for long-term investment.
## UTAH STATE UNIVERSITY
OTHER INVESTMENTS

### SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

<table>
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<tr>
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<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Fair Value</th>
<th>Total Interest and Dividends</th>
<th>Realized Gain or (Loss)</th>
<th>Total Realized Income</th>
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<tbody>
<tr>
<td>Jul 2006</td>
<td>$1,447,164</td>
<td>$4,486</td>
<td>$95</td>
<td>$239</td>
<td>$1,451,794</td>
<td>$1,449,479</td>
<td>$4,489</td>
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<td>1,459,918</td>
<td>4,579</td>
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<td>5,221</td>
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<td>1,472,939</td>
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<td>(4,758)</td>
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<td>1,497,655</td>
<td>1,487,746</td>
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<td>29,704</td>
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<td>1,543,632</td>
<td>4,729</td>
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<td>2,945</td>
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<td>1,539,005</td>
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### Comparative Totals:

<p>| | | | | | | | | | |</p>
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<tbody>
<tr>
<td>Year-to-date</td>
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<tr>
<td>FY 2006-07</td>
<td>$1,447,164</td>
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<tr>
<td>% Change</td>
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</table>

Note: Other Investments include donor designated and other specified investments.
<table>
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<tr>
<th></th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Fair Value</th>
<th>Total Interest and Dividends</th>
<th>Realized Gain or (Loss)</th>
<th>Total Realized Income</th>
<th>Less Expenses</th>
<th>Net Realized Income/(Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2006</td>
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<td>$155,884</td>
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<td>($66)</td>
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<td>$567</td>
<td>$23,250</td>
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<td>12,335</td>
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<td>12,267</td>
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<td>4,745</td>
<td>15,575</td>
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<td>26,111</td>
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<td>19,768</td>
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Comparative Totals:
Year-to-date
FY 2006-07 $5,899,695 $368,143 $452,638 $442,846 $6,258,046 $6,315,759 $143,341 $13,714 $157,055 $11,269 $145,786
Amt Change 456,903 520,013 17,441 (94,400) 76,959 615 (77,574)
% Change 7.88% 8.97% 13.85% -87.32% -32.89% 5.77% -34.73%

Note: Endowment Trusts include externally managed endowment trusts.
<table>
<thead>
<tr>
<th></th>
<th>Beginning Fair Value</th>
<th>Purchases</th>
<th>Sales Proceeds</th>
<th>Change in Fair Value</th>
<th>Ending Fair Value</th>
<th>Average Daily Interest Fair Value</th>
<th>Total Interest Income</th>
<th>Realized Gain or (Loss)</th>
<th>Total Realized Income</th>
<th>Less Expenses</th>
<th>Net Realized Income/(Loss)</th>
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<tbody>
<tr>
<td>Jul 2006</td>
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<td>99,025</td>
<td>$73,925</td>
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<td>20,607,951</td>
<td>89,556</td>
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Comparative Totals:

Year-to-date:

- FY 2006-07: 23,929,357
- FY 2005-06: 43,394,639

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<th>$4,878</th>
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<th>$568,369</th>
<th>($1,544)</th>
<th>$566,825</th>
<th>$0</th>
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<tr>
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<td>FY 2005-06 43,394,639</td>
<td>28,153,634</td>
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<td>0</td>
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<td>(399,179)</td>
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<tr>
<td>% Change</td>
<td>-64.46%</td>
<td>-56.34%</td>
<td>-36.59%</td>
<td>-102.22%</td>
<td>-41.32%</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Note: Plant Fund Trusts include all debt service reserve accounts in compliance with bond issue covenants and the construction funds for the Roosevelt and Innovation Campuses, Housing and Stadium / Spectrum.
## UTAH STATE UNIVERSITY
### SUMMARY OF INVESTMENT TRANSACTIONS
**For the Month of February 2007**

### Cash Management Investment Pool

<table>
<thead>
<tr>
<th>Purchases</th>
<th>Shares</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repurchase Agreements</td>
<td>$89,920,891</td>
<td></td>
</tr>
<tr>
<td>Time Certificates of Deposit</td>
<td>22,000,000</td>
<td>16,000,000</td>
</tr>
<tr>
<td>Utah Public Treasurers' Investment Fund</td>
<td>5,000,000</td>
<td>5,000,000</td>
</tr>
<tr>
<td>Obligations of U.S. Government</td>
<td>10,000,000</td>
<td>23,860,000</td>
</tr>
<tr>
<td><strong>Total Cash Management Investment Pool</strong></td>
<td><strong>126,920,891</strong></td>
<td><strong>131,245,776</strong></td>
</tr>
</tbody>
</table>

### Endowment Pool - Transactions of External Managers

<table>
<thead>
<tr>
<th>Purchases</th>
<th>Shares</th>
<th>Cost</th>
<th>Sales</th>
<th>Shares</th>
<th>Cost</th>
<th>Receipts</th>
<th>Gain/(Loss)</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo Bank - Balanced Fund</td>
<td>724,190</td>
<td>730</td>
<td>724</td>
<td>(6)</td>
<td>3,599</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obligations of U.S. Government</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GNMA Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Bonds and Notes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money Market Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fidelity Instl Cash #39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wells Fargo Advantage Cash #250</td>
<td>10,313</td>
<td></td>
<td>730</td>
<td>724</td>
<td>(6)</td>
<td>3,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Wells Fargo Bank - Balanced Fund</strong></td>
<td><strong>10,313</strong></td>
<td></td>
<td><strong>730</strong></td>
<td><strong>724</strong></td>
<td><strong>(6)</strong></td>
<td><strong>11,695</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Commonfund - Commingled Investment Funds

<table>
<thead>
<tr>
<th>Purchases</th>
<th>Shares</th>
<th>Cost</th>
<th>Sales</th>
<th>Shares</th>
<th>Cost</th>
<th>Receipts</th>
<th>Gain/(Loss)</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonfund-Growth Equity Fund</td>
<td>51,315</td>
<td>1,201</td>
<td>1,573</td>
<td>372</td>
<td>5,473</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonfund-Multi-Strategy Bond</td>
<td>61,722</td>
<td>715</td>
<td>831</td>
<td>116</td>
<td>26,039</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonfund-Multi-Strategy Equity</td>
<td>21,858</td>
<td>1,227</td>
<td>4,189</td>
<td>2,862</td>
<td>14,097</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Commonfund - Commingled investment Funds</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>3,143</strong></td>
<td><strong>6,593</strong></td>
<td><strong>3,459</strong></td>
<td><strong>45,609</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Endowment Pool - Transactions of External Managers | 10,313 | 3,873 | 7,317 | 3,444 | 57,304 |

### Other Investments

| Corporate Bonds and Notes | 60 |
| U.S. West Communications | 500,000 | 17,050 | 15,650 | (1,400) |
| Common & Preferred Stock | 100,000 | 2,188 | 2,649 | 461 |
| Charles Schwab | 500,000 | 17,050 | 15,650 | (1,400) |
| Agilent Technologies Inc | 100,000 | 2,188 | 2,649 | 461 |
| Avis Budget Group Inc | 500,000 | 17,050 | 15,650 | (1,400) |
### UTAH STATE UNIVERSITY

#### SUMMARY OF INVESTMENT TRANSACTIONS

For the Month of February 2007

<table>
<thead>
<tr>
<th>Purchases</th>
<th></th>
<th>Sales</th>
<th></th>
<th>Gain/(Loss)</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shares</td>
<td>Cost</td>
<td>Shares</td>
<td>Cost</td>
<td>Receipts</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>-------</td>
<td>-----</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Common &amp; Preferred Stock (cont...)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairchild Semiconductor</td>
<td>60,000</td>
<td>$1,033</td>
<td>$1,069</td>
<td>$36</td>
<td></td>
</tr>
<tr>
<td>Idear Inc</td>
<td>25,000</td>
<td>676</td>
<td>810</td>
<td>134</td>
<td></td>
</tr>
<tr>
<td>Smith Barney</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kroger Co</td>
<td>1,300,000</td>
<td>$33,423</td>
<td>1,300,000</td>
<td>33,423</td>
<td>33,000</td>
</tr>
<tr>
<td>Banco Itau Holding Financeira S.A. Spons Adr</td>
<td>31,000</td>
<td>1,142</td>
<td>31,000</td>
<td>1,142</td>
<td>1,064</td>
</tr>
<tr>
<td>Deere &amp; Co</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$44</td>
</tr>
<tr>
<td>Grant Prideco Inc</td>
<td>5,000</td>
<td>218</td>
<td>5,000</td>
<td>218</td>
<td>168</td>
</tr>
<tr>
<td>Monsanto Co New</td>
<td>12,000</td>
<td>664</td>
<td>12,000</td>
<td>664</td>
<td>583</td>
</tr>
<tr>
<td>Utah Public Treasurers' Investment Fund</td>
<td>4,242</td>
<td></td>
<td></td>
<td></td>
<td>4,242</td>
</tr>
<tr>
<td>Cash</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Schwab</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Barney</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Investments</td>
<td>39,733</td>
<td></td>
<td>56,398</td>
<td>54,997</td>
<td>(1,401)</td>
</tr>
</tbody>
</table>

#### Endowment Trusts

<p>| Obligations of U.S. Government Interest | 146 |
| Common and Preferred Stock | |
| Comcast Corp Class A | 62,500 | 0 | |
| Travelers Companies Inc. | 113,000 | 595 | 113,000 | 595 | 595 | 0 | |
| The St. Paul Travellers Companies, Inc | 600,000 | 14,009 | 21,047 | 7,038 | |
| Idear Inc | 1,600,000 | 82,069 | 1,600,000 | 82,069 | 82,069 | 0 | |
| Integy Energy Group Incorporated | | | | | |
| WPS Res Corp Com | | | | | |
| Dividends | | | | | 10,208 |
| Mutual Funds | | | | | 452 |
| Wells Fargo Strategic Inc #89 | | | | | 452 |
| Wells Fargo Strategic Inc #89 | | | | | |
| Lillenas MSCI EAFE | 30,000 | 2,291 | |
| Iliharas TR MSCI Emerging Markets | 15,000 | 1,790 | 40,000 | 2,088 | 3,426 | 1,338 | 17 |
| Vanguard Index TR-REIT Viper Shs | | | | | |
| Dividends | | | | | |
| Money Market Funds | | | | | 26 |
| Wells Fargo Advantage #454 | 29,992 | 141,937 | 141,937 | 0 | 26 |
| Wells Fargo #250 | 29 | | | | 29 |
| Federated Treasury Obl FD #68 | 1,929 | 23,200 | 23,200 | 0 | 105 |
| Wells Fargo Advantage #645 | 927 | 725 | 725 | 0 | 26 |
| Total Endowment Trusts | 119,622 | | 264,623 | 272,999 | 8,376 | 11,461 | |</p>
<table>
<thead>
<tr>
<th>Plant Trusts</th>
<th>Purchases</th>
<th></th>
<th>Sales</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shares</td>
<td>Cost</td>
<td>Shares</td>
<td>Cost</td>
</tr>
<tr>
<td>Wells Fargo</td>
<td></td>
<td></td>
<td></td>
<td>$12,296</td>
</tr>
<tr>
<td>Obligations of U.S. Government</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utah Public Treasurers' Investment Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Plant Trusts</td>
<td>$127,133,893</td>
<td></td>
<td></td>
<td>$131,570,670</td>
</tr>
<tr>
<td>Total All Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ITEM FOR ACTION

RE: Utah State University 2007-08 Budget

Information related to the Utah State University 2007-08 Budget is submitted to the Board of Trustees for consideration. The budget information has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The total of the State appropriated line items (including Education & General) for the Utah State University 2007-08 Budget is $231,413,500. This budget is based on the following sources of revenue:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Tax Funds</td>
<td>$157,159,900</td>
</tr>
<tr>
<td>Mineral Lease</td>
<td>$1,745,800</td>
</tr>
<tr>
<td>Dedicated Credits</td>
<td>$68,390,200</td>
</tr>
<tr>
<td>All Other Funds</td>
<td>$4,117,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$231,413,500</strong></td>
</tr>
</tbody>
</table>

The largest single component of the state appropriated line item budgets is the Education & General budget in the amount of $172,249,800.

Separate budgets for the Auxiliary Enterprises and Service Enterprises are also included.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Utah State University 2007-08 Budget, Auxiliary Enterprises, and Service Enterprises as presented.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University, a major Research I University, receives substantial State appropriations and student tuition for its operation, and

WHEREAS, The Utah State University 2007-08 Budget has been carefully prepared by all colleges and divisions of the University, and

WHEREAS, The total of the State appropriated line items for the Utah State University 2007-08 Budget is $231,413,500, and

WHEREAS, The $231,413,500 budget is based on different revenue sources, including $157,159,900 General Fund, $1,745,800 Mineral Lease, $68,390,200 Dedicated Credits, and $4,117,600 All Other Funds, and

WHEREAS, The largest single component of the state appropriate line item budgets is the Education & General budget in the amount of $172,249,800, and

WHEREAS, The budget for Auxiliary Enterprises is $33,453,185 and the budget for Services Enterprises is $10,967,493, and

WHEREAS, The Utah State University 2007-08 Budget, the Auxiliary Enterprises Budget and the Services Enterprises Budget have been duly considered and approved by the central administration, and

WHEREAS, The President and Vice President for Business and Finance recommend approval of the Utah State University 2007-08 Budget, the Auxiliary Enterprises Budget, and the Services Enterprises Budget by the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approve the Utah State University 2007-08 Budget, the Auxiliary Enterprises Budget, and the Services Enterprises Budget as presented.

RESOLUTION APPROVED BY THE USU BOARD of TRUSTEES:

__________________________

Date

54
<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>2007-08 BUDGET</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSTRUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education &amp; General</td>
<td>$172,249,800</td>
<td>74.43%</td>
</tr>
<tr>
<td>Uintah Basin Regional Campus</td>
<td>6,548,600</td>
<td>2.83%</td>
</tr>
<tr>
<td>Southeastern Utah Center</td>
<td>1,222,200</td>
<td>0.53%</td>
</tr>
<tr>
<td>Brigham City Regional Campus</td>
<td>8,983,100</td>
<td>3.88%</td>
</tr>
<tr>
<td>Tooele/Wasatch Regional Campus</td>
<td>7,548,100</td>
<td>3.26%</td>
</tr>
<tr>
<td><strong>RESEARCH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Experiment Station</td>
<td>15,616,400</td>
<td>6.75%</td>
</tr>
<tr>
<td>Utah Water Research Laboratory</td>
<td>3,649,700</td>
<td>1.58%</td>
</tr>
<tr>
<td><strong>PUBLIC SERVICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>15,344,400</td>
<td>6.63%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educationally Disadvantaged</td>
<td>251,200</td>
<td>0.11%</td>
</tr>
<tr>
<td><strong>TOTAL STATE APPROPRIATED BUDGET</strong></td>
<td><strong>$231,413,500</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
# UTAH STATE UNIVERSITY
## AUXILIARY ENTERPRISES
### 2007-08 OPERATING & CAPITAL BUDGETS

<table>
<thead>
<tr>
<th>Division</th>
<th>Budgeted Operating Revenue</th>
<th>Other¹ Revenue</th>
<th>Budgeted Expenses (incl. COGS)</th>
<th>Budgeted Net Revenue</th>
<th>Debt Service</th>
<th>Support to E&amp;G Budget</th>
<th>Available for Repairs &amp; Replacement/Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore (multi-campus)</td>
<td>$12,750,970</td>
<td>$0</td>
<td>$11,997,110</td>
<td>$753,860</td>
<td>$0</td>
<td>$10,647</td>
<td>$743,213</td>
</tr>
<tr>
<td>Dining Services</td>
<td>5,996,491</td>
<td>0</td>
<td>5,716,413</td>
<td>280,078</td>
<td>227,056</td>
<td>17,745</td>
<td>35,277</td>
</tr>
<tr>
<td>Parking Operations</td>
<td>1,310,250</td>
<td>0</td>
<td>973,120</td>
<td>337,130</td>
<td>227,225</td>
<td>0</td>
<td>109,905</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>1,344,451</td>
<td>0</td>
<td>1,332,990</td>
<td>11,461</td>
<td>0</td>
<td>0</td>
<td>11,461</td>
</tr>
<tr>
<td>Student Housing</td>
<td>9,218,326</td>
<td>60,000</td>
<td>6,648,140</td>
<td>2,630,186</td>
<td>2,326,488</td>
<td>956</td>
<td>302,742</td>
</tr>
<tr>
<td>Taggart Student Center</td>
<td>1,869,969</td>
<td>855,000</td>
<td>1,748,863</td>
<td>976,106</td>
<td>564,696</td>
<td>204,742</td>
<td>206,668</td>
</tr>
<tr>
<td>University Inn</td>
<td>962,728</td>
<td>0</td>
<td>814,822</td>
<td>147,906</td>
<td>0</td>
<td>30,782</td>
<td>117,124</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$33,453,185</strong></td>
<td><strong>$915,000</strong></td>
<td><strong>$29,231,458</strong></td>
<td><strong>$5,136,727</strong></td>
<td><strong>$3,345,465</strong></td>
<td><strong>$264,872</strong></td>
<td><strong>$1,526,390</strong></td>
</tr>
</tbody>
</table>

¹ Other Revenue sources: Student Housing - land grant interest; Taggart Student Center - student building fees

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## UTAH STATE UNIVERSITY
## SERVICE ENTERPRISES
### 2007-08 OPERATING BUDGETS

<table>
<thead>
<tr>
<th>Division</th>
<th>Budgeted Operating Revenue</th>
<th>Budgeted Expenses (incl. COGS)</th>
<th>Budgeted Net Revenue</th>
<th>Available for Repairs &amp; Replacement/Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Center / Mailing Bureau</td>
<td>$1,196,393</td>
<td>$1,189,929</td>
<td>$6,464</td>
<td>$6,464</td>
</tr>
<tr>
<td>Motor Pool</td>
<td>1,682,500</td>
<td>1,563,242</td>
<td>119,258</td>
<td>119,258</td>
</tr>
<tr>
<td>Information Technology³</td>
<td>6,420,000</td>
<td>6,371,336</td>
<td>48,664</td>
<td>48,664</td>
</tr>
<tr>
<td>Publication Design &amp; Production</td>
<td>1,553,000</td>
<td>1,416,174</td>
<td>136,826</td>
<td>136,826</td>
</tr>
<tr>
<td>Surplus Property</td>
<td>115,800</td>
<td>90,540</td>
<td>25,060</td>
<td>25,060</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$10,967,493</strong></td>
<td><strong>$10,631,221</strong></td>
<td><strong>$336,272</strong></td>
<td><strong>$336,272</strong></td>
</tr>
</tbody>
</table>

² Net Revenue reflects deductions for interest and depreciation expenses. Since depreciation is a non-cash expense, those funds are also available for repairs, replacements and other applications.

³ Previously, Network & Computing Services and Telecommunications & Telephone Services were reported as separate departments. These two departments, along with Classroom & Multimedia Services, University Extension Technology and the Faculty Assistance Center for Teaching have now all been consolidated into the Information Technology Division.
ITEM FOR ACTION

RE: Bad Debt Write-off Recommendation for Fiscal Year Ending 30 June 2007

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

EXECUTIVE SUMMARY

The bad debt write-off recommendations for fiscal year ending 30 June 2007 represented on Schedule 1 and Schedule 2 attached.

Deferred Fee Notes, Short-term Loans, and Returned Checks

This document provides an analysis of the recommended write-off for the FY 2007 for each of the three categories of receivables and a comparative analysis for FY 2005, 2006 and 2007.

The comparative analysis shows that the recommended FY 2007 dollar amount of write-off for deferred fee notes is $983 less than FY 2006. The percent of approximate annual dollar volume for FY 2007 is 0.4 percent and FY 2006 is 0.4 percent.

The comparative analysis for short-term loans shows that the recommended FY 2007 dollar amount of write-off is $5,255 more than FY 2006. The percent of approximate annual dollar volume for FY 2007 is 2.9 percent and FY 2006 is 1.2 percent.

The experience for returned checks shows that the recommended FY 2007 dollar amount of write-off is $4,155 more than FY 2006. The percent of approximate annual dollar volume for FY 2007 is 2.1 percent and FY 2006 is 1.4 percent.

Auxiliaries, Services and Other

This document provides a comparative analysis for FY 2005, 2006 and 2007 of the dollar amounts recommended for bad debt write-off by entity. The recommended bad debt write-off for FY 2007 is $55,307 compared with $92,520 for FY 2006 and $86,935 for FY 2005.

Auxiliaries, Service Enterprises and other entities were asked to submit accounts for write-off approval. The total amount submitted for write-off represents approximately 0.50 percent of total credit sales. Normal collection efforts, including statements, telephone calls, collection letters and collection agencies have been used as warranted before the accounts were submitted for write-off approval.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2007.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Bad Debt Write-off Recommendations for fiscal year ending 30 June 2007 have been compiled, reviewed and submitted for approval by the Utah State University Controller’s Office, and

WHEREAS, The President and Vice President for Business and Finance have reviewed the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2007 and recommend approval to the Board of Trustees, and

WHEREAS, The Utah State University Board of Trustees has reviewed the Bad Debt Write-off Recommendations for the fiscal year ending 30 June 2007.

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2007 as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date
BAD DEBT WRITE-OFF RECOMMENDATIONS
DEFERRED FEE NOTES, SHORT-TERM LOANS, AND RETURNED CHECKS
Fiscal Year Ending 30 June 2007

<table>
<thead>
<tr>
<th>Program</th>
<th>Approximate Annual Dollar Volume</th>
<th>Bad Debt Expense</th>
<th>Percent of Approximate Annual Dollar Volume</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Fee Notes</td>
<td>$4,009,406.39</td>
<td>22</td>
<td>$17,831</td>
<td>0.35%</td>
</tr>
<tr>
<td>Short-term Loans</td>
<td>$170,306.75</td>
<td>27</td>
<td>$9,905</td>
<td>2.87%</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>$652,430.49</td>
<td>15</td>
<td>$10,237</td>
<td>2.12%</td>
</tr>
</tbody>
</table>

Note A: The bad debt expense for deferred fee notes and returned checks is funded from service charges assessed those involved in the program.

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

THREE-YEAR COMPARATIVE FIGURES

<table>
<thead>
<tr>
<th>Program</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>Percent of Approximate Annual Dollar Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Accounts</td>
<td>Amount</td>
<td>No. of Accounts</td>
<td>Amount</td>
</tr>
<tr>
<td>Deferred Fee Notes</td>
<td>6</td>
<td>$8,803</td>
<td>17</td>
<td>$18,814</td>
</tr>
<tr>
<td>Short-term Loans</td>
<td>47</td>
<td>$14,627</td>
<td>11</td>
<td>$4,650</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>56</td>
<td>$10,641</td>
<td>12</td>
<td>$6,082</td>
</tr>
</tbody>
</table>
## COMPARATIVE SCHEDULE OF BAD DEBT WRITE-OFF RECOMMENDATIONS
### AUXILIARIES, SERVICES, AND OTHER
Fiscal Year Ending June 30, 2007

<table>
<thead>
<tr>
<th>Auxiliaries</th>
<th>FY 2005</th>
<th>FY 2006</th>
<th>FY 2007</th>
<th>Three-Year Total</th>
<th>Three-Year Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>$10,701</td>
<td>$0</td>
<td>$9,775</td>
<td>$20,476</td>
<td>$6,825</td>
</tr>
<tr>
<td>Food Services</td>
<td>7,197</td>
<td>9,053</td>
<td>1,098</td>
<td>17,348</td>
<td>5,783</td>
</tr>
<tr>
<td>Housing</td>
<td>38,997</td>
<td>37,363</td>
<td>33,871</td>
<td>110,231</td>
<td>36,744</td>
</tr>
<tr>
<td>Uintah Basin Bookstore</td>
<td>581</td>
<td>9,717</td>
<td>0</td>
<td>10,298</td>
<td>3,433</td>
</tr>
<tr>
<td><strong>Total Auxiliaries</strong></td>
<td><strong>57,476</strong></td>
<td><strong>56,133</strong></td>
<td><strong>44,744</strong></td>
<td><strong>158,353</strong></td>
<td><strong>52,785</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Soils Testing Lab</td>
<td>336</td>
<td>120</td>
<td>0</td>
<td>456</td>
<td>152</td>
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<tr>
<td>DNA Service Lab</td>
<td>0</td>
<td>14,454</td>
<td>0</td>
<td>14,454</td>
<td>4,818</td>
</tr>
<tr>
<td>Publication, Design &amp; Production</td>
<td>5,010</td>
<td>0</td>
<td>0</td>
<td>5,010</td>
<td>1,670</td>
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<td><strong>Total Services</strong></td>
<td>5,346</td>
<td>14,574</td>
<td>0</td>
<td>19,920</td>
<td>6,640</td>
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<table>
<thead>
<tr>
<th>Other</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Statesman Newspaper</td>
<td>5,692</td>
<td>1,893</td>
<td>3,734</td>
<td>11,319</td>
<td>3,773</td>
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<tr>
<td>Veterinary Diagnostic Lab</td>
<td>356</td>
<td>558</td>
<td>630</td>
<td>1,544</td>
<td>515</td>
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<tr>
<td>Regional Campuses and Distance Education</td>
<td>18,065</td>
<td>19,362</td>
<td>6,199</td>
<td>43,626</td>
<td>14,542</td>
</tr>
<tr>
<td><strong>Total Other</strong></td>
<td>24,113</td>
<td>21,813</td>
<td>10,563</td>
<td>56,489</td>
<td>18,830</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$86,935</td>
<td>$92,520</td>
<td>$55,307</td>
<td>$234,763</td>
<td>$78,255</td>
</tr>
</tbody>
</table>
ITEM FOR ACTION

RE: Approval of Authorization to Act in Capacity of Vice President for Business and Finance and Public Treasurer

The attached resolution is submitted for the Board of Trustees' approval. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

A resolution was passed by the Board of Trustees on 18 August 2006 authorizing W. Glenn Ford, or his designees, David T. Cowley, Associate Vice President for Financial Services/Controller and Lori A. Selby, Executive Director of Administration, to act in the capacity of Vice President for Business and Finance and "Public Treasurer", as that term is used in the Utah State Money Management Act, as amended, and the Utah State University Investment Policies.

This amended resolution replaces the 18 August 2006 resolution and recommends that effective 1 July 2007 Fred R. Hunsaker or his designees, David T. Cowley, Associate Vice President for Financial Services/Controller and Lori A. Selby, Executive Director of Administration, be authorized on behalf of Utah State University to assume all duties and responsibilities of the Vice President for Business and Finance, including the responsibilities of "Public Treasurer" as that term is used in the Utah Money Management Act and the University Investment Policies.

RECOMMENDATION

The President recommends that the Board of Trustees approve the Authorization to Act in Capacity of Vice President for Business and Finance and Public Treasurer.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

AUTHORIZATION TO ACT IN CAPACITY OF
VICE PRESIDENT FOR BUSINESS AND FINANCE
AND PUBLIC TREASURER

WHEREAS, The Board of Trustees approved an Authorization to act in Capacity of
Vice President for Business and Finance and Public Treasurer on 18 August 2006
authorizing W. Glenn Ford, or his designees, David T. Cowley and Lori A. Selby, to
assume all duties and responsibilities of the Vice President for Business and Finance
and the “Public Treasurer” as that term is used in the Utah State Money Management
Act, as amended and the Utah State University Investment Policies.

NOW, THEREFORE BE IT RESOLVED That Fred R. Hunsaker or his designees, David
T. Cowley, Associate Vice President for Financial Services/Controller and Lori A. Selby,
Executive Director of Administration, be authorized on behalf of Utah State University to
assume all duties and responsibilities of the Vice President for Business and Finance,
including the responsibilities of “Public Treasurer” as that term is used in the Utah
Money Management Act and the University Investment Policies, including, but not
limited to, establishing accounts with brokers'; selling, assigning, transferring, and
endorsing stocks and other such investments; wire transfer and foreign funds draft
authorizations; opening new checking accounts; and conducting any other transaction
that may be necessary on behalf of the Vice President for Business and Finance and
Public Treasurer for Utah State University.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

__________________________
Date

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ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (March, 2007)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for March, 2007, is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of March, 2007 amounted to $10,361,848 versus $10,984,651 for March, 2006. The current year's March awards figure was (-5.7%) less than the March 2006 figure.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that March, 2007 cumulative awards were (9%) greater than last year for the same time period. Scholarships, fellowships, and state appropriations for research are not included in either figure.

The cumulative value of proposals submitted by faculty increased from $238,437,470 through March, 2006 to $278,693,761 through March, 2007 (17%). The cumulative number of current year proposals (993) increased 3.6% compared to that of March, 2006 (959).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approve the contract and grant status report for March, 2007.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The attached lists of contract/grant proposals and awards (March, 2007) are recommended by the President and the Vice President for Research to the Board of Trustees:

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

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

________________________________________
Date
<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>AWARDS FY 2005/2006</th>
<th>AWARDS FY 2006/2007</th>
<th>TOTAL CHANGE</th>
<th>#'s 05/06</th>
<th>#'s 06/07</th>
<th>TOT CHG</th>
<th>AWARDS FY 2005/2006</th>
<th>AWARDS FY 2006/2007</th>
<th>TOTAL CHANGE</th>
<th>#'s 05/06</th>
<th>#'s 06/07</th>
<th>TOT CHG</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE</td>
<td>$84,799.28</td>
<td>$64,963.00</td>
<td>$(19,836.26)</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>$9,867,337.13</td>
<td>$10,867,470.17</td>
<td>$800,133.04</td>
<td>70</td>
<td>74</td>
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<tr>
<td>BUSINESS</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$1,385,966.00</td>
<td>$1,334,037.50</td>
<td>$(51,928.50)</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>$1,191,947.00</td>
<td>$2,349,195.75</td>
<td>$1,157,248.75</td>
<td>8</td>
<td>16</td>
<td>8</td>
<td>$16,195,226.60</td>
<td>$16,993,643.42</td>
<td>$798,416.73</td>
<td>130</td>
<td>149</td>
<td>19</td>
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<tr>
<td>ENGINEERING</td>
<td>$1,243,035.15</td>
<td>$1,139,659.34</td>
<td>$(103,075.81)</td>
<td>16</td>
<td>17</td>
<td>1</td>
<td>$7,752,409.77</td>
<td>$10,460,694.00</td>
<td>$2,708,293.23</td>
<td>130</td>
<td>172</td>
<td>42</td>
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<tr>
<td>HASS</td>
<td>$33,950.00</td>
<td>$19,850.87</td>
<td>$(13,999.13)</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>$723,298.00</td>
<td>$922,848.87</td>
<td>$199,550.87</td>
<td>27</td>
<td>19</td>
<td>(8)</td>
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<tr>
<td>NAT. RESOURCES</td>
<td>$568,282.00</td>
<td>$228,170.00</td>
<td>$(340,112.00)</td>
<td>14</td>
<td>6</td>
<td>(8)</td>
<td>$7,553,399.00</td>
<td>$7,799,460.52</td>
<td>$246,081.52</td>
<td>118</td>
<td>120</td>
<td>2</td>
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<tr>
<td>SCIENCE</td>
<td>$963,359.00</td>
<td>$816,880.00</td>
<td>$(146,479.00)</td>
<td>14</td>
<td>9</td>
<td>(5)</td>
<td>$6,076,731.51</td>
<td>$5,410,179.53</td>
<td>$(666,551.98)</td>
<td>84</td>
<td>75</td>
<td>(9)</td>
</tr>
<tr>
<td>USURF</td>
<td>$6,565,479.00</td>
<td>$5,062,981.00</td>
<td>$(1,482,498.00)</td>
<td>22</td>
<td>16</td>
<td>(4)</td>
<td>$38,321,258.52</td>
<td>$41,286,820.92</td>
<td>$2,965,552.40</td>
<td>197</td>
<td>140</td>
<td>(57)</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>$333,800.00</td>
<td>$659,748.00</td>
<td>$325,948.00</td>
<td>5</td>
<td>6</td>
<td>1</td>
<td>$4,301,870.56</td>
<td>$5,533,680.55</td>
<td>$1,231,809.99</td>
<td>102</td>
<td>95</td>
<td>(7)</td>
</tr>
<tr>
<td>JT. ADMIN. PROG. ADJUSTMENT</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$(404,147.30)</td>
<td>$(395,157.50)</td>
<td>$8,989.50</td>
<td>(5)</td>
<td>(4)</td>
<td>1</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$10,984,651.43</td>
<td>$10,361,847.96</td>
<td>$(622,803.47)</td>
<td>82</td>
<td>78</td>
<td>(4)</td>
<td>$91,773,341.18</td>
<td>$100,013,697.98</td>
<td>$8,240,356.80</td>
<td>860</td>
<td>847</td>
<td>(13)</td>
</tr>
</tbody>
</table>

**PERCENTAGE CHANGE:**

- **DOLLARS:** MAR 2006 to 2007 -5.87%
- **NUMBERS:** MAR 2006 to 2007 -4.88%
- **TOTAL DOLLARS:** FY 05/06 to FY 06/07 8.98%
- **TOTAL NUMBERS:** FY 05/06 to FY 06/07 -1.51%

**Notes:** This report does not include Scholarship, Fellowship, State Legislative Research, or IOT/PIOT funds.
List of Awards Over $1,000,000 from 03-01-2007 to 03-31-2007

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

Award # 1: Revision

Control Number 045010  
Funding Agency NASA JET PROPULSION LABORATORY  
Department ELECTRICAL & COMPUTER ENGINEERING  
College COLLEGE OF ENGINEERING  
Admin. Center USU RESEARCH FOUNDATION  
Type of Proposal RESEARCH-APPLIED  
Principal Investigator JOHN ELWELL  
Co-PI(s) SCOTT SCHICK  
Period of Performance 10-23-2003 to 11-29-2003  
Award Date 03-30-2007  
Program Name WIDE-FIELD INFRARED SURVEY EXPLORER (WISE)  
Statement THIS PROPOSAL IS FOR THE WIDE-FIELD INFRARED SURVEY EXPLORER (WISE) PROGRAM.

Award # 2: New

Control Number 070060  
Funding Agency STATE OF UTAH DEPARTMENT OF WORKFORCE SERVICES  
Department AGRICULTURE AND NATURAL RESOURCES  
College COOPERATIVE EXTENSION  
Admin. Center UNIVERSITY RESEARCH & TRAINING  
Type of Proposal PUBLIC SERVICE  
Principal Investigator HEIDI LEBLANC  
Co-PI(s)  
Period of Performance 10-01-2006 to 09-30-2007  
Award Date 03-19-2007  
Program Name UTAH FOOD STAMP NUTRITION EDUCATION  
Statement PROVIDING NUTRITION EDUCATION TO LOW INCOME PEOPLE IN ALL 29 COUNTIES IN UTAH. TEACHING THEM HOW TO STRETCH THEIR FOOD DOLLARS, WHILE GAINING A HEALTHIER LIFESTYLE.

Award # 3: New

Control Number 070673  
Funding Agency WILLIAM AND FLORA HEWLETT FOUNDATION  
Department INSTRUCTIONAL TECHNOLOGY  
College COLLEGE OF EDUCATION AND HUMAN SERVICES  
Admin. Center UNIVERSITY RESEARCH & TRAINING  
Type of Proposal RESEARCH-APPLIED  
Principal Investigator DAVID WILEY  
Co-PI(s)  
Period of Performance 03-07-2007 to 02-28-2009

For Official Use Only

Prepared: April 23, 2007

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Award Date: 03-26-2007

Program Name: TOOL STEWARDSHIP FOR THE FIELD OF OPEN EDUCATIONAL RESOURCES

Statement: THE CENTER FOR OPEN AND SUSTAINABLE LEARNING IS DEVELOPING A CENTER OF EXCELLENCE FOR TOOLS AND SERVICES FOR OPEN EDUCATIONAL RESOURCES SUCH AS UTAH STATE UNIVERSITY OPEN COURSEWARE.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Total</td>
<td>3,767,943</td>
</tr>
<tr>
<td>USU Total</td>
<td>656,268</td>
</tr>
<tr>
<td>Grand Total</td>
<td>4,424,211</td>
</tr>
</tbody>
</table>

* Only awards from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Laurie Littledike: Laurie.Littledike@usu.edu.
<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PROPOSALS FY 2005/2006</th>
<th>PROPOSALS FY 2006/2007</th>
<th>TOTAL CHANGE $</th>
<th>#'s 05/06</th>
<th>#'s 06/07</th>
<th>TOT CHG</th>
<th>PROPOSALS FY 2005/2006</th>
<th>PROPOSALS FY 2006/2007</th>
<th>TOTAL CHANGE $</th>
<th>#'s 05/06</th>
<th>#'s 06/07</th>
<th>TOT CHG</th>
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</thead>
<tbody>
<tr>
<td>AGRICULTURE</td>
<td>$2,898,568.10</td>
<td>$3,506,782.90</td>
<td>$608,214.80</td>
<td>9</td>
<td>8</td>
<td>(1)</td>
<td>$26,242,711.22</td>
<td>$27,270,543.87</td>
<td>$1,027,832.65</td>
<td>97</td>
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<td>0</td>
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<td>(1)</td>
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<tr>
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<td>$7,271,867.84</td>
<td>$307,257.31</td>
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<td>34</td>
<td>2</td>
<td>$30,708,182.93</td>
<td>$45,326,293.91</td>
<td>$14,618,110.98</td>
<td>221</td>
<td>254</td>
<td>33</td>
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<tr>
<td>HASS</td>
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<td>$499,945.72</td>
<td>$479,945.72</td>
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<td>7</td>
<td>6</td>
<td>$1,940,277.00</td>
<td>$1,518,312.72</td>
<td>($321,964.28)</td>
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<td>27</td>
<td>(7)</td>
</tr>
<tr>
<td>NAT. RESOURCES</td>
<td>$1,223,741.85</td>
<td>$831,860.80</td>
<td>($391,881.05)</td>
<td>14</td>
<td>22</td>
<td>8</td>
<td>$12,407,399.70</td>
<td>$11,296,506.95</td>
<td>($1,110,892.75)</td>
<td>130</td>
<td>120</td>
<td>(10)</td>
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<tr>
<td>SCIENCE</td>
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<td>$2,432,251.00</td>
<td>($964,448.93)</td>
<td>20</td>
<td>11</td>
<td>(9)</td>
<td>$34,338,307.93</td>
<td>$56,833,385.46</td>
<td>22,285,077.53</td>
<td>123</td>
<td>148</td>
<td>25</td>
</tr>
<tr>
<td>USURF</td>
<td>$11,321,051.38</td>
<td>$1,535,219.87</td>
<td>($9,785,831.51)</td>
<td>16</td>
<td>13</td>
<td>(3)</td>
<td>$55,900,224.88</td>
<td>$76,007,785.33</td>
<td>20,107,560.47</td>
<td>105</td>
<td>80</td>
<td>(25)</td>
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<td>MISCELLANEOUS</td>
<td>$202,536.97</td>
<td>$207,364.59</td>
<td>$4,827.62</td>
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<td>12</td>
<td>5</td>
<td>$6,136,359.74</td>
<td>$6,308,122.22</td>
<td>171,762.48</td>
<td>92</td>
<td>79</td>
<td>(13)</td>
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<tr>
<td>JT. ADMIN. PROG. ADJUSTMENT</td>
<td>($749,430.00)</td>
<td>($82,304.90)</td>
<td>$657,125.10 (1)</td>
<td>(1)</td>
<td>(2)</td>
<td>(1)</td>
<td>($2,838,674.96)</td>
<td>($207,625.20)</td>
<td>$2,631,049.76 (7)</td>
<td>(8)</td>
<td>(1)</td>
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<tr>
<td>GRAND TOTAL</td>
<td>$43,190,302.62</td>
<td>$21,534,106.91</td>
<td>($21,656,195.71)</td>
<td>115</td>
<td>121</td>
<td>6</td>
<td>$238,473,407.24</td>
<td>$273,853,761.49</td>
<td>$40,258,291.25</td>
<td>959</td>
<td>993</td>
<td>34</td>
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**PERCENTAGE CHANGE:**
- DOLLARS: MAR 2006 to FY 2006/2007 - 30.14%
- NUMBERS: MAR 2006 to FY 2006/2007 - 5.22%
- TOTAL DOLLARS FY 05/06 to FY 06/07 - 16.88%
- TOTAL NUMBERS FY 05/06 to FY 06/07 - 3.55%

**Notes:** This report does not include Scholarship, Fellowship, State Legislative Research, or IOT/FOT funds.
## Selected List of Proposals Over $1,000,000 from 03-01-2007 to 03-31-2007

* FILTER(S) APPLIED: DBA: SDL; DBA: FSP; DBA: USURF; DBA: SDI/TRI.; DBA: URI; DBA: NONE; DBA: USU; DBA: BSL; DBA: WDL; DBA: TCO

### Proposal #1: New

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<tr>
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<td>Funding Agency</td>
<td>NATIONAL INSTITUTES OF HEALTH</td>
<td>USU</td>
<td>$0.00</td>
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<tr>
<td>Department</td>
<td>NUTRITION &amp; FOOD SCIENCES</td>
<td>Other</td>
<td>$0.00</td>
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<tr>
<td>College</td>
<td>COLLEGE OF AGRICULTURE</td>
<td>Total</td>
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<tr>
<td>Research Center</td>
<td>AGRIC. EXPERIMENT STATION</td>
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<td></td>
</tr>
<tr>
<td>Type of Proposal</td>
<td>RESEARCH-BASIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>RONALD MUNGER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period of Performance</td>
<td>12-01-2007 to 11-30-2008</td>
<td></td>
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</tr>
<tr>
<td>Proposal Date</td>
<td>03-06-2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Name</td>
<td>INSULIN RESISTANCE, COGNITION, AND ALZHEIMER'S DISEASE: THE CACHE COUNTY STUDY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement</td>
<td>TYPE 2 DIABETES MELLITUS IS A GLOBAL PUBLIC HEALTH PROBLEM DUE TO THE PANDEMIC OBESITY AND HAS BEEN ASSOCIATED WITH AN INCREASED RISK OF ALZHEIMER'S DISEASE (AD). OUR LONG-TERM GOAL IS TO UNCOVER THE ROLE OF COMMON METABOLIC CONDITIONS IN COGNITIVE DECLINE AND AD AS A PREREQUISITE TO DEVELOPING PREVENTATIVE AND THERAPEUTIC MEASURES.</td>
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### Proposal #2: New

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<td>NATIONAL SCIENCE FOUNDATION</td>
<td>USU</td>
<td>$0.00</td>
</tr>
<tr>
<td>Department</td>
<td>MATHEMATICS &amp; STATISTICS</td>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>College</td>
<td>COLLEGE OF SCIENCE</td>
<td>Total</td>
<td>$1,338,185.00</td>
</tr>
<tr>
<td>Research Center</td>
<td>UNIVERSITY RESEARCH &amp; TRAINING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Proposal</td>
<td>RESEARCH-BASIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>L. CANNON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period of Performance</td>
<td>07-01-2007 to 06-30-2007</td>
<td></td>
<td></td>
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<tr>
<td>Proposal Date</td>
<td>03-21-2007</td>
<td></td>
<td></td>
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<tr>
<td>Program Name</td>
<td>TEACHING LEARNING EVALUATION LIBRARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement</td>
<td>CREATING A WEB-BASED, FREELY-ACCESSIBLE, LIBRARY OF MATH TEACHING AND ASSESSMENT TOOLS FOR DEVELOPMENTAL ALGEBRA. TEACHERS WILL BE ABLE TO EVALUATE STUDENT UNDERSTANDING USING THE SAME ELECTRONIC TOOLS THAT ARE USED TO DYNAMICALLY TEACH THE CONCEPTS.</td>
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### Proposal #3: New

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<tr>
<th>Control Number</th>
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<td>Funding Agency</td>
<td>NATIONAL SCIENCE FOUNDATION</td>
<td>USU</td>
<td>$0.00</td>
</tr>
<tr>
<td>Department</td>
<td>INSTRUCTIONAL TECHNOLOGY</td>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>College</td>
<td>COLLEGE OF EDUCATION AND HUMAN SERVICES</td>
<td>Total</td>
<td>$2,180,684.00</td>
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<tr>
<td>Research Center</td>
<td>UNIVERSITY RESEARCH &amp; TRAINING</td>
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<td></td>
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Prepared: April 23, 2007

70
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<thead>
<tr>
<th><strong>Type of Proposal</strong></th>
<th>PUBLIC SERVICE</th>
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<tr>
<td><strong>Principal Investigator</strong></td>
<td>YANGHEE KIM</td>
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<tr>
<td><strong>Period of Performance</strong></td>
<td>01-01-2008 to 12-31-2012</td>
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<td><strong>Proposal Date</strong></td>
<td>03-21-2007</td>
</tr>
<tr>
<td><strong>Program Name</strong></td>
<td>SOCIALLY AFFABLE VIRTUAL ENVIRONMENTS (SAVE): VIRTUAL PEERS COLLABORATIVE WITH YOUNG LEARNERS LEARNING TECHNOLOGY</td>
</tr>
<tr>
<td><strong>Statement</strong></td>
<td>THE PROJECT WILL DEVELOP COMPUTER-BASED CURRICULUM FOR MIDDLE SCHOOL STUDENTS LEARNING THE FUNDAMENTALS OF TECHNOLOGY INFORMATION AND COMMUNICATION TECHNOLOGIES WILL BE THE CURRICULUM CONTENT AREA OF FOCUS. UTILIZING THE NATIONAL STANDARDS FOR TECHNOLOGICAL LITERACY (ITEA, 2000), THE LEARNING ENVIRONMENTS WILL INTRODUCE STUDENTS TO THE NATURE OF COMMUNICATION TECHNOLOGIES WITH AN INTEGRATED DESIGN PROCESS COMPONENT.</td>
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**Proposal # 4: New**

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<td><strong>Funding Agency</strong></td>
<td>US DEPARTMENT OF EDUCATION</td>
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<tr>
<td><strong>Department</strong></td>
<td>UTAH WATER RESEARCH LAB</td>
</tr>
<tr>
<td><strong>College</strong></td>
<td>COLLEGE OF ENGINEERING</td>
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<tr>
<td><strong>Research Center</strong></td>
<td>UTAH WATER RESEARCH LABORATORY</td>
</tr>
<tr>
<td><strong>Type of Proposal</strong></td>
<td>INSTRUCTION AND TRAINING</td>
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<tr>
<td><strong>Principal Investigator</strong></td>
<td>GEOFFREY SMITH</td>
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<tr>
<td><strong>Period of Performance</strong></td>
<td>10-01-2007 to 09-30-2008</td>
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<tr>
<td><strong>Proposal Date</strong></td>
<td>03-27-2007</td>
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<tr>
<td><strong>Program Name</strong></td>
<td>TRANSITION TO TEACHING THROUGH SUBSTITUTE TEACHING (TTST)</td>
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<tr>
<td><strong>Statement</strong></td>
<td>THIS PROPOSAL WILL IMPROVE THE RECRUITMENT AND RETENTION OF MID-CAREER PROFESSIONALS INTO HIGH NEED SCHOOLS AND SUBJECT AREAS. THIS PROJECT WILL PROVIDE WELL QUALIFIED INDIVIDUAL THE OPPORTUNITY TO ENTER THE CLASSROOMS PRIOR TO LEAVING THEIR PROFESSIONS. THESE POTENTIAL TEACHERS WILL RECEIVE INITIAL SKILLS AND ORIENTATION TO SUBSTITUTE TEACHING, OBSERVE EXPERT TEACHERS IN THE CLASSROOM, AND TEACH AS A SUBSTITUTE TEACHER WHILE STILL EMPLOYED IN THE INDUSTRY.</td>
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**Proposal # 5: New**

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<td><strong>Funding Agency</strong></td>
<td>WILLIAM AND FLORA HEWLETT FOUNDATION</td>
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<td><strong>Department</strong></td>
<td>INSTRUCTIONAL TECHNOLOGY</td>
</tr>
<tr>
<td><strong>College</strong></td>
<td>COLLEGE OF EDUCATION AND HUMAN SERVICES</td>
</tr>
<tr>
<td><strong>Research Center</strong></td>
<td>UNIVERSITY RESEARCH &amp; TRAINING</td>
</tr>
<tr>
<td><strong>Type of Proposal</strong></td>
<td>RESEARCH-APPLIED</td>
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<tr>
<td><strong>Principal Investigator</strong></td>
<td>DAVID WILEY</td>
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<tr>
<td><strong>Period of Performance</strong></td>
<td>03-01-2007 to 02-28-2009</td>
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<tr>
<td><strong>Proposal Date</strong></td>
<td>03-28-2007</td>
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<tr>
<td><strong>Program Name</strong></td>
<td>TOOL STEWARDSHIP FOR THE FIELD OF OPEN EDUCATIONAL RESOURCES</td>
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<tr>
<td><strong>Statement</strong></td>
<td>THE CENTER FOR OPEN AND SUSTAINABLE LEARNING IS DEVELOPING A CENTER OF EXCELLENCE FOR TOOLS AND SERVICES FOR OPEN EDUCATIONAL RESOURCES SUCH AS UTAH STATE UNIVERSITY OPEN COURSE WARE.</td>
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Prepared: April 23, 2007

71
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<td>USU Total</td>
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<td>Other Total</td>
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<td>Grand Total</td>
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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 Laurie Littledike: Laurie.Littledike@usuf.usu.edu.
Action
Agenda
ACTION AGENDA
JUNE 1, 2007

1. Proposal from the Utah State University Faculty Senate to Amend the Utah State University Policy Manual, Section 402.3.1, Membership and Section 402.12, Senate Standing Committees

2. Proposal from the Utah State University Faculty Senate to Amend the Utah State University Policy Manual, Section 402.7, Senate President and President Elect

3. Proposal from the Utah State University Faculty Senate to Amend the Utah State University Policy Manual, Section 402.9, Faculty Forum

4. Proposal from the Utah State University Faculty Senate to Amend the Utah State University Policy Manual, Section 402.12.6, Educational Policies Committee

5. Proposal from the Vice President for Research to Amend the USU Policy Manual Policy #308, Human Participants in Research
ITEM FOR ACTION

RE: A proposal from the Utah State University Faculty Senate to amend the Utah State University Policy Manual, Section 402.3.1, Membership and Section 402.12, Senate Standing Committees.

EXECUTIVE SUMMARY

A recommendation from the Faculty Senate to amend Sections 402.3.1 and 402.12 of the Utah State University Policy Manual, forming a Faculty Diversity, Development and Equity Committee as a standing committee of the Faculty Senate and specifying the composition and charge of the committee.

The proposed policy changes were prepared by the Professional Responsibilities and Procedures Committee (PRPC) and approved by the Faculty Senate in its April 2, 2007 meeting.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposed amendments to the Utah State University Policy Manual, Sections 402.3 and 402.12.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Utah State Faculty Senate has recommended amending the Utah State University Policy Manual, Section 402.3.1, Membership, and Section 402.12, Senate Standing Committees, and

WHEREAS, The proposed policy changes establish a Faculty Diversity, Development, and Equity Committee of the Faculty Senate, and

WHEREAS, The proposed policy changes have been recommended by the Professional Responsibilities and Procedures Committee and the Faculty Senate, and

WHEREAS, The proposed policy changes have 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 recommendation to amend Section 402.3.1 and Section 402.12 of the Utah State University Policy Manual.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE
402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) Fifty-five faculty members elected by and from faculty members eligible to vote in Senate elections (see policy 401.6.3(2)(d)); (2) the President and the Provost of the University or their designees; (3) eight appointees of the President of the University who shall be vice presidents and/or deans, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the three four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, and the Professional Responsibilities and Procedures Committee, and the Faculty Diversity, Development and Equity Committee, if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Vice President for Academic Affairs Academic Senate President or a designee, and the Graduate Student Senate (GSS) President or a designee.

...

402.12 SENATE STANDING COMMITTEES

[The following section, 12.8, consists of new code]

12.8 Faculty Diversity, Development, and Equity Committee

The duties of the Faculty Diversity, Development, and Equity Committee are to collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; report on the status of faculty development, mentoring, diversity, and equity; and make recommendations for implementation.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5).

12.89 Executive Committee of the Faculty Forum

12.910 Senate Handbook Committee
ITEM FOR ACTION

RE: A proposal from the Utah State University Faculty Senate to amend the Utah State University Policy Manual, Section 402.7, Senate President and President Elect.

EXECUTIVE SUMMARY

A recommendation from the Faculty Senate to amend Section 402.7 of the Utah State University Policy Manual, establishing the position of Past President of the Faculty Senate, and specifying the duties, eligibility and term of appointment for this position.

The proposed policy changes were prepared by the Professional Responsibilities and Procedures Committee (PRPC) and approved by the Faculty Senate in its April 30, 2007 meeting.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposed amendments to the Utah State University Policy Manual, Sections 402.7.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Utah State Faculty Senate has recommended amending the Utah State University Policy Manual, Section 402.7, Senate President and President Elect, and

WHEREAS, The proposed policy change establishes the position of Past President of the Faculty Senate, and

WHEREAS, The proposed policy changes have been recommended by the Professional Responsibilities and Procedures Committee and the Faculty Senate, and

WHEREAS, The proposed policy changes have 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 recommendation to amend Section 402.7 of the Utah State University Policy Manual.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE
402.7 SENATE PRESIDENT, AND PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

7.2 Duties of the Senate President-Elect

The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

7.3 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook committee (see policy 402.12.10).

7.34 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in policy 402.10.3, to serve for two a three-year, non-renewable terms. During the first year he/she shall serve as the Senate President-Elect, and during the second year shall be the Senate President, and during the third year shall serve as Past President.

Any elected senator who is completing or has completed one year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.
ITEM FOR ACTION

RE: A proposal from the Utah State University Faculty Senate to amend the Utah State University Policy Manual, Section 402.9., Faculty Forum.

EXECUTIVE SUMMARY

The Faculty Forum, as specified in the Utah State University Policy Manual is comprised of elected (as opposed to appointed) members of the Faculty Senate, as well as the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee and the Professional Responsibilities and Procedures Committee. The proposed changes in Section 402.9.1 exclude academic deans and department heads from the forum and provide some editorial clarification relative to the purpose and composition of the Faculty Forum. The proposed changes to Section 402.9.2 specify that the annual meeting of the Faculty Forum is open to all faculty members, also that special meetings may be held by the call of the Faculty Forum President, and that business at the Faculty Forum meetings will be conducted by Faculty Forum members.

The above recommendations were made by the Professional Responsibilities and Procedures Committee (PRPC) and approved by the Faculty Senate in its April 30, 2007 meeting.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposed amendments to the Utah State University Policy Manual, Section 402.9.1, Membership of the Faculty Forum; Description, and Section 402.9.2, Meetings; Agenda; Notice.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Utah State Faculty Senate has recommended amending
Section 402.9.1 of the Utah State University Policy Manual, Membership of the
Faculty Forum; Description, and Section 402.9.2, Meetings; Agenda; Notice, and

WHEREAS, The proposed policy changes clarify who may participate in
meetings of the Faculty Forum, the manner in which business may be conducted
in these meetings, and that special meetings of the Faculty Forum may be called
by the Faculty Forum President, and

WHEREAS, The proposed policy changes have been recommended by the
Professional Responsibilities and Procedures Committee and the Faculty
Senate, and

WHEREAS, The proposed policy changes have 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 recommendation to amend Section 402.9.1 of the
Utah State University Policy Manual, Membership of the Faculty Forum;
Description, and Section 402.9.2, Meetings; Agenda; Notice.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE
402.9. FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the three chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, and the Professional Responsibilities and Procedures Committee. The Faculty Forum is meetings are a medium means of open discussion for elected Senate members and the committee chairs without participation by or from the President of the University, the Provost, the presidential appointees, deans and department heads, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum. The During meetings of the Faculty Forum, participants may discuss subjects of current interest, questions and debates any policies and procedures, and formulates recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

The Faculty Forum shall convene at and in lieu of the regularly scheduled November meeting of the Senate. This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by policy 402.9.1.

Additional special meetings may be held by the call of the Faculty Forum President. It may hold special meetings by call of the Senate President, or upon the written request of a majority of the Faculty Forum Executive Committee, upon the written petition of 10 members of the Faculty Forum, or upon the written petition of 25 resident faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two weeks after receipt of the petition(s) by the Faculty Forum President. Business at special meetings of the Faculty Forum will be conducted by faculty forum members.

The Faculty Forum Executive Committee will set the agenda for the November meeting and other Faculty Forum meetings. The agenda will include all items raised by the petitions, together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with policy 402.4.2(3). Notice of the November Faculty Forum meeting will be given in the October Senate meeting and in appropriate campus news media.
ITEM FOR ACTION

RE: A proposal from the Utah State University Faculty Senate to amend the Utah State University Policy Manual, Section 402.12.6, Educational Policies Committee.

EXECUTIVE SUMMARY

A recommendation from the Faculty Senate to amend Section 402.12.6 of the Utah State University Policy Manual, revising the composition and membership of the Educational Policies Committee and the Curriculum Subcommittee of the Educational Policies Committee.

The proposed policy changes were prepared by the Professional Responsibilities and Procedures Committee (PRPC) and approved by the Faculty Senate in its April 30, 2007 meeting.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposed amendment to the Utah State University Policy Manual, Section 402.12.6.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Utah State Faculty Senate has recommended amending the Utah State University Policy Manual, Section 402.12.6, Educational Policies Committee, and

WHEREAS, The proposed policy changes clarify the composition and membership of the Educational Policies Committee and the Curriculum Subcommittee of the Educational Policies Committee, and

WHEREAS, The proposed policy changes have been recommended by the Professional Responsibilities and Procedures Committee and the Faculty Senate, and

WHEREAS, The proposed policy changes have 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 recommendation to amend Section 402.12.6 of the Utah State University Policy Manual.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE
402.12 SENATE STANDING COMMITTEES

12.6 Educational Policies Committee

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of: the seven chairs of the college curriculum committees; a representative from each college, appointed by the dean; one faculty representative from the libraries; two students, one from ASUSU executive council and one from the GSS; a faculty representative from the Graduate Council; the Chair of the General Education Subcommittee; and a faculty representative (vice provost or designee) from Regional Campuses and Distance Education, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Libraries, and two students, one from the ASUSU and one from the GSS. It is the responsibility of the voting members to represent their unit to the subcommittee and to represent the subcommittee to their unit. This includes informing their unit of deadlines, procedures, and upcoming actions. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

The Curriculum Subcommittee shall include at least three members from the elected membership of the Education Policies Committee (EPC). If the Curriculum Subcommittee (as constituted above) has fewer than three members from EPC, the EPC may appoint additional members on an annual basis to the Curriculum Subcommittee from its elected membership to correct this deficiency.
402.12.6 Educational Policies Committee

(2) Membership.

The Educational Policies Committee consists of the Provost, one faculty representative from each college, one faculty representative from Extension-Regional Campuses and Distance Education, one faculty representative from the Libraries, one faculty representative from the Graduate Council, the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, and Distance and Electronic Education Subcommittee, two student officers from the elected ASUSU student government, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2.
ITEM FOR ACTION

RE: Proposal from the Vice President for Research to Amend the USU Policy Manual to Add Policy #308, Human Participants in Research

EXECUTIVE SUMMARY

Background:
Policy #306 “Research” was approved at USU in 2004 as the first of a series of four policies intended to strengthen USU’s research compliance infrastructure. Policy #308, Human Participants in Research, is the second of this series, and policies to address Animal Welfare and an Institutional Conflicts of Interest policy are nearing completion. The research policy (#306) refers to these new policies as pending and cannot be considered complete without their inclusion. This policy (#308) does not materially change the way the Institutional Review Board (IRB) carries out its review and approval process. It is fully consistent with the IRB’s existing Standard Operating Procedures and its Investigator Handbook. In fact, preparation of the policy prompted some streamlining of existing IRB procedures, and the policy reinforces these improvements.

Rationale for implementation:
1. The policy will formalize and strengthen USU’s commitment to the protection of human participants in research. The university’s contract with faculty and employees is its policy. If a requirement is not in the policy, enforcement can become a challenge.
2. Implementation of this policy is required for USU to achieve accreditation by the Association for the Accreditation of Human Research Protection Programs (AAHRPP). A site visit from this accrediting body is expected this year.
3. The Human Research Protection Program statement clarifies USU’s institutional approach to protecting participants in our human research activities. This is particularly important for federal regulatory requirements, because the courts hold the institution responsible for compliance, not the institution’s employees individually.
4. Implementation of this policy reduces the risk of federal intervention, including audits and increased regulatory actions.

Policy development:
- The policy was developed by borrowing concepts and language from several models provided by leading research institutions.
- Additional materials from AAHRPP, including policy tip sheets, were reviewed and incorporated in the policy.

RECOMMENDATION

- The policy has been reviewed by the Research Council, deans and faculty of research-intensive colleges, the internal accreditation task force, the IRB, and a group of researchers specifically solicited by OCA to comment on a recent draft of the policy. The final draft policy has since been presented for discussion to the VP council, the Faculty Senate, and the Professional Employees Association. No objections to the final draft policy were raised.
RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Vice President for Research at Utah State University (USU) has recommended amending the USU Policy Manual, introducing Policy #308, "Human Participants in Research," and

WHEREAS, USU’s research using human participants is regulated under 45 CFR 46, and other federal and state laws, regulations and guidance, and

WHEREAS, USU has an overriding responsibility to protect the rights and welfare of those individuals who participate in human research at USU, and

WHEREAS, USU’s agreement with its employees is embodied in its Policy Manual, and

WHEREAS, Policy #201, “Authority and Amendments: Personnel Policies” provides for the amendment of the Policy Manual, culminating in ratification of the new policy by the USU Board of Trustees,

NOW THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby ratifies the policy entitled “Human Participants in Research," and accepts the President’s recommendation to include the policy as adopted in Section 3 (Personnel Policies) of the Policy Manual.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE
HUMAN RESEARCH PROTECTION PROGRAM
UTAH STATE UNIVERSITY

The Human Research Protection Program (the Program) at Utah State University protects the rights and welfare of human research participants who have been recruited into the university’s research activities. The Program fosters:

- Awareness of and respect for the rights and welfare of human research participants in USU’s research activities
- Compliance with federal and state regulations by USU’s investigators and employees
- Alignment of USU’s research activities with ethical principles and federal guidelines
- Effectiveness in the operations of the Institutional Review Board(s) (IRB) as it carries out its responsibilities for reviewing research activities, verifying its conformance to federal statutes, and protecting research participants
- Continuous improvement of the Program’s efforts to provide education and outreach, track and monitor USU’s human research activities, and assess the institution’s efforts to protect human research participants.

The Program, under the direction of the Office of Compliance Assistance (OCA), has primary responsibility, in concert with the universities independent IRB(s), for implementation of Section 306.9, “Use of Human Participants in Research”, of USU Policy #306, Research, and for USU Policy #308, Human Participants in Research.

Coordination with USU’s Ethics Review Program

The Program is one of several activities organized within the Office of Compliance Assistance, which has responsibility for the ethical review and compliant implementation of activities throughout the academic and research organizations of the University.

Responsible Officer and Institutional Assurance

Organizational responsibility resides with the Vice President of Research, who is the signatory official for USU’s Federal Wide Assurance #00003308. Oversight of the OCA has been delegated to the Associate Vice-President for Research. Through the OCA, policies and procedures are implemented that guide the operations of the Program and the IRB, and that provide a strong ethical foundation for the University’s work with and outreach to research sponsors, investigators and human research participants.

While the policy underpinning is implemented across the institution through the OCA, the IRB operates independently under the direction of the Vice President for Research in carrying out its duty to review human research protocols and protect human research participants. The OCA has the additional duty of providing monitoring of the IRB’s activities. This role is fulfilled by the Federal Compliance Manager who directs the OCA) participating on the IRB in an ex officio capacity.
Operation of the Office of Compliance Assistance

The OCA has been established with adequate resources to provide for the effective oversight of USU’s human research activities. These activities focus on social and behavioral research, educational research, and product research and development. The workload of USU’s IRB(s) is assessed regularly to assure that human research activities receive adequate review and monitoring. In addition, the Office of the Vice President for Research, with assistance from the OCA, provides oversight of the care, safety and welfare of human participants. The OCA has specific responsibility for educational outreach and program coordination with sponsors of human research activities and USU’s human research participants. Under the direction of the OCA, the Program provides ready access to the policies and procedures of the university concerning human protections, thus raising awareness of the ethical principles upon which these policies and procedures are based. The Program also provides assistance to university employees, participants and the public in understanding and implementing USU’s human research activities. Specific responsibility for training of investigators and staff involved in human research activities is tracked by the IRB, and the CITI training modules are used for this purpose.

Ethical Principles in Human Research

During the Second World War experimentation with human participants was carried out in Nazi Germany. The atrocities represented by that “research” were the subject of trials held in Nuremberg, Germany following the war, and resulted in the Nuremberg Code, the first statement of ethical principles as they related to human research. Though the Nuremberg Code did not carry the weight of law, it became the basis for establishing the principles that humans participating in research do so voluntarily, and that the benefits of research must outweigh the risks.

During those same years and continuing until the early 1970s experimentation was being carried out in Tuskegee, Alabama on African-American men who had become infected with syphilis. Though penicillin became widely available in the late 1940s, it was not administered to the research participants in Tuskegee. When the Tuskegee Study came to light, Congress quickly passed the National Research Act of 1974 and called together a national commission to consider how to avoid irresponsible research in the future. The commission met in Belmont, and their report has come to be called the Belmont Report. The principles set forth in the Belmont Report continue to guide human research practices in the United States. They are:

- Respect for Individuals
- Beneficence
- Justice

These guiding principles are codified in U.S. law as 45 Code of Federal Regulations (CFR) 46, referred to as the Common Rule. Under the Common Rule, all research involving human participants must be reviewed and monitored by an Institutional Review
Board (IRB). The Common Rule is strictly adhered to at USU, and is the basis of USU’s Policy #308, *Human Participants in Research*.

**Reviewing and Conducting Human Research under USU Policy**

USU has promulgated three primary guidance documents for the operation of the Program and the Institutional Review Board(s): Policy #308, *Human Participants in Research*, the IRB Standard Operating Procedures, and the Investigator’s Handbook. These documents are available to the public and the University community at http://www.usu.edu/research/irb. These documents set forth IRB and institutional operational procedures including:

- Determining when studies meet the regulatory definitions of human research,
- Determining when studies are exempt from applicable federal, state, and local regulations, and from certain of USU’s policies and procedures,
- Addressing protection for human participants involved in exempted research,
- Providing guidance about regulatory compliance, and resolving differences between federal regulations and Utah law,
- Identifying, minimizing or eliminating individual conflicts of interest held by investigators (see USU Policy # 307, *Conflicts of Interest*),
- Coordinating with the Office of Compliance Assistance to identify, minimize or eliminate institutional conflicts of interest,
- Addressing allegations and findings of non-compliance with the Program’s requirements and with federal and state statutes,
- Addressing unanticipated problems involving risks to human research participants,
- Implementing the Human Research Protection Program’s plan for measuring and improving the effectiveness, quality and compliance with the federal and state laws and with organizational policies and procedures,
- Soliciting concerns and suggestions from Investigators, administrators and others for improvement of USU’s Human Research Protection Program, and its IRB review process.

**Training of USU Personnel Involved in Human Research**

The IRB Standard Operating Procedures require that, prior to submitting any research protocol involving human participants for IRB review, an investigator must be certified by the IRB by completing on-line training available through CITI. Further, all personnel who will be involved in conducting the research must be so certified before the study begins. This training is also provided as a component of USU’s Research Integrity course, which is available to provide instruction on the Responsible Conduct of Research to all NIH trainees employed at USU, as well as to other research-oriented students.

In addition, training is provided to members of the Program and the IRB(s) at USU on an ongoing basis to ensure that they are knowledgeable in USU’s policies, procedures and applicable federal and local laws. Members of the IRB are also encouraged to participate
in training sessions sponsored by professional organizations like the Applied Research Ethics National Association (ARENA) and governmental agencies, such as the Office for Human Research Protections (OHRP).

**Use of Investigational or Unlicensed Test Articles**

At this time, USU does not participate in trials or testing of investigational drugs or biomedical devices involving human participants. It is the policy of the university not to allow use of investigational or unlicensed test articles (as defined in 21 CFR 56.102 (l)) in its research programs.
308.1 INTRODUCTION AND DEFINITIONS

1.1 The purpose of this policy is to govern the involvement of Human Participants in the conduct of Research at USU. The University is committed to safeguarding the rights and welfare of human participants, and complies with the regulations of the U.S. federal government and the State of Utah.

1.2 For the purposes of this policy, Research shall be defined as a systematic investigation, including research development, testing and evaluation designed to develop or contribute to Generalizable Knowledge.

1.2.1 For the purpose of this policy, Generalizable Knowledge shall be any result of Research that is intended to be extended (or generalized) beyond the population or program being investigated. Such extension shall include public disclosure of such results either in public settings, through publication of a thesis or dissertation, or through other dissemination or publication.

1.2.2 The USU Institutional Review Board (IRB) shall have the sole responsibility, through interaction with the Principal Investigator and review as set forth in this policy, to determine whether an investigation to be conducted constitutes Research in accordance with 45 CFR 46, as illustrated in Decision Chart #1, published as guidance by the Office of Human Research Protections (OHRP), available at: http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm
1.3 A Human Participant ("Participant") in Research shall be a living individual, about whom an investigator (whether professional or student) conducting research obtains:

1. Data through intervention or interaction with the individual; or

2. Identifiable private information.

The terms “Human Participant” and “Participant” shall be understood to be equivalent to the terms “Human Subject” and “Subject” as used in the “Common Rule”, 45 Code of Federal Regulations (CFR) 46.

1.4 Human Research, or Research involving Human Participants, is any Research, as defined above, that involves Human Participants in accordance with 45 CFR 46 and as illustrated in Decision Chart #1, published as guidance by the OHRP, available at:

1.4.1 The USU IRB shall have the sole responsibility of determining whether an investigation constitutes Human Research, under the above definition. The following activities, which may be exempt from review, shall be included among those to be submitted for IRB review: quality improvement programs, public health activities, program evaluations, classroom exercises, and innovative health care.

1.5 Investigator shall mean a person or entity affiliated with USU, whether as an employee, student or otherwise, whose role statement, job description, employment assignment and/or function within the University is, either in whole or in part, to carry out Research. Such Investigators shall include, but not be limited to, USU faculty, professional researchers, research assistants, laboratory and clinical staff, and others as may be designated by the Vice President for Research.

1.5.1 Principal Investigator shall be an Investigator who is an employee of the university and is authorized by his or her unit and college, or by the Vice President for Research, to take responsibility for Research involving Human Participants. This individual shall have primary responsibility for submitting Research protocols and carrying out Research programs that protect the health and well-being of Human Participants, as set forth in this policy.

1.6 Intervention includes both physical procedures, by which data are gathered (for example, venipuncture), and manipulations of the Participant or the Participant’s environment that are performed for research purposes.

1.7 Interaction includes communication or interpersonal contact between Investigator and Participant.
1.8 The IRB gives special consideration to protecting the welfare of particularly vulnerable populations, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons. A Child shall be understood to be a person under the age of 18 that is not able to legally consent to treatments or procedures involved in the research (see Utah Code Annotated 75-1-201 (29)). A Child’s Guardian, according to DHHS regulations, is an individual authorized to consent on behalf of the child to general medical care. A Guardian of an incapacitated adult shall be a person who has qualified as such pursuant to testamentary or court appointment.

1.9 Private Information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private Information must be individually identifiable (i.e., the identity of the subject is or may be ascertained by the investigator or associated with the information) in order for the obtaining of the information to qualify as Research involving Human Participants.

1.10 Minimal Risk means that the probability and magnitude of harm or discomfort anticipated in the Research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

1.11 Conflict of Interest. A situation in which a University employee owes a professional obligation to the University, which is or can be compromised by the pursuit of outside interests. Conflicts of Interest are further defined and discussed in USU Policy No. 307, “Conflicts of Interest.”

1.12 Confidentiality. The withholding of certain information as specified under an agreement between USU and another individual or entity (for example, a collaborating institution) wherein the entities agree to maintain as confidential all Private Information regarding the Research, protocol, investigational process, and information discovered during the investigation. Also, the right of a Human Participant to have Private Information protected from disclosure except as allowed under the Privacy Rule (42 CFR 160, 164)

308.2 POLICY

USU Investigators must adhere to strict ethical standards when involving Human Participants in their Research. These standards are in place to protect the basic rights of Participants. Any Research that departs from the spirit of these standards violates University policy. All Research performed under the auspices of USU, including collaborative Research conducted with one or more public or private entities, in which Human Participants are involved must be reviewed and approved by the Institutional Review Board (IRB) appointed by the Vice President for Research, or by such other review body as shall be designated by the IRB. USU, through its Human Research
Protection Program, its IRB and other review processes, works together with Investigators, sponsors and Research Participants to uphold ethical standards and practices in its Research.

The IRB review and approval process shall be conducted in accordance with all U.S. federal government and state laws, and all university policies and regulations that govern the use of Human Participants in Research, including the IRB Handbook and the IRB Standard Operating Procedures current at the time of the review. The requirement for IRB review and approval applies to all Human Research involving USU Investigators or Human Participants in all locations, whether funded or not, and whether conducted by faculty, students or other employees. It also applies to persons unaffiliated with the university who wish to investigate Participants who are under the protection of the university, such as students and patients. No such study shall begin before it has been approved by the IRB. Investigators are encouraged to consult with the IRB administrator or the IRB chair during preparation of an early draft of proposals to be submitted, at which time concise and current details concerning Human Research can be obtained.

The IRB web site, at http://www.usu.edu/research/irb is made available to Principal Investigators, Investigators, Human Participants and others in order to provide ready access to USU’s Policies, Standard Operating Procedures, the IRB Handbook and associated information. Interested parties should make use of the information provided electronically, and whenever appropriate they may contact the IRB administrator or chair for additional assistance with the preparation, approval and execution of protocols involving Human Participants.

Investigators are referred to the following documents and regulations, hereby made a part of this policy by reference:

- *Ethical Principles and Guidelines for the Protection of Human Subjects of Research (The Belmont Report)*
- 45 CFR 46 “Protection of Human Subjects,” (The “Common Rule”)
- 42 CFR 50, Subpart F, “Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought”

If an Investigator is unsure of the interpretation of the federal and state statutes and guidelines as listed, or has other questions regarding the applicability or effect of federal, state or local laws or regulations, he/she shall contact University Counsel for advice and direction.
The USU IRB is authorized to approve Research protocols involving Human Participants through the Federal-Wide Assurance # 00003308, dated September 6, 2002. This assurance is on file with the Office of Human Research Protections, U.S. Department of Health and Human Services. USU delegates to the IRB the responsibility for reviewing Research protocols primarily for the purpose of ensuring that Human Research is carried out in accordance with ethical principles, as outlined in the Belmont Report, and for protecting the welfare and rights of Human Participants. The IRB shall act independently in this capacity, but shall coordinate its review with other review bodies – including the Sponsored Programs Office, the Conflicts of Interest Committee, The Office of Compliance Assistance and the Office of the Vice President for Research – whose responsibilities under USU policy include review of the scientific and scholarly validity of the proposed research study, and its freedom from bias introduced because of unmanaged conflicts of interest. The IRB is authorized to:

- approve, require modification to secure approval, or disapprove all Human Research activities overseen or conducted at USU;
- suspend or terminate approval of Human Research not being conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to participants;
- observe, or have a third party observe, the consent process;
- observe, or have a third party observe, the conduct of the Research.
- Authorize a separate IRB or other review body that has a current FWA to provide oversight of a multi-site or specialized study under an authorization agreement, as allowed by federal statute.

308.3 PROCEDURES

3.1 Principles that IRB members consider during their reviews are set forth in the IRB Protocol Review Standards document (available at: http://www.usu.edu/research/irb/forms/IRB%20Protocol%20Review%20Standards%203-19-03.pdf) current at the time of application. These principles include:

3.1.1 Minimizing the risks to Participants.

3.1.2 Balancing of risks with the potential benefits from the study.

3.1.3 Obtaining informed consent from the Participant before participation. Such consent must be in writing unless waived by the IRB.

3.1.4 Providing adequate detail about the study in language that is understood by the Participant so the Participant can make an informed decision.

3.1.5 Maintaining Participants’ privacy and Confidentiality.
3.1.6 Informing Participants that their participation is voluntary and that they are free to withdraw from the study at any time without consequence.

3.2 Protocols submitted to the IRB are categorized as follows:

3.2.1 Exempt from further review. Determination of exempt status shall be made in accordance with the Standard Operating Procedures of the IRB, and shall in no case be made by an individual who might have a conflict of interest concerning the study. All Research adjudged to be exempt shall nonetheless be subject to monitoring and continued review by the institution through the IRB so that the health, well-being and privacy of Human Participants involved in such Research are adequately protected. Such review shall require an annual update confirming that the then-current activities qualify for exemption, outlining any changes made in the protocol or indicating that the project has been closed out.

3.2.1.1 Certain Human Research shall be exempt from review under the following circumstances, in accordance with 45 CFR 46.101(b), subsections:

(1) Educational settings (see Decision Charts 2 & 3. All decision charts referred to in this subsection are available at: http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm). For certain activities, such as classroom activities, the USU IRB provides a Classroom Research Assignment Application, which may be submitted by an investigator to determine whether a classroom activity may be exempt, and for which a full application may not be required. See USU IRB Standard Operating Procedures for further information.

(2) Or (3) Tests, Surveys, Interviews, Public Behavior Observations (see Decision Charts 2 & 4.)

(4) Existing Data, Documents Records or Specimens (see Decision Charts 2 & 5)

(5) Public Benefit or Service Programs (see Decision Charts 2 & 6)

(6) Food Taste and Acceptance Studies (see Decision Charts 2 & 7)

3.2.2 Subject to expedited review. If the IRB administrator finds that a protocol involves no more than Minimal Risk, expedited review may be conducted by the IRB administrator and a limited number of board members with expertise in the Research activity being conducted. Selection of IRB members to conduct expedited reviews shall be by the IRB Chair, and
expedited reviews shall be performed in accordance with the Standard Operating Procedures of the USU IRB. This process generally requires a period of four to six weeks to complete.

3.2.3 Subject to full review. In cases where more than Minimal Risk is involved, and where expedited review is deemed by the IRB administrator to be insufficient or inappropriate, the protocol is subject to review by the full board. Such reviews typically require a period of four to six weeks to complete.

3.3 Protocols submitted to the IRB for review shall be presented by a Principal Investigator, and shall consist of three components. (Forms and information can be found at http://www.usu.edu/research/irb):

3.3.1 IRB Application Form – Completion of this form will allow the IRB Administrator to quickly place the protocol in the appropriate review category (exempt, expedited, or full board review). These forms have been developed to minimize the response time of the IRB.

3.3.2 Proposal Narrative - The proposal narrative is a detailed description of the study. Seven sections must be completed: introduction, rationale for Participant population selection, study procedures, how potential risks are reasonable and minimized and Participant safety maximized, compensation, collaborators, a detailed plan for how Privacy and Confidentiality will be maximized, additional information (e.g., how vulnerable populations are protected from coercion or undue influence). Each of these sections contains critical information required by reviewers to evaluate the study. The narrative should be written in lay language, avoiding jargon and acronyms.

3.3.3 Informed Consent Form - This document must conform to the requirements of the IRB Standard Operating Procedures as reflected in the Informed Consent Checklist (available at: http://www.usu.edu/research/irb/forms/InformedConsentChecklist.doc) and be approved for use in the study by the IRB. It contains the following elements as required under 45 CFR 46.116:

3.3.3.1 A statement that the study involves Research

3.3.3.2 A statement of the Research to be performed and the purpose of the Research

3.3.3.3 Reasonably foreseeable risks or discomforts

3.3.3.4 Reasonably foreseeable benefits to participants and others

3.3.3.5 Appropriate alternatives to the study that may benefit the participant
3.3.3.6 A statement of Confidentiality

3.3.3.7 Compensation available or treatment for injury

3.3.3.8 Contact information

3.3.3.9 A statement explaining that participation is voluntary and that there is no penalty for withdrawal.

3.3.4 The Informed Consent form shall contain adequate information, written in plain language familiar to the participant, so that s/he can make an informed decision regarding participation.

3.4 IRB applications shall be completed on line in accordance with the IRB Standard Operating Procedures. Incomplete packages will be returned to the Investigator without review. The IRB administrator and staff work with Investigators to verify completeness of submissions and identify concerns or needed clarifications. Reviews are then conducted as described above. If full board review is required, the Investigator will provide ample copies of packets for each board member (as directed by the IRB administrator) no later than two weeks before the monthly IRB meeting.

3.5 Upon completion of the IRB review, notification of decision regarding the protocol is sent by the IRB administrator to the Investigator. Revisions are sometimes needed, and when the protocol is considered to meet acceptable standards, the Research protocol will be approved for one year (beginning on the date the protocol was approved), or such other term (never greater than one year) as shall be determined by the IRB.

3.6 For those protocols that require an extension beyond the one-year limitation of the IRB approval, a Status Report will be mailed to the Investigator one month before the anniversary approval date. The Investigator will have ten working days from the date of receipt to submit the Status Report form. A memo shall be attached to the Status Report form stating the Investigator's intention to continue the Research and document any modification to the experimental protocol. The memo will contain a concise overview of the Research to date (i.e., current copy of the informed consent, number of subjects involved, summary of any recent significant findings, adverse events, etc.). If the protocol is acceptable, an approval letter will be sent to the Investigator, extending the project for an additional year. Continuing review may occur more than once a year depending on the level of risk.

The Investigator will maintain a current file for each protocol s/he submits and have a copy of all records relating to the research protocol (IRB application form, data derived from the study/case report forms/computer data/adverse events, correspondence with the IRB/sponsor/funding sources/FDA/others, sponsor’s protocol—if applicable, original Informed Consent and Assent forms).
3.6.1 Retention of Records – Records shall be retained by the P.I. for all protocols for three years from the date the study is completed, terminated, or discontinued. Federally-funded Research may require a longer record retention period.

3.6.2 The IRB shall retain for at least three years the following records in accordance with 45 CFR 45 Section 115:

3.6.2.1 Minutes of IRB meetings

3.6.2.2 Records of continuing review activities

3.6.2.3 Copies of all correspondence between the IRB and Investigators

3.6.2.4 A list of IRB members

3.6.2.5 The Standard Operating Procedures of the IRB

3.6.3 Investigators will notify the IRB office if they either leave the university before the Research is completed, or complete the Research and leave the institution before the end of the three-year record retention date. If the Investigator desires to take copies of the research records to another institution, additional issues may need to be resolved related to the Health Insurance Portability and Accountability Act (HIPAA, 45 CFR 160).

3.7 IRB Training in the Protection of Human Participants in Research – USU requires Investigators, co-investigators, and any research personnel who interact with Participants in Research to be trained in the ethical protection of Human Participants. A certificate will be provided upon completion of prescribed training which shall be valid for three years from the date when training was completed.

3.8 Conflicts of Interest – The IRB Application Form shall include questions designed to identify any potential individual conflicts of interest that may arise in connection with the study. Positive disclosures of conflicting interests shall be referred by the IRB administrator to USU’s Federal Compliance Manager so that the conflict of interest can be fully disclosed and managed or eliminated, as required under federal guidelines and in accordance with USU Policy # 307, “Conflicts of Interest.” No Research for which a conflict of interest has been disclosed shall be conducted under an IRB-approved protocol until a Conflict of Interest Management Plan has been approved for the work by the USU Conflict of Interest Committee. In addition, members of the IRB shall be queried at the beginning of each IRB review meeting concerning potential conflicts of interest they may have in connection with protocols to be reviewed. Members of the IRB that disclose such conflicts may provide information to the Board as requested,
but shall recuse themselves from voting for approval or disapproval of the protocol in question.

3.9 Allegations and findings of non-compliance. Incidents of non-compliance shall be handled by the IRB unless the nature or duration of non-compliance indicates the need for institutional intervention.

3.9.1 Non-compliant activities may be identified through IRB oversight, self-reporting, or reporting from employees, Human Participants or others. Reports should be made to the chair of the IRB, and any report of non-compliant behavior involving Research under the oversight of the IRB shall be reported to the IRB chair at the earliest opportunity. Sufficient information shall be submitted to identify who exhibited the non-compliant behavior, when it took place, and any other pertinent details to allow for determination of non-compliance.

3.9.2 The IRB chair shall make the initial determination if the allegation is non-compliance involving Human Research. If non-compliance is suspected, but does not involve Human Research, the chair shall provide all pertinent information to the Office of Compliance Assistance for further action.

3.9.3 The IRB chair, upon making a finding of non-compliance that is neither serious nor continuing shall take steps to correct the non-compliant behavior with the investigator, notifying the Department Chair, Dean, the Office of Compliance Assistance (OCA) and the Responsible Institutional Official of the circumstances surrounding the behavior and corrective actions taken.

3.9.4 In cases of serious non-compliance (defined as non-compliant activities that could jeopardize the rights or safety of Human Participants) or continuing non-compliance (defined as non-compliant activities that recur either on the same project or by the same investigator after the IRB chair has taken corrective action), the IRB chair shall notify the OCA for further action. The OCA has been established to provide support to the IRB, Investigators, Human Participants, and other individuals and entities with regard to adherence to federal and state statutes, regulations and guidelines. In conjunction with USU's Responsible Institutional Official (RIO) and others, the OCA receives and processes allegations of misconduct and non-compliance arising from Research activities of the university, and facilitates any associated inquiries and investigations. Information about and contacts for the OCA are available at: http://www.usu.edu/aia/academic/c_overview.cfm. Allegations of non-compliance may be presented to the IRB administrator, the Federal Compliance Manager at the OCA, USU's Internal Audit Services (IAS) either through the hotline or with a representative of IAS, or to University Counsel.
3.10 Adverse events and unanticipated problems. Investigators shall follow the procedures contained in the IRB Standard Operating Procedures And IRB Handbook whenever an adverse event or another unanticipated problem arises having to do with risks to Human Participants or others. The P.I. shall have responsibility for identifying and reporting unanticipated risks, submitting information to the chair of the IRB in sufficient detail for the chair to draft the report as required in 3.12, below, and otherwise as required by the SOPs. If the adverse event or unanticipated risk is life-threatening, emergency services shall be summoned and all reasonable steps shall be taken to ensure the safety and well-being of the Participants or any others affected.

3.11 Suspensions and Terminations of previously approved Research. The IRB is authorized to suspend (defined as temporarily discontinuing) or terminate (defined as permanently discontinuing) Research in order to protect the rights and welfare of Research Participants and others.

3.11.1 The determination of the appropriate action shall be made by the IRB chair, based on non-compliance with the IRB-approved protocol for the Research, or on the association of the Research with an unexpected serious harm to Participants or others. Determinations shall be ratified by the membership of the IRB, and shall be reported to the OCA, RIO, University Counsel and the appropriate funding agency as set forth in 3.12, below.

3.11.2 Suspensions may be lifted if an investigation determines that the harm was not associated with the Research, or if compliance with the approved protocol is re-established, and is determined to be sufficient to protect the rights and welfare of Human Participants.

3.11.3 When a termination or suspension involves the withdrawal of current Participants from a study:

3.11.3.1 Enrolled participants will be notified by the IRB.

3.11.3.2 Participants to be withdrawn will be informed by the IRB of any unexpected risks to which they may have been subjected, and shall be provided with support in understanding and ameliorating those risks.

3.11.3.3 Participants to be withdrawn will be informed by the IRB of any follow-up that is required or offered, and will be informed that any adverse event or unanticipated problems involving risks to them or others should be reported to the IRB and others as appropriate.

3.12 Reports of unanticipated problems, terminations, suspensions and serious or continuing non-compliance shall be submitted to federal agencies in compliance with applicable regulations.
3.12.1 The IRB chair shall have responsibility for coordinating with the P.I.,
gathering any additional required information and writing the initial
report, which shall include:

3.12.1.1 the nature of the event or problem,
3.12.1.2 the findings of USU,
3.12.1.3 the action taken by the IRB and USU
3.12.1.4 the reasoning underlying the actions taken,
3.12.1.5 any plans or recommendations for a continuing inquiry or
   investigation.

3.12.2 The chair shall submit the draft report in a timely manner to the OCA and
the RIO for review. The RIO shall have responsibility for final approval
and signature of the report, and for its submission to the appropriate
agency.

3.13 Continuous improvement of the Human Research Protection Program.

3.13.1 The IRB and OCA shall work together to measure and report the
performance of the Human Research Protection Program to USU’s
administration. Annual and unannounced reviews of the IRB’s operating
and review procedures shall be carried out in order to assess the
effectiveness and quality of the processes; and to assure compliance with
USU’s policies and procedures, and with applicable federal, state and local
laws and guidelines.

3.13.2 USU Investigators and other employees, and Human Participants and
sponsors of Research are encouraged to bring forward concerns and
suggestions regarding improvement of the Program, including the IRB
review process.