



USU Board of Trustees Regular Meeting

Wednesday, April 30, 2025, at 9:00-11:00 AM

Sonne Board Room, University Inn, Logan, Utah

or via Zoom: <https://usu-edu.zoom.us/j/86540687762?pwd=mEdKvz1WOYxQbbsMz6ZPGrQRt11Mz9.1>

Agenda

1. Welcome and Call to Order

9:00 AM

Presenter: Chair Jacey Skinner

2. Resolution of Commendation - Trustee Matthew Richey

9:05 AM

Presenter: Chair Jacey Skinner

3. Oath of Office - Brandon Sorensen

9:15 AM

Presenter: Notary Sam Zehe

4. Committee Reports

9:25 AM

4.1. Executive Committee

Presenter: Chair Jacey Skinner

4.2. Audit, Risk and Compliance Committee

Presenter: Trustee David Petersen

4.3. Athletics Committee

Presenter: Trustee Clark Whitworth

4.4. Recruitment, Retention and Completion Committee

Presenter: Trustee Tessa White

5. Staff Employee Association (SEA) Report

9:35 AM

Presenter: SEA President JanaLee Johnson

6. President's Report

9:50 AM

Presenter: President Al Smith

7. STRATEGIC AGENDA

7.1. Update on Process of Reallocation Plan (H. B. 265)

10:05 AM

Presenter: President Al Smith

7.2. Update on Research Funding

10:15 AM

Presenter: Vice President Lisa Berreau

8. CONSENT AGENDA

10:25 AM

- 8.1.** Approve: 3.17.2025 USU Board of Trustees Regular Meeting Minutes
- 8.2.** Approve: 4.4.2025 USU Board of Trustees Regular Meeting Minutes
- 8.3.** Approve: Policy 3005 Employment-related Reasonable Access and Accommodation
- 8.4.** Approve: Policy 3203 Overtime
- 8.5.** Accept: External Audit Report

9. CLOSED SESSION

10:30 AM

10. INFORMATION AGENDA

- 10.1.** College of Veterinary Medicine Accreditation
- 10.2.** Report of Investments for January 2025
- 10.3.** Next: USU Board of Trustees Regular Meeting will be held at the Uintah Basin Campus, Vernal, Utah - June 19 & 20, 2025
- 10.4.** Upcoming: USU Board of Trustees Retreat, Community Dinner, Regular Meeting, and USU Luminary - August 21-22, 2025

11. Adjourn

11:00 AM

Overview of Utah State University Staff Employee Association

Understanding the Staff Employee Association (SEA) at USU



Benefits, Structure, and
Processes

Presented by
JanaLee Johnson





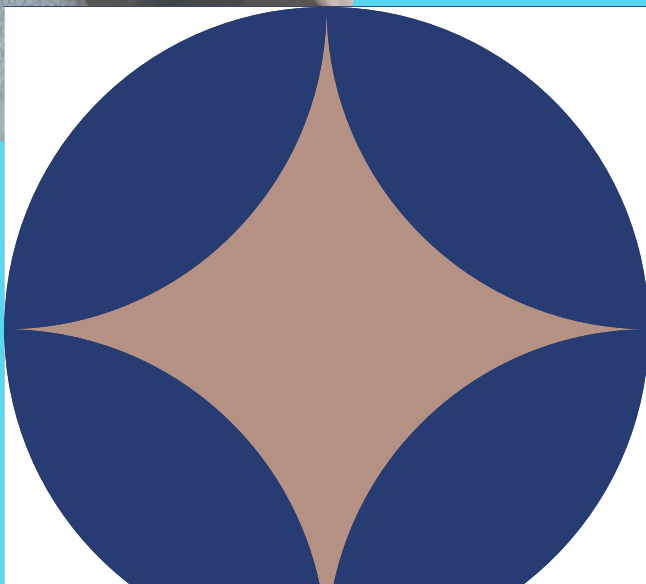
SEA Board represents benefit -eligible staff employees

Promotes: communication
collaboration, and professional
development.

Mission: Supports staff well-being and
aligns with university goals.

Building a strong community for staff at Utah State
University through engagement and collaboration.

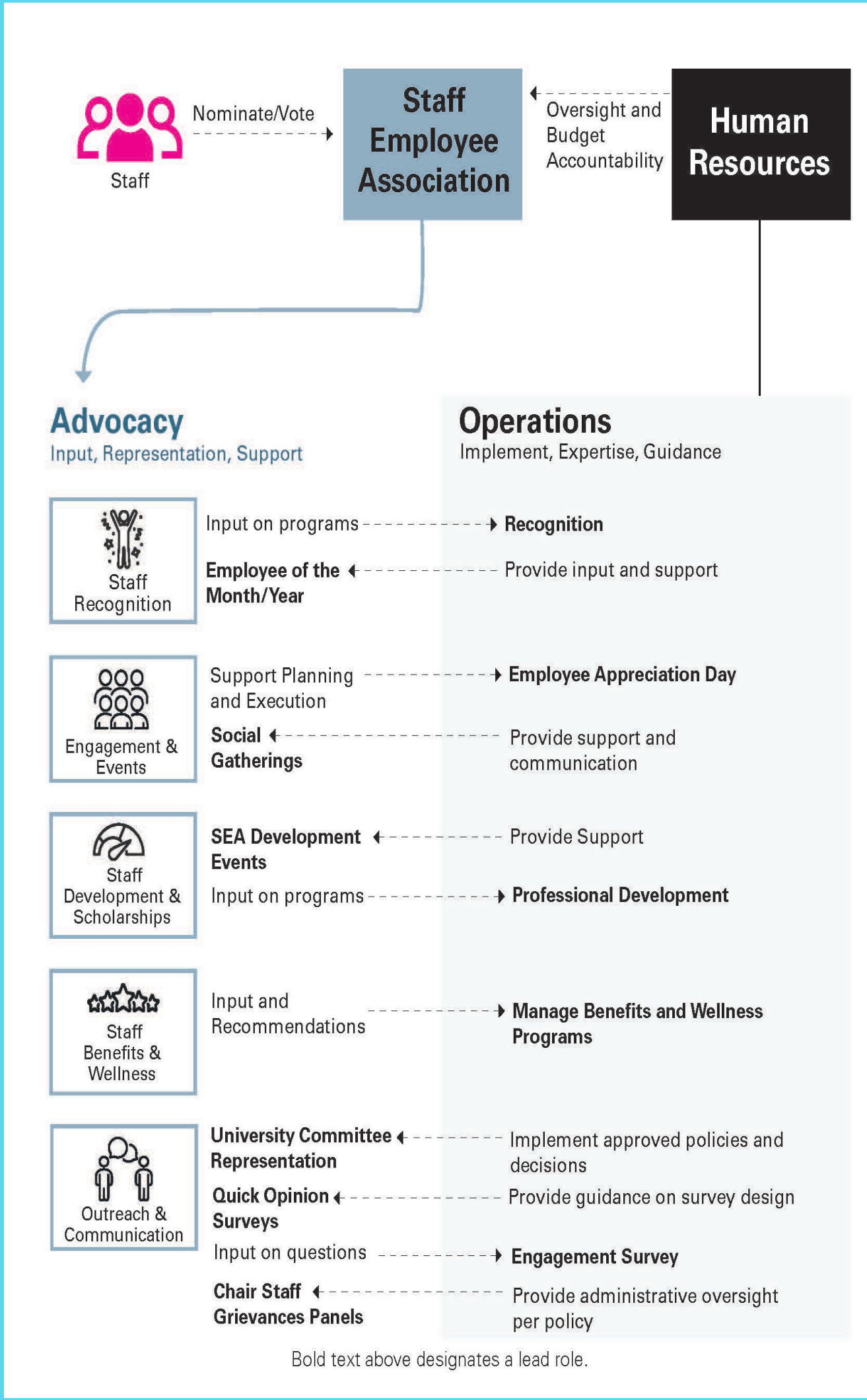
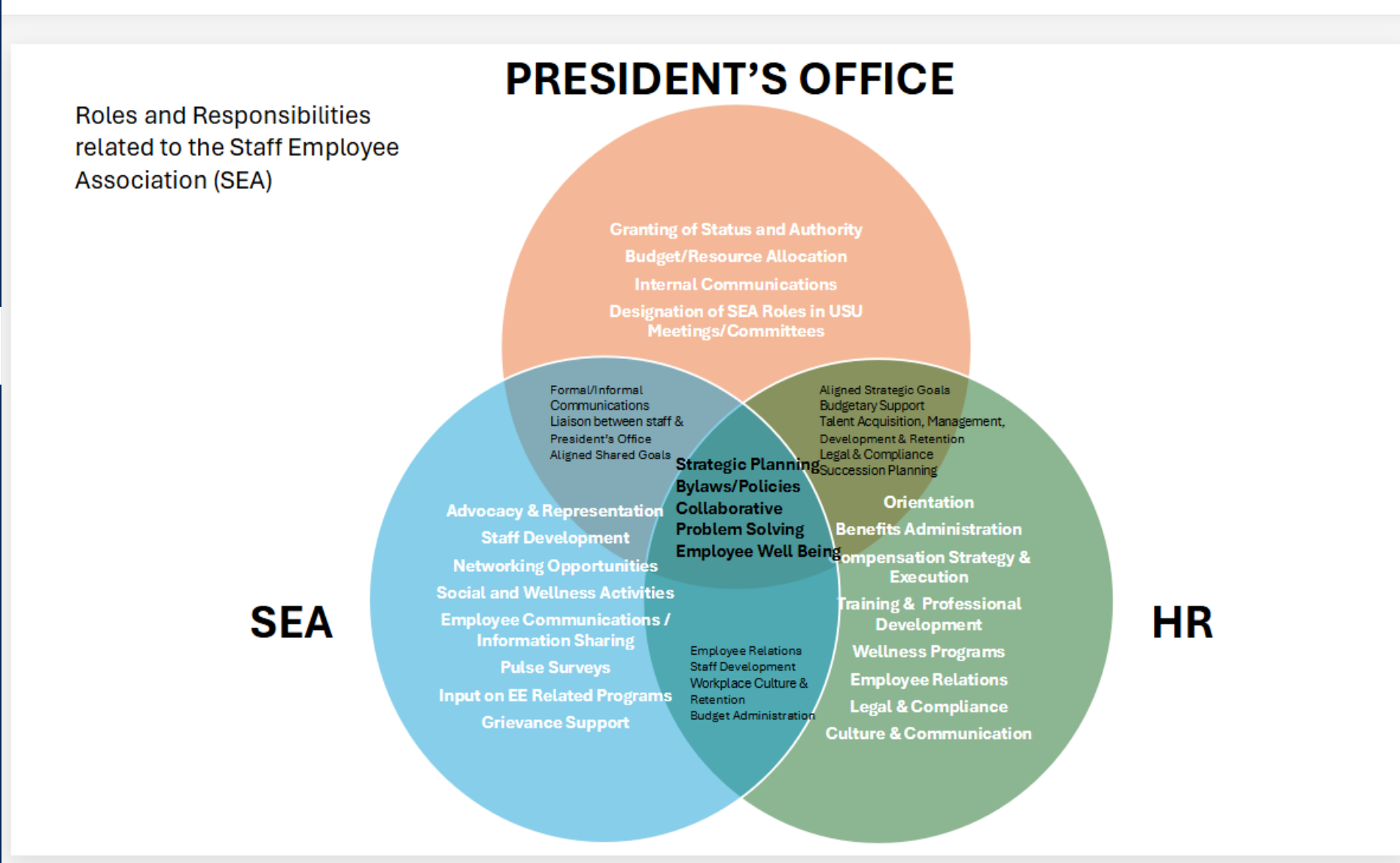
The Utah State University Staff Association aims to enhance staff experiences,
foster professional development, and create a supportive environment for all.

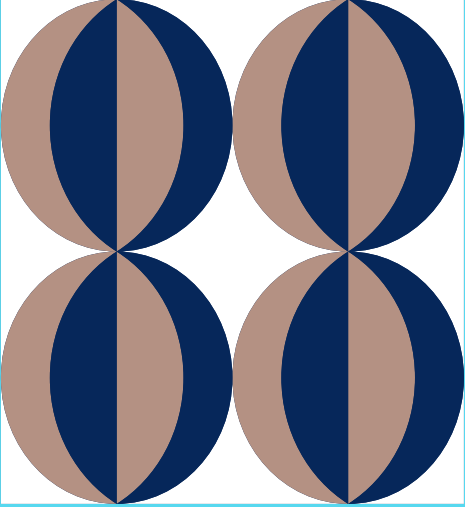


SEA Board Structure

Executive Council includes President, President-Elect, Past President, Vice-President, Vice-President-Elect, Secretary, Treasurer, Media and Public Relations, Committee Chairpersons.

Functions: Liaison between staff and administration leads staff-focused initiatives.

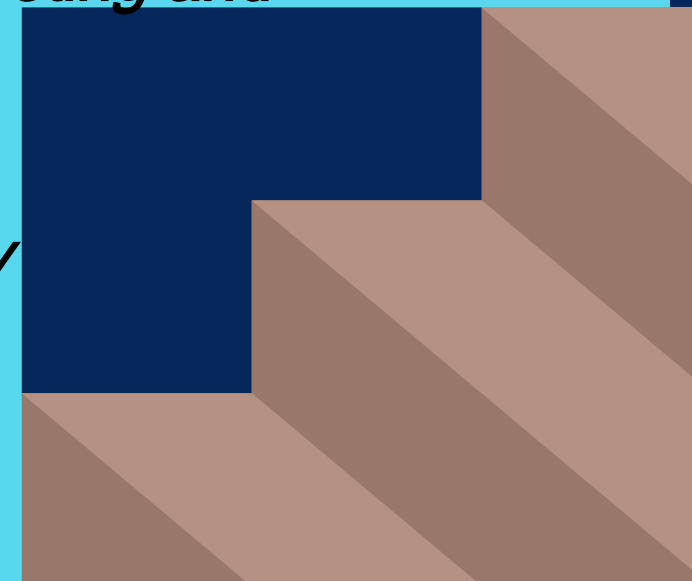




SEA Membership and Board

Members Election Process Overview

- ❖ *Membership Automatic for all benefit-eligible staff members.*
 - ❖ *Elections Committee Formation Led by Past President, includes President-Elect + 2 SEA members and approved by Executive Board.*
- ❖ *Nomination: Staff self-nominate for available positions, submitting a 200 word bio with a picture. Nominees are vetted for eligibility.*
 - ❖ *Voting: Benefit-eligible staff vote electronically with paper ballots available if needed. Voting ends no later than June 30.*
- ❖ *Results: Winners decided by highest votes. Announced at board meeting and publicized through SEA newsletter and My USU.*
 - ❖ *Term Length Board positions operate on a calendar year (July to June 30) per bylaws.*





Benefits for SEA members

Workshops, seminars, conferences for professional development.

Scholarships for educational advancement.

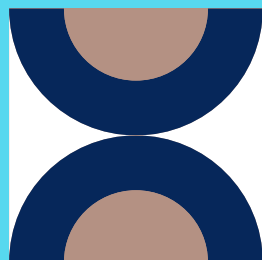
Networking through events and activities.

Recognition programs celebrating achievements.

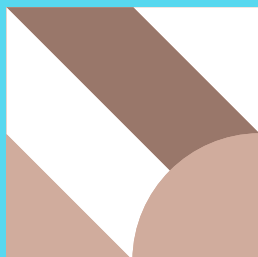
University committee representation for staff.

** University Leadership Council, Governance & Policy Action Council, Academic Strategy & Futures Thinking, Board of Trustees, Operational Modernization, * Policy Committee, * Conflict of Interest Committee, * Calendaring Committee, * Parking and Transportation Committee, * SEA Presidents & Faculty Senate Presidents, * SEA & Statewide Coordination*

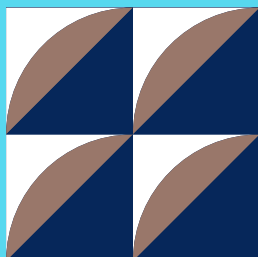
Addressing Issues



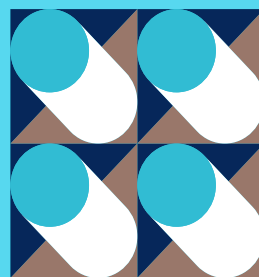
Open Dialogue &
Transparency



Collaboration with
Administration



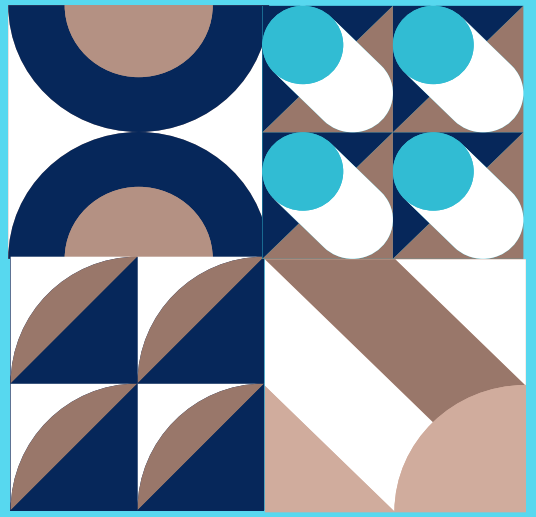
Platform for staff to voice
concerns



Alignment with
university values



SEA Role in Supporting Staff



Staff
Representation

Community Building



Scholarship Support

Professional
Development

Recognition Programs

President's Report

APRIL 30, 2025



Message from Utah State University Interim President Al Smith

Dear Trustees,

This is a special time of the year when we recognize the accomplishments of our graduates. With much pride, I share that this spring we are conferring a total of 7,938 degrees and certificates. Our recipients, who range in age from 18 to 72 years, come from all 50 states, three territories, and 50 countries. Importantly, given our commitment to educational access, nearly one in five of our graduates represent the first generation in their families to earn a college degree.

Over our celebrations the past two weeks at Statewide campuses and this week in Logan, we are showcasing academic achievement—the product of the sustained efforts of our students, the committed support of our faculty and staff, and the infrastructure in place at USU to fulfill our educational mission.

This achievement comes in the form of certificates and credentials, undergraduate degrees, and graduate degrees, as well as transformational change in individuals as learners, thinkers, and citizens. An education is never lost or taken away, which makes it hold inestimable value to our graduates and society.

As you know, the value of higher education has been subject to question in our fractious political and social context. Higher education is not without its flaws and is not beyond critique, yet it also has consistently delivered as a personal and public good. Ample data show that our nation has been an economic, innovation, and knowledge leader over many decades thanks to our collective investment in and support of higher education. USU is an important contributor to this success and holds special value in light of its land-grant mission that foregrounds engagement with and relevance to communities throughout the state and beyond.

To ensure sustainable success and impact, we are working hard on all fronts to ensure that our decisions, resources, and efforts are closely aligned with our mission. Our accreditation renewal efforts, strategic funding reallocation planning, ongoing statewide redesign process, and examination of operational systems have been focused on providing greater value to our students and the state. Also, we are closely monitoring the federal research funding landscape and considering how to safeguard our incredible research progress—activity that amplifies the value of an education at USU to students and Utah. These activities are of acute concern but have not slowed progress on our other goals. As is evident in the pages of this report, we have not lost a step, maintain strong momentum across many fronts, and are demonstrating impact every day.

Thank you for your direct engagement and unwavering support over recent months as we have navigated a broad span of high-stakes activities that will shape the future of USU. We fully intend to emerge from today's challenges for higher education as a stronger, more impactful, and more formidable institution. Your role is critical to fulfilling this intention and I am deeply grateful for your commitment to USU's success.

Sincerely,

Alan L. Smith



Academic Enterprise

PROVOST'S OFFICE

Community Engagement – This month, USU will apply to renew the prestigious Classification for Community Engagement with the Carnegie Foundation for the Advancement of Teaching, which it first attained in 2020. Data from a recent faculty/staff survey indicate that 65% of over 800 respondents were involved in community engaged teaching, research, or service during the 2023–24 academic year. Visit our new website: [Carnegie Community Engagement Classification](#).

Summer Enrollment – Historical data show that students who take summer courses are retained and graduate at a higher percentage than those who do not. In an effort to increase summer enrollment, USU has: (1) adopted revised tuition and fee tables with lower rates; (2) expanded summer course offerings; and (3) begun registration six weeks earlier than in previous years. Enrollment reports indicate that summer registration has already surpassed final Summer 2024 numbers in many areas.

University Honors Program – The University Honors Program proudly announces the selection of 38 distinguished applicants for its inaugural cohort of Honors Faculty Fellows, representing eight colleges across statewide campuses. This dynamic group will meet monthly this fall to forge groundbreaking cross-disciplinary partnerships that drive student engagement through cutting-edge teaching innovations, high-impact community and global projects, and real-world professional experiences.

USU 138th Commencement – [Utah State University's 138th Commencement](#) is on Wednesday, April 30th at 7:00 p.m. in the Dee Glen Smith Spectrum. This momentous occasion will include the traditional walk from the Quad to the Spectrum, where honorary degrees will be awarded, speeches delivered, and degrees conferred upon all graduates. This year's Commencement Speaker is Dr. M. William Lensch, a USU alumnus and Harvard University Associate Provost for Research.

Individual college convocations and hooding ceremonies are scheduled for May 1st and 2nd.



UNDERGRADUATE AFFAIRS

Center for Community – New hires and policy development are laying the groundwork for this center. Through collaborative cultural programming that seeks to foster mutual education and celebrate cultures, we are shaping the framework for the center's future. Events like Soul Food Night, the International Banquet, and the Community Iftar Meal bring students, faculty, staff, and local residents together to share experiences and learn from each other.

Counseling & Prevention Services (CAPS) – Piloted focus groups, together with Student Involvement and Leadership and academic colleges, to improve outreach and services. Full implementation will begin Fall 2025. Services grew by 5% this year, with increased use of single-session and group therapy, and we are developing a new Wellness and Suicide Prevention Coordinator role. 82% of students reported CAPS improved their academic performance, with strong outcomes in retention and graduation likelihood.

Residence Life – Embedded therapists, supported by Utah's Mental Health 1 Grant, continue to provide critical in-residence mental health services. New frameworks are being developed to support Residence Life staff in managing increasing numbers of students of concern.

Strategic Enrollment Management (SEM) – Launched a new [Strategic Enrollment Management website](#) to communicate data, initiatives, and priorities with internal and external stakeholders as well as to make reports, recruitment plans, marketing efforts, and enrollment data accessible to the campus community. Additionally, USU was the first in the state to package FAFSA. 52% of the admit pool and 73% of students have a FAFSA on file for Fall 2025. Our confirmed students are set to receive \$3.4M in Pell grants, \$2.3M in federal subsidized loans, and \$979,000 from USU Promise (a needs-based award). We sent a total of 16,975 personalized financial aid videos to new admits.

Other notable SEM efforts include:

- UACRAO Utah Higher Education Days – Between January and March, USU representatives visited most of the high schools in Utah and many in Idaho, presenting to over 17,000 high school juniors.
- New Next Steps Night – 13 events across the state presented the “next steps” to becoming an Aggie, including completion of module-1 orientation, to over 600 attendees.
- Spring True Blue Days – Over 1,000 people attended this series of events which included Transfer, Out-of-State, Involvement, and Junior Preview Days.
- Ambassador Program Selection – Logan had approximately 450 applicants and selected 24 to join the program.

Student Conduct & Community Standards – Staff visited Blanding, Moab, and Price to strengthen conduct support and align services across campuses. Office of Student Conduct and Community Standards (OSCCS) is updating the Student Code and expanding academic integrity trainings for faculty.

Student Orientation & Transition Services – Condensed the online orientation from five modules to four, and integrated module completion nudges into various welcome activities. This, along with other initiatives, increased completion rates by 38%, with ongoing efforts to improve further.

University and Exploratory Advising – Achieved a 25% increase in advising appointments for incoming students in Fall 2025 compared to Fall 2024, reflecting successful efforts between advising and orientation teams to introduce academic advising earlier in the orientation process. Additionally, the Exploratory Advising team traveled to several residence halls to provide students with on-the-spot advising and evening registration help, and the Allied and Clinical Health Science Advising team collaborated with the Career Design Center and USU faculty serving on the U of U selection committee to facilitate mock interviews for medical school applicants.

Veterans Resource Office (VRO) – Beginning an initiative to find emergency housing for student veterans as well as enhancing outreach and support for veterans and their families across campuses.

Aggie Athletics

Athletics – On Monday, April 7th, Utah State Athletics announced its partnership with Playfly Aspire. The new strategic alliance is focused on elevating fan engagement and maximizing revenue opportunities for Aggie Athletics, including premium and general ticket sales and Big Blue Club donations.

Big Blue Club x Blue A Collective – The “Match Madness” campaign surpassed \$1.5M in cash and commitments. The event debuted with the NIL Open House on Monday, March 17th and continued its momentum through the NCAA Tournament.

Men’s Basketball – Finished the 2024–25 campaign 26–8 overall and 15–5 in Mountain West play. USU reached the NCAA Tournament and was selected as a no. 10 seed, playing against no. 7-seeded UCLA in Lexington, KY on March 20th.

Fifth-year guard Ian Martinez was selected for the All-Mountain West First Team, and sophomore guard Mason Falslev was selected for the Second Team as well as the Defensive Team. Additionally, Falslev and sophomore forward Karson Templin were selected for the College Sports Communicators Academic All-District Team.

Women’s Basketball – Finished the 2024–25 campaign 4–27 overall a 3–15 in Mountain West play. The team made a program record of 256 3-pointers and averaged 75.1 possessions per game, ranking first in the Mountain West and 25th in NCAA Division I.

Senior guard Cheyenne Stubbs was selected for the College Sports Communicators Academic All-District Team, and two Aggies earned Mountain West Freshman of the Week accolades.

Men’s Golf – Opened spring slate at the UC San Diego Invitational, finishing sixth in the 20-team field. Esteban Jaramillo was named Mountain West Co-Golfer of the Week after tying for 21st at the Wyoming Cowboy Classic with a 3-under 213.

Softball – 23–15 overall and 8–2 in Mountain West play as of April 8th, 2025, tying for first in the Mountain West in league play.

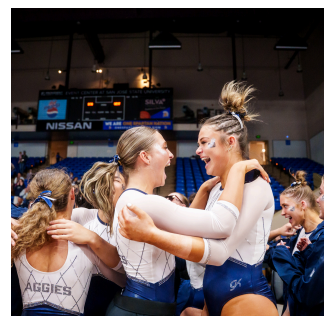
Infielder Giselle Gonzalez was named D1 Softball National Player of the Week after her performance at the Lyman Classic and was also named Mountain West Player of the Week. Junior catcher/infielder Grace Matej was named Mountain West Player of the Week after her efforts at the Aggie Classic. Redshirt junior catcher/infielder Kaylee Erickson hit four grand slams in 2025, for the second most grand slams by a player in a season in NCAA history.

Gymnastics – Won their first ever Mountain West Championship in 2025 and were selected for the Utah Regional, marking their 28th NCAA regional appearance.

Graduate Brianna Brooks was named Mountain West Championship MVP, tying for first on bars and third on beam. Brooks was also named Mountain West Beam Specialist of the Year and garnered All-Mountain West First Team honors on bars and beam. In all, eight Aggies earned a combined 10 All-Mountain West honors.

Women’s Tennis – 5–12 in spring slate, including 3–5 at home and 0–7 in Mountain West play as of April 8th, 2025.

Men’s Tennis – 12–7 in spring slate, including 3–1 in Mountain West play as of April 8th, 2025. The Aggies won their Mountain West opener against San Diego State on February 16th and earned back-to-back victories over Nevada and UNLV on April 4th and 6th, respectively.



Finance & Administrative Services

Investing in Our Future

Our university is committed to providing state-of-the-art facilities that enhance the learning experience for our students. We are currently undertaking several ambitious construction projects across our campuses, including:

NEHMA Art Research Center (Figure 1)

- Complete. Ribbon cutting ceremony was held April 29, 2025

Gardner Learning & Leadership Building

- Completion scheduled for Summer 2025

South Campus Residence Hall

- Completion scheduled for Summer 2025

South Campus Parking Terrace (Figure 2)

- Completion scheduled for Summer 2025

Monument Valley Academic Building

- Completion scheduled for Winter 2025

College of Veterinary Medicine Building (Figure 3)

- Completion scheduled for Summer 2026

Administrative Services Building

- Completion scheduled for Fall 2026

These projects will create **modern classrooms, research labs,** and **student support spaces**, ensuring that our students have the resources they need to succeed.



Figure 1. NEHMA Art Research Center



Figure 2. South Campus Parking Terrace



Figure 3. College of Veterinary Medicine Building

USU Extension

From Food Security to Helping Youth Thrive, Extension Programs Reach Audiences of All Ages & Interests

USU Extension co-sponsored the **Food Security and Hunger Solutions Symposium**, “Breaking the Cycle: Poverty’s Role in Shaping Food Insecurity,” April 17th on USU’s Logan campus. The symposium addressed food security challenges and included a student and faculty poster session, hunger solutions lightning talks, and the NourishTank competition—a SharkTank-inspired event where finalists pitch innovative projects to combat food insecurity for a chance to win \$1,000 and sponsorship support. Utah Senate Minority Leader Luz Escamilla and USU Extension Assistant Professor of Health and Wellness Tim Keady were keynote speakers.



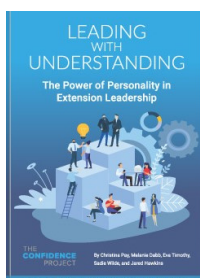
April is **Financial Literacy Month**, and USU Extension is offering activities to help Utahns improve their financial wellness. An Instagram book club has been meeting weekly to discuss the book *Die with Zero*. Free webinars, held every Tuesday and Thursday, have covered investing, budgeting in tight times, fraud protection, and teaching kids about money. A live webinar on April 30th will discuss “The Beginner’s Guide to Investing.” Every week on Instagram, [@utahmoneymatters](https://www.instagram.com/utahmoneymatters) has shared tasks to help improve financial wellness. [Finance.usu.edu](https://finance.usu.edu) has regular finance information, including an online home buyer education course and the online PowerPay Money Master Course.

The 2024 Utah Youth Needs Assessment identified mental health as a primary concern for youth, emphasizing the need for programs that build protective factors and leadership skills to reduce risky behaviors. The **USU Extension 4-H Junior Youth Conference Teen Leadership Program** addresses these needs by engaging Utah teens in grades 9–12 in planning and delivering experiential workshops for 5th–6th graders. Through mentoring and structured activities, teens develop leadership, self-awareness, and communication skills.



In March, USU Extension co-sponsored the **2025 Elevating Hope Summit**, a statewide event addressing substance use disorder and suicide prevention, in Price. Ashley Yaughner of USU Extension and Amanda McIntosh of Four Corners Community Behavioral Health discussed the summit on a KUTV feature, and McIntosh also appeared on FOX-13.

USU Extension sponsored **Baby Animal Adventures** at the Bastian Agricultural Center in South Jordan on April 25th and 26th. The event featured numerous animals and activities and allowed USU Extension to fulfill its mission to provide agricultural education opportunities through hands-on experiential learning.



Three USU Extension professionals recently released the book, ***Leading with Understanding: The Power of Personality in Extension***. Authors Christina Pay, Jared Hawkins, and Sadie Wilde said the book explores how personality impacts communication, team dynamics, decision-making, and leadership styles, not only within Extension but in general leadership settings. It is available for purchase through the [Confidence Project website](https://www.usu.edu/confidenceproject).

Government & External Relations



Shifting Focus from State Legislature to Congressional Visits & Spring Semester Happenings



Vice President Wisner introduced President Smith to members of Utah's Congressional delegation in Washington, D.C., including **Representative Burgess Owens** (left).



In collaboration with the Political Science Department, the Institute of Government and Politics (IOGP) proudly welcomed back former IOGP intern and USU alum **Dr. Michael Findley**, now Erwin Centennial Professor of Government at the University of Texas at Austin. His lecture, "Aid in Conflict: Can Aid Deliver During Humanitarian Crises?", showcased cutting-edge interdisciplinary research on political violence, international development, and humanitarian aid—including field experiments in Afghanistan following the Taliban's return to power. This event exemplified how IOGP builds bridges between departments, academic research, and global policy practice, while highlighting the success of our alumni on the international stage.

The IOGP and the Political Science Department partnered to launch a public policy book club series, connecting students with high-profile Utah leaders. Former Utah House Representative **Rebecca Chavez-Houck** finished the series with a discussion on *Your Brain's Politics: How the Science of Mind Explains the Political Divide* by George Lakoff and Elisabeth Wehling.



The IOGP, in partnership with USU Eastern, the Political Science Department, and the Criminal Justice Program, co-hosted a Special Oral Argument Session with the **Utah Court of Appeals** at USU Eastern in Price. Students and faculty were invited to witness real court proceedings and interact directly with judges, offering an invaluable educational experience and deepening understanding of the state's judicial process.

USU's IOGP Legislative Interns met with **Neil Abercrombie**, Senior Advisor for Legislative Affairs and Policy to Utah Governor Spencer Cox and proud USU alum, for a professional development lunch in Salt Lake City. These direct interactions with policymakers help prepare our students for impactful careers in public service and policymaking.



The IOGP facilitated an intimate and informative session for students with two distinguished USU alumni in Washington, D.C.: **Natalie Andrews**, White House Correspondent for The Wall Street Journal, and **Christopher Silva**, Managing Associate at Art & Science Group. Students gained unique insight into political journalism and strategic policy planning in higher education. Events like this are a hallmark of the IOGP's mission to connect students with leaders in politics, journalism, and public affairs.

University Marketing & Communications

Utah State Today Highlights

Accreditation Announcement Launches USU's Veterinary College	5,448 views
Utah State Legislature Brief: How USU is Affected by 2025 Legislative Session	2,802 views
USU Ecologists Document Utah's Bee Species and Say Beehive State is Rich in Bee Diversity	2,283 views
Q&A: Tariffs, Trade Policy With Economist John Gilbert	1,890 views

In the Media and Faculty Expertise

Meet the Utah startup stepping up to help companies navigate 'trade war landscape' through AI	Yahoo!/Deseret
Rescuing the Great Salt Lake: Utah's 'moonshot'	Deseret News
USU graduate and mechanical engineer designs a sock to keep toes warm in harsh weather	Yahoo!/ABC4
We got rid of acid rain. Now something scarier is falling from the sky.	MSN/Vox

Institutional Advertising/Marketing

UST Story Campaign (Jan –April)	457k impressions; 6k clicks
March Madness Display	85k impressions; 650 clicks
LevelUp Digital	2M impressions; 120k clicks
Spring OTT advertising campaign	3.7M impressions
Aggie impact ads	3.6M complete views

Recruitment Marketing

- Completed Parent Handbook for prospective students – English and Spanish versions.
- Completed initial design/identity style guide for new Gen Alpha friendly recruitment materials.
- Statewide Campuses 1st Q online advertising: display ads – 3,261 clicks; search ads – 2,462.

Utah State Magazine Spring Issue

The Heavens Above and the Sagebrush Below highlights USU's work as a space-grant university. The issue includes the first cover to incorporate augmented reality technology. 50,000 copies will be delivered to alumni, faculty, staff near the end of the month.



President's Forum on Conflict and Conflict Transformation

On March 25, Utah State University welcomed the Honorable Judge Thomas B. Griffith as keynote speaker at the second annual [President's Forum on Conflict & Conflict Transformation](#). Judge Griffith discussed the current climate of political polarization in the U.S., as well as the erosion of trust within our democracy.



Podcast Episode

Future Casting with Utah State: [Navigation Unity Amongst National Division](#) featuring Judge Thomas Griffith.

Social Media

- USU was the top Utah University for cross-channel engagement per post for the quarter.
- Additionally USU was the top Utah university for Engagement rate per follower on Instagram for the quarter as well.

Trademark and Licensing

- University royalties are up over 300% from last FY
- The release of the popular EA football game has brought in over \$500,000 in royalties this FY. An updated game will be released in FY 2026.

Research Enterprise

Federal Funding Update – The federal fiscal landscape for research continues to change rapidly. Some metrics for USU include the following:

- Since January 20th, 2025, USU federal awards terminated or paused have totaled greater than \$8.4M.
- Federal funding for USU from January 20th through March 31st, 2025 was just 14% of the average amount from the last three years. In other words, our flow rate for new/incremented federal awards is very low.

Federal personnel cuts and restructuring at several agencies are also resulting in notable impacts on USU research. However, USU currently has more proposals submitted than in any year of our history.

Research Week – 2025 is the Year of Undergraduate Research—USU's 50th anniversary of sponsored undergraduate research. In celebration, a distinct student-oriented edition of Research Week ran April 7th through 11th. At the annual Spring Student Research Symposium, which took place during Research Week, over 400 graduate and undergraduate researchers from every college at USU presented posters, short talks, and experiential exhibits. The week was capped off with the launch of the Horizons competition—an event in which interdisciplinary teams of undergraduate students developed research proposals to address the most challenging problems facing our society. A panel of judges drawn from industry leadership, public policy, healthcare, and education evaluated the pitches, awarding \$4,000 to the winning team and \$1,500 each to two runners-up.

Awards – Research week also featured the announcement of 12 Peak Summer Research Fellows and 18 URCO grant recipients. At this year's graduation, a record 82 students will receive the Undergraduate Research Scholar transcript designation. Additionally, we will celebrate:

- Sophia Hessami (Biological Engineering) – Scholar of the Year
- Audry Ricks (Music) – Peak Prize Undergraduate Researcher of the Year
- Michelle Norman (Geology) – College of Science Undergraduate Researcher of the Year / 2025 National Science Foundation Graduate Research Fellowship recipient
- Jeremy Case (ADVS) – CAAS Valedictorian

Fundraising – Preparations are underway with the Loveland Living Planet Aquarium, where an advancement event will take place on September 30th, 2025. The campaign for undergraduate research has already begun to generate one-time and ongoing gifts via the March telethon.



Advancement & USU Foundation

USU Elevated Through Philanthropy & Engagement

Utah State University commemorated 137 years of excellence during the annual Founders Day and Old Main Society Celebration on Thursday, March 6th. This year's festivities included a reception welcoming 156 new members into the Old Main Society, joining more than 3,600 fellow Aggies. The university also recognized 108 current members who moved up to new giving levels. Embodying the evening's theme, "Creating Aggie Impact," talented undergraduates showcased their innovative research, demonstrating the creativity and problem-solving spirit that have defined USU's undergraduate research legacy for half a century.

Event photos & video: <https://www.usu.edu/advancement/oldmainsociety/foundersday>



Bibhu Mohapatra
Distinguished Alumnus Award



Marion R. Hyde
Emeriti Old Main Award



Shari Badger
Distinguished Service Award



James and Heather Bohm
New Generation of Old Main Award

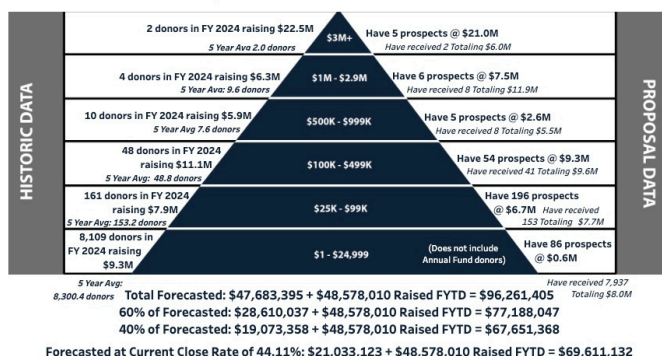


Carrie and Jim Madden
Spirit of Old Main Award

Learning to Give: The Warnes's Story – Barbara and Craig Warnes first met as students at Utah State University in the 1980s. Over the years, their appreciation for the university has grown, alongside their commitment to giving. This commitment is evident in [their creation of two impactful scholarship endowments](#): one for the College of Humanities and Social Sciences and the other for the Jon M. Huntsman School of Business. These endowments will be pivotal in supporting future generations of students, empowering them to pursue their dreams.

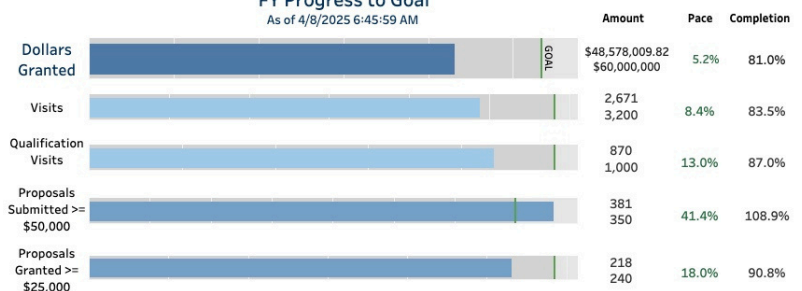
Social Media Highlight – A Valentine's Day reel featuring footage from the USU Basketball Kiss Cam became Utah State Alumni Instagram's most viewed and engaged post ever, garnering 1.7M views, 89,828 likes, 393 comments, 1,598 saves, and 2,491 shares. The account gained 1,029 new followers, and impressions increased by 585%, comments by 1,996%, and likes by 1,935.

\$60M GOAL JUSTIFICATION FY25



FY Progress to Goal

As of 4/8/2025 6:45:59 AM



Statewide Enterprise

Actively Exploring New Avenues to Enhance Services & Contribute to the University's Mission

Enrollment

- Total: 5,711 (Day 15 Spring Report)
 - Concurrent: 1,508
 - Undergraduate: 3,296
 - Graduate: 907

Campus & Community Highlights

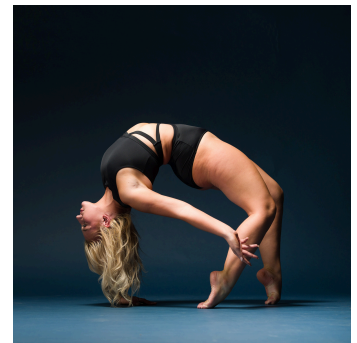
- **USU Eastern's** Carbon County Aviation Campus and its Aviation Mechanics Program are set to launch in Fall 2025. The program will be housed in the new hangar.
- **USU Eastern** Dance competed at the National Championships in Daytona, FL.
- The **Tooele Campus** [pilot summer program](#) currently has 12 students enrolled. Applications remain open until May 1st.
- **Uintah Basin** recently launched their Peer-to-Peer Mentoring Program, funded by the Bingham Foundation. It supports the goal of student retention through mentoring and currently has five Peer Mentors.

Faculty, Research & Academic Programs

- **USU Eastern's** Connections program is growing in enrollment, necessitating the addition of two new sections to accommodate the increase.
- Jeralyn Perkins (**Brigham City**) was nominated to represent Utah at the [Strolling Thunder event](#) in Washington, D.C. in May.
- **Uintah Basin** Research Internships have filled all six slots for undergraduate research. Students will conduct research in multiple disciplines over the summer, participate in weekly trainings, and conclude the program with on-campus presentations of their studies.
- LaNae Walker, Assistant Director of Statewide Career Design, will be teaching USU 1400 – Exploring Majors & Careers this fall as a Connect course offered exclusively for statewide students. Students will have the opportunity to collaborate and connect across campuses while gaining valuable tools and resources to create their career paths.

Student Success & Engagement

- **Uintah Basin** USUSA representatives hosted a successful leadership training for surrounding high school student council representatives, with an estimated 15 attendees. Their goal is to make this an annual event.
- Efforts to encourage incoming students to meet with academic advisors resulted in a 30-200% rise in meetings per advisor compared to this time last year.
- Outreach to 812 USU students for the Ivory Scholarship Re-enrollment Campaign began on March 11th with a deadline of May 1st for Fall 2025. These students attended between Fall 2006–Summer 2023 and are within 40 credits of graduation.
- A statewide parent handbook, which will be sent to families of incoming students who are 24 years old or younger, is being finalized for the 2025 academic year.





USU Board of Trustees Regular Meeting Minutes

Monday, March 17, 2025, at 8:30 AM - 12:15 PM

University Inn, Logan, Utah, Sonne Board Room or

via Zoom: <https://usu->

edu.zoom.us/j/83585275578?pwd=QX7GI5nWoDVsgWATBmTOKLZDZPAM62.1

Attendance

Trustees Present:

Jacey Skinner, Chair
Gina Gagon, Vice Chair
(virtual)
Clark Whitworth

David Petersen (virtual)
Heather Mason (virtual)
John Y. Ferry
Kacie Malouf

Kent K. Alder
Matthew Richey
Tessa White

University Representatives Present:

Al Smith
Amy Shewan (virtual)
Bill Plate
Crissy Downs-Cisneros
Crystal Giordano (virtual)
David Cowley
Devin Wiser
Diana Sabau
Doug Bullock (virtual)
Elizabeth Cantwell

Eric Hawley
Grant Cardon (virtual)
Janalyn Brown
Janet Anderson (virtual)
Jeff Aird
Jodi Bailey (virtual)
Joe Ward
John O'Neil
Katie Jo North
Ken White

Kerri Davidson
Krystin Deschamps
Larry Smith
Lisa Berreau
MaKenzie Christensen
Matt White
Mica McKinney
Nancy Hanks
Patty MacSparran (virtual)
Stephen Campbell

Additional Attendees:

Geoff Landward
Jared Gereau
Kerry Bringhurst
Tom Williams

Sydney Lyman
Brooklyn Ward
Brandon Sorensen
Dallin Wilson

Jade Velazquez
Ashlyn Smith
Isabelle Santini-Haddock
Paige Blair

1. Welcome and Call to Order

8:39 AM

Presenter: Chair Jacey Skinner

Chair Skinner welcomed all in attendance both in person and on Zoom.

2. Resolution of Appreciation - Elizabeth R. Cantwell

8:40 AM

Presenter: Chair Jacey Skinner (*see attached resolution*)

Chair Skinner read the resolution to honor President Cantwell.

Motion:

Motion moved by Vice Chair Gina Gagon that in accordance with 52-4-205 of the Utah Code that the Trustees go into a closed Executive Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals. Motion seconded by Trustee John Ferry. Roll call vote was initiated by Chair Jacey Skinner and taken by Secretary Janalyn Brown. Voting was

unanimous in the affirmative and the meeting moved to a closed session which commenced at 8:47 am and concluded at 10:42 am.

3. CLOSED SESSION

8:47 AM

Attendance

Trustees Present:

Jacey Skinner, Chair

Gina Gagon (virtual)

Clark Whitworth

David Peterson (virtual)

Heather Mason (virtual)

John Y. Ferry

Kacie Malouf

Kent K. Alder

Matthew Richey

Tessa White

University Representatives Present:

Al Smith

Dave Cowley

Janalyn Brown

Kerri Davidson

Mica McKinney

4. Committee Reports

10:42 AM

4.1. Audit, Risk, and Compliance

Presenter: Trustee David Petersen reviewed the attached report

4.2. Research and Academic Approval

Presenter: Trustee Kacie Malouf reviewed the attached report

4.3. External and Strategic Partnerships

Presenter: Trustee John Ferry reviewed the attached report

4.4. Statewide Mission and Campus Oversight

Presenter: Trustee Kent Alder reviewed the attached report

5. Utah Public Radio (UPR) Presentation

10:48 AM

Presenters: Kerri Bringhurst, Tom Williams (*see attached presentation*)

Kerri and Tom discussed the presentation and highlighted how UPR, in partnership with USU, serves Utah communities. Dean Joe Ward emphasized UPR as a key strategic asset in building the university's public brand.

6. USUSA Presentation

11:04 AM

Presenter: Trustee/USUSA President Matthew Richey (*see attached presentation*)

Trustee Richey introduced the USUSA Logan Executive Council, provided an overview of the presentation and explained the structure of USUSA and its role in representing students. Each member of the executive council then shared details about their specific areas of responsibility.

7. Student Resolution of Commendation Dallin Wilson

11:21 AM

Presenter: Trustee Matthew Richey (*see attached resolution*)

8. BREAK (bypassed)

9. President's Report

11:25 AM

Presenter: Interim President Al Smith (*see attached report*)

Interim President Smith presented the attached President's Report, highlighting key topics such as discussions from the legislative session, the transition to the PAC-12 Conference, and various student

events. He also touched on recent highlights, including the Mountain West Tournament and the Founder's Day Event. Additionally, he addressed the impact of budget cuts and reallocations, emphasizing the need for intensified efforts in the coming months. President Smith stressed the importance of people in making the institution great and ensuring a continued focus on this priority. He also discussed the future of research funding, the importance of fostering innovation at USU, and acknowledged the associated costs.

When asked, VP Berreau noted a gradual decline in research funding, particularly due to the loss of new federal awards and agency staffing reductions.

President Smith emphasized a deliberate approach to reallocating resources, including permanent cuts, a step-down program, and workload redistribution. Geoff Landward (USHE) outlined plans for institutional partnerships to maximize system-wide efficiency and support students. Trustees expressed the need for strategic focus in academic offerings, with President Smith reaffirming support for general education reform. USU's statewide presence positions it for significant collaboration within the system

10. Evaluation of Institutional Effectiveness Report & NWCCU Accreditation Site Visit **11:48 AM**

Presenter: Executive Director Jeff Aird (see attached presentation)

Jeff Aird provided an update on the accreditation on the April 14-16 site visit.

11. STRATEGIC AGENDA

11.1. Strategy/Operational Modernization **12:03 PM**

Presenters: VP Kerri Davidson, VP John O'Neil, CIO Eric Hawley, AVP Crissy Downs-Cisneros (*see attached presentation*)

The presentation covered several key topics, including the availability of the draft strategic plan on the website, the upcoming launch of the pilot Business Services system, and updates on the Banner system switching to Workday.

11.2. Legislative Updates **12:44 PM**

Presenter: VP Devin Wiser

Budget: The \$3.5 million for the MATHAI building was not fully funded but USU will plan to return next year to secure the remaining funds.

USU Extension: \$225,000 allocated for participation in the IC.

Reinvestment Bill: The bill will distinguish between last year's budget cuts and current reallocations.

President Hiring Process Changes: The new process will maintain privacy, with only the final candidate's name being released by the Board of Higher Education.

Privacy Protection for Sex-Specific Areas: Housing areas will now be designated based on sex assigned at birth, not self-identification. There will be both sex-designated and gender-inclusive housing options.

Property Development: Each university will be allowed to develop one property to enhance opportunities.

Residency and Tuition: Service members, veterans, Department of Defense employees, and their children will qualify for in-state residency status when applying to universities in Utah.

12. CONSENT AGENDA **1:10 PM**

12.1. Approve: 1.10.25 USU Board of Trustees Regular Meeting Minutes

- 12.2.** Approve: 2.10.25 USU Board of Trustees Special Meeting Minutes
- 12.3.** Approve: USU Policy 301: Employee Position Types
- 12.4.** Approve: USU Policy 368: Phased Retirement
- 12.5.** Approve: 2025-2026 Board of Trustees Regular Meeting Schedule
- 12.6.** Approve: Board Member Reappointments to USU Space Dynamics Lab Board of Directors
 - 12.6.1.** Ms. Kathryn G. Tobey
 - 12.6.2.** Ms. Lesa B. Roe
 - 12.6.3.** Lieutenant General John F. Thompson
- 12.7.** Review and Accept: November 2024 Report of Investment
- 12.8.** Review and Accept: December 2024 Report of Investment
- 12.9.** Approve: Proposed Certificates
 - 12.9.1.** Survey Methods Post Master's Certificate in the College of Humanities and Social Sciences
 - 12.9.2.** Survey Methods Post-Bachelor's Certificate in the College of Humanities and Social Sciences
 - 12.9.3.** AI and Writing Academic Certificate in the College of Humanities and Social Sciences
 - 12.9.4.** Police Officer Standards Training Academy Certificate in the College of Humanities and Social Sciences
 - 12.9.5.** Aviation Education Post-Bachelors Certificate in the College of Agriculture and Applied Sciences
 - 12.9.6.** Health Education Teaching Academic Certificate in the Emma Eccles Jones College of Education and Human Services
 - 12.9.7.** Social Determinants of Crime Academic Certificate in the College of Humanities and Social Sciences
 - 12.9.8.** Airport Management Post-Bachelor's Certificate in the College of Agriculture and Applied Sciences
 - 12.9.9.** Juvenile Justice Academic Certificate in the College of Humanities and Social Sciences
 - 12.9.10.** Forensic Specialist and Crime Scene Investigation Academic Certificate in the College of Humanities and Social Sciences
 - 12.9.11.** Corrections Leadership Development Academic Certificate in the College of Humanities and Social Sciences
 - 12.9.12.** Veterinary Assisting Certificate in the College of Agriculture and Applied Sciences
 - 12.9.13.** Patternmaking Certificate in the College of Agriculture and Applied Sciences
 - 12.9.14.** Cybersecurity Academic Certificate in the College of Agriculture and Applied Sciences
 - 12.9.15.** Airframe Maintenance Technical Certificate in the College of Agriculture and Applied Sciences
 - 12.9.16.** Aviation Management Post-Bachelor's Certificate in the College of Agriculture and Applied Sciences
 - 12.9.17.** Powerplant Maintenance Technical Certificate in the College of Agriculture and Applied Sciences
 - 12.9.18.** AI Ethics Academic Certificate in the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business

- 12.9.19.** Aviation Safety Management Post-Bachelor's Certificate in the College of Agriculture and Applied Sciences
- 12.9.20.** Data Modeling Education Post-Bachelor's Certificate in the College of Science
- 12.9.21.** School Resource Officers Academic Certificate in the College of Humanities and Social Sciences
- 12.9.22.** Peace Officers and Policing Academic Certificate in the College of Humanities and Social Sciences
- 12.9.23.** Courtroom Assistance Academic Certificate in the College of Humanities and Social Sciences
- 12.9.24.** Corrections Academic Certificate in the College of Humanities and Social Sciences
- 12.9.25.** Intercultural Communication Competence Academic Certificate in the College of Humanities and Social Sciences
- 12.9.26.** Information and Computer Technology Academic Certificate in the College of Agriculture and Applied Sciences
- 12.9.27.** Environmental Geosciences Institutional Certificate of Proficiency in the College of Science
- 12.10.** Proposed Restructures and Name Changes
 - 12.10.1.** Change the name and restructure the Physical Education Coaching Minor to Physical Education Teaching Minor in the Emma Eccles Jones College of Education and Human Services
 - 12.10.2.** Restructure the Geology Applied Environmental Geoscience Emphasis BA, BS to Environmental Geoscience BA, BS
 - 12.10.3.** Restructure the Heavy Equipment Operator Certificate of Proficiency to a Heavy Equipment Operator Technical Certificate
 - 12.10.4.** Restructure and change the name of the Commercial Driver's License Certificate of Proficiency to Commercial Driver's License (CDL) Class A Certificate
 - 12.10.5.** Change the name and restructure the IT Support and Web Development Certificate of Completion to Information Technology Technical Certificate
 - 12.10.6.** Restructure Social Analytics Certificate of Proficiency to Social Analytics Certificate in the College of Humanities and Social Sciences
 - 12.10.7.** Restructure the IT Support and Web Development Certificate of Completion to Networking and Cybersecurity Technical Certificate
 - 12.10.8.** Change the name and restructure the Computer Numerical Control Machinist Certificate of Completion to Machining Technology Technical Certificate
 - 12.10.9.** Change the name and restructure the Welding Certificate of Completion and the Welding Certificate of Proficiency to Welding Technology Technical Certificate
 - 12.10.10.** Change the name of the Bio veterinary Science Minor to Veterinary Science Minor
 - 12.10.11.** Change the name of the Agricultural Production and Automated Processing Technology Emphasis in General Technology Associate of Science to Agricultural Production and Automated Processing Technology Associate of Applied Science
 - 12.10.12.** Change the Name of the Department of Communicative Disorders and Deaf Education to Department of Speech and Hearing Sciences
 - 12.10.13.** Change the Name & Create Three New Specializations of the Master of Aviation Science

Three new specializations of the Master of Aviation Science: Safety Specialization to Master of Aviation Science: Safety Management Specialization /Aviation Management Specialization/ Airport Management Specialization/ Aviation Education Specialization

12.11. Approve: Proposed Minors

12.11.1. Health Education Teaching Minor in the Emma Eccles Jones College of Education and Human Services

12.11.2. Race, Society, Environment Minor in the College of Humanities and Social Sciences

12.12. Approve: Proposed New Programs

12.12.1. Human Development and Family Studies Specialization in Marriage and Family Therapy PhD in the Emma Eccles Jones College of Education and Human Services

12.12.2. Master of Science in Natural Resource Economics in the College of Agriculture and Applied Sciences

12.12.3. Bachelor of Arts in Deaf Education in the Emma Eccles Jones College of Education and Human Services

12.12.4. Master of Science in Marriage and Family Therapy in the Emma Eccles Jones College of Education and Human Services

12.12.5. Freshwater and Marine Ecology Baccalaureate Degree in the S.J. & Jessie Quinney College of Natural Resources proposes offering a Freshwater and Marine Ecology Baccalaureate Degree

12.12.6. Artificial Intelligence Engineering Bachelor of Science in the College of Engineering

12.13. Approve: Proposed Program Suspensions and Discontinuations

12.13.1. Suspend the Human Development and Family Studies Adolescence and Youth Specialization Master of Science in the Emma Eccles Jones College of Education and Human Services

12.13.2. Suspend the Human Development and Family Studies Adult Development and Aging Specialization Master of Science in the Emma Eccles Jones College of Education and Human Services

12.13.3. Suspend the Human Development and Family Studies Infancy and Childhood Specialization Master of Science in the Emma Eccles Jones College of Education and Human Services

12.13.4. Suspend the Human Development and Family Studies Marriage and Family Relationships Specialization Master of Science in the Emma Eccles Jones College of Education and Human Services

12.13.5. Discontinue the Political Science Conflict and Cooperation Specialization Master of Arts in the College of Humanities and Social Sciences

12.13.6. Discontinue the Political Science Conflict and Cooperation Specialization Master of Science in the College of Humanities and Social Sciences

12.13.7. Discontinue the Political Science Public Science Public Policy Specialization Master of Arts in the College of Humanities and Social Sciences

12.13.8. Discontinue the Political Science Public Science Public Policy Specialization Master of Science in the College of Humanities and Social Sciences

Motion:

Motion was made to approve all items on the consent agenda. Motion was moved by Trustee Ferry and motion was seconded by Trustee Whitworth. Voting was unanimous in the affirmative. Motion passed.

13. ACTION AGENDA**13.1. Review and Approve: USU Policy 1001: University Policy System****1:17 PM**

Presenter: SVP Mica McKinney

SVP McKinney provided a brief overview of Policy 1001, outlining the changes that were made. She highlighted the introduction of a new policy review process, in which each policy will be reviewed every 1, 3, or 5 years.

Motion:

Motion was made to approve USU Policy 1001: University Policy System. Motion was moved by Trustee White and seconded by Trustee Alder. Voting was unanimous in the affirmative. Motion passed.

13.2. Approve: Proposal for Tuition Rate Increase**12:51 PM**

Presenter: Interim President Al Smith (*see attached slides*)

President Smith presented the attached slides, outlining a 2.68% increase in tuition for both the Logan and Statewide Campuses, which will remain below the USHE threshold. According to USUSA President and Trustee Matt Richey, students have been involved in the decision-making process and agree with the increase.

Motion:

Motion was made to increase tuition rates for Logan and Statewide Campuses. Motion was moved by Trustee Alder and seconded by Trustee Whitworth. Voting was unanimous in the affirmative. Motion passed.

13.3. Approve: Proposal to Modify Student Fees**12:58 PM**

Presenter: Interim President Al Smith (*see attached slides*)

<https://www.usu.edu/student-affairs/student-fees>

President Smith and Trustee Richey presented the slides, proposing a 1.99% increase in student fees for the Logan campus, with no increase for the statewide campuses.

Motion:

Motion was made to increase student fees for the Logan Campus. Motion was moved by Trustee Richey and seconded by Trustee Malouf. Voting was unanimous in the affirmative. Motion passed.

13.4. Approve: Real Property Acquisition: Logan, Utah**1:21 PM**

Presenter: VP Dave Cowley

Motion:

Motion was made to approve Real Property Acquisition (see attached map): Logan, Utah. Motion was moved by Trustee Ferry and seconded by Trustee Malouf. Voting was unanimous in the affirmative. Motion passed.

13.5. Review and Accept: External Audit Reports**1:24 PM**

Presenter: Trustee David Petersen

Motion:

Motion was made to review and accept external audit reports. Motion was moved by Trustee Alder and motion was seconded by Trustee Whitworth. Voting was unanimous in the affirmative. Motion passed.

13.6. Approve: Authorization to Act in Capacity of the Vice President for Finance **1:26 PM**
Administrative Services and Public Treasurer
Presenter: VP Dave Cowley

Motion:

Motion was made to approve authorization to act in capacity of the Vice President for Finance Administrative Services and Public Treasurer. Motion was moved by Trustee Richey and motion was seconded by Trustee White. Voting was unanimous in the affirmative. Motion passed.

14. INFORMATION AGENDA **1:29 PM**

14.1. Upcoming Dates:

Board Meetings:

4/4/25: Promotion and Tenure Only - Zoom

4/30/25: Full Board Meeting, Logan Campus

6/20/25: Full Board Meeting, Uintah Basin Campus

Events:

3/25/25: President's Forum on Conflict

4/17/25: Southwest Commencement

4/18/25: Brigham City Commencement

4/19/25: Toole Commencement

4/24/25: Moab Commencement

4/25/25: Blanding Commencement

4/26/25: Eastern Commencement

4/26/25: Uintah Basin Commencement

4/30/25: Logan Commencement

5/1/25 - 5/2/25: Logan College Convocations

15. AdjournMotion: **1:31 PM**

Motion was made to adjourn the meeting. Motion moved by Trustee Ferry and motion seconded by Trustee Whitworth. Voting was unanimous in the affirmative. Motion passed and the meeting was adjourned.

*Agenda items were rearranged throughout the meeting to accommodate the delays.

Jacey Skinner, Chair

Janalyn Brown, Secretary
(minutes taken by Janalyn Brown)

Date Approved



USU Board of Trustees Virtual Meeting

Friday, April 4, 2025, at 8:00 AM - 9:15 AM

<https://usu-edu.zoom.us/j/82548449495?pwd=T70B5o3Eqlw67hkDMVfs2yICqIccvI.1>

Attendance:

Trustees:

Jacey Skinner
Gina Gagon
Clark Whitworth

Dave Petersen
David Huntsman
Kacie Malouf

Kent Alder
Matt Richey
Tessa White

University representatives:

Al Smith
Bill Plate
Dave Cowley
Haly Klaassen
Janalyn Brown

John O'Neil
Kerri Davidson
Larry Smith
Lisa Berreau
MaKenzie Christensen

Mica McKinney
Nicole Voulvalis
Stephen Campbell

Other Attendees:

Cimaron Neugebaur
Courtney Tanner

Agenda

1. Welcome and Call to Order 8:02 AM

Chair Jacey Skinner welcomed everyone to the virtual meeting of the USU Board of Trustees.

2. Promotion and Tenure Process 8:05 AM

Presenter: Larry Smith

Provost Larry Smith provided an overview of the tenure process at USU, emphasizing that its primary purpose is to protect academic freedom. The process spans six years and includes rigorous evaluations, training, workshops, and orientations. Candidates compile a dossier for review.

Trustee Huntsman asked if the tenure process has been reviewed for efficiency. It has not been recently reviewed, though it was digitized 13–14 years ago. Trustee Alder inquired about candidate preparedness; most are well-prepared, and 73% achieve tenure. Trustee White asked if student ratings are considered; the IDEA evaluation system and peer reviews are included in dossiers.

Trustee Alder also noted tenure's role in institutional competitiveness. Chair Skinner asked about promotion criteria and cost. Expectations are clearly outlined at hire, with a focus on teaching excellence. Al Smith stated that promotions include market-based salary increases, budgeted and approved by USHE.

3. Update on USU Reinvestment Plan

8:15 AM

Presenter: Larry Smith

President Cantwell launched a budget planning exercise last summer, directing colleges to model potential budget reductions and identify strategic reinvestment opportunities. To support this effort, USU engaged EAB, a higher education consulting firm, to assist in a structured three-phase process: analysis, deliberation, and decision-making. The university is addressing a \$12.5 million budget reallocation and is prepared to advance into the initial implementation stage. The revised deadline for submission to Utah System of Higher Education (USHE) is May 9.

Questions and comments during the meeting focused on the equity of budget cuts across academic and administrative areas, the metrics used in program evaluations—such as enrollment, completion, teaching loads, and workforce alignment—and the exploration of administrative efficiencies, including potential restructuring. Attendees inquired about how delivery costs are calculated and how program value is assessed, recognizing the complexity and contextual nature of these evaluations. There were also questions about the source of the \$12 million reallocation target and whether savings could come from non-instructional areas. The importance of maintaining strategic focus and aligning decisions with the university's long-term goals was emphasized, along with a request for clarity on the overarching investment strategy.

4. CLOSED SESSION

8:58 AM

Chair Skinner asked for a motion to move into a closed session.

Motion:

Vice Chair Gina Gagon moved that in accordance with 52-4-205 of the Utah Code that the Trustees go into a closed Executive Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals. The motion was seconded by Trustee Malouf. Roll call vote was initiated by Chair Jacey Skinner and taken by Secretary Janalyn Brown. All polled were unanimous in the affirmative and the meeting moved to a closed session from 8:58am to 9:19am.

Attendance:

Trustees:

Jacey Skinner
Gina Gagon
Clark Whitworth

Dave Petersen
David Huntsman
Kacie Malouf

Kent Alder
Matt Richey
Tessa White

University Representatives Present:

Al Smith
Mica McKinney

5. ACTION AGENDA

9:20 AM

5.1 Approve: Promotion and Tenure

Presenter: Larry Smith

Motion:

Motion was made to approve promotion and tenure. Motion moved by Trustee Richey and motion seconded by Trustee Alder. Voting was unanimous in the affirmative. Motion passed.

6. Adjourn

9:21 AM

Motion:

Motion was made to adjourn the meeting. Motion moved by Trustee White and motion seconded by Trustee Whitworth. Voting was unanimous in the affirmative. Meeting adjourned at 9:21am.

Jacey Skinner, Chair

Janalyn Brown, Secretary
(minutes taken by Janalyn Brown)

Date Approved

RESOLUTION

UTAH STATE UNIVERSITY

BOARD OF TRUSTEES

WHEREAS, USU Policy 3005: Employment-Related Reasonable Accommodations and Access for Individuals with Disabilities (previously USU Policy 323 Employees with Disabilities) affirms the university's commitment to ensuring full right of access for individuals with disabilities to all terms and conditions of employment, services, programs, and activities;

WHEREAS, the Office of Human Resources desires to amend Policy 3005 to update legal references such as to the Pregnant Workers Fairness Act, clarify applicability to both employees and job candidates, clarify responsibilities for supervisors, employees, and the Office of Human Resources, and update appeal language;

WHEREAS, the revisions requested by the Office of Human Resources are focused on compliance and removing outdated information;

WHEREAS, the President and Executive Vice President & Chief Operating Officer recommend that the Board of Trustees support the amendment to Policy 3005: Employment-Related Reasonable Accommodations and Access for Individuals with Disabilities; and

WHEREAS, the amendments to Policy 3005: Employment-Related Reasonable Accommodations and Access for Individuals with Disabilities received the appropriate administrative review and approval required by USU Policy 1001.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees support the amendment to Policy 3005: Employment-Related Reasonable Accommodations and Access for Individuals with Disabilities.

RESOLUTION SUPPORTED BY THE BOARD OF TRUSTEES

Signature of Chair Skinner or designee

Date

ITEM FOR ACTION

Re: Updates to [323](#): Reasonable Accommodation and Access for Individuals with Disabilities (fka: Employees with Disabilities)

Key

- **Red** –Anything that was removed from the current policy
- **Blue** – Anything that was added
- **Black** – Original to Policy that was not changed
- **Dark/Light Green** – Text that was moved within the policy

Summary of Changes

- **Reformatted and Retitle Policy-** Reformatted content to align with new policy format including adding Purpose and Scope. Retitled to Reasonable Accommodations and Access for Individuals with Disabilities which is more common name for such policies.
- **Added New Law Reference-** Added references to new [Pregnant Workers Fairness Act](#) (PWFA) which went into effect June 2023 and addresses accommodations for pregnant individuals who have limitations related to pregnancy, childbirth, or related medical conditions.
- **Clarified Applicability to both Employees and Job Candidates-** Updated language to comply with requirements that both job candidates and employees have rights to reasonable accommodations and access to equal benefits and privileges of employment.
- **Clarified Reasonable Accommodations Interactive Process Requirements-** Updated language that requests will be handled on a case-by-case basis, include an interactive process (with supervisor, department head, HR, and employee/candidate), and consider both requested and possible alternative accommodations (including possible reassignment consideration required under ADA). If no accommodation or reassignment can be made, termination may be considered.
- **Deleted Disability Resource Center Language-** Deleted old section that no longer applies to employees/candidates given HR has a dedicated ADA coordinator.
- **Updated Appeal Rights-** Updated appeal language to file with the Office of Human Resources instead of Office of Equity unless the employee/candidate feels they have been discriminated or retaliated against because of their disability.
- **Strengthened Supervisor Responsibilities-** Should ensure a safe and accessible workspace and address issues as they arise. Contact HR and ADA coordinator when situations with individuals with disabilities needing accommodation arise. Participate in the interactive process.
- **Strengthened Employee Responsibilities-** Should notify their supervisor and HR of need for accommodation. Actively participate in the interactive process and provide relevant disability documentation requested by the ADA Coordinator.
- **Clarified HR and ADA Coordinator Responsibilities-** Updated sections and roles to align with current practices and legal requirements.

University Policy 3005: Employment-Related Reasonable Accommodation and Access for Individuals with Disabilities

Category: Human Resources

Subcategory: Rights & Responsibilities

Covered Individuals: All Employees and Job Applicants

Responsible Executive: Executive Vice President & Chief Operating Officer

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

Last Revised: 2025/MM/DD

Previous USU Policy Number: 323: Employees with Disabilities

3005.1 PURPOSE AND SCOPE

Utah State University (USU) is committed to equal employment opportunity and nondiscrimination as outlined in the [Americans with Disabilities Act](#) (ADA), as amended by the ADA Amendments Act (ADAAA), [Section 504 of the Rehabilitation Act of 1973](#), the [Pregnant Workers Fairness Act](#) (PWFA), the [Utah Rights and Privileges of Minors and Individuals with a Disability](#), and other relevant federal and state laws.

3005.2 POLICY

USU ensures full right of access for individuals with disabilities to all terms and conditions of employment, services, programs, and activities. USU employees and job applicants will be evaluated based on their ability to perform essential job functions with or without reasonable accommodation.

USU is dedicated to the following:

- Recruit, hire, and promote based on qualifications without discrimination.
- Ensure all employment decisions affecting employees and job applicants are made without discrimination.
- Provide reasonable accommodations for an otherwise qualified individual with a disability to have access to equal benefits and privileges of employment to successfully perform the essential job functions to the same extent as people without disabilities.

Employees must be able to perform the essential functions of their current job with or without reasonable accommodation.

When necessary, employees and job applicants with a disability or PWFA limitations may request reasonable accommodations through the Human Resources ADA coordinator to perform the essential functions of the job. Employee supervisors, administrators, or faculty who receive disability accommodation requests from university employees must promptly report such requests to the HR ADA Coordinator.

Decisions regarding accommodation will be made through an interactive process with the employee/applicant, their supervisor, department head, and other appropriate individuals inside and/or

outside the university. The reasonableness of any accommodation will be evaluated on a case-by-case basis.

USU may request certification from a qualified treating healthcare provider, verifying that accommodation is necessary when the applicant's or employee's disability, need, or accommodation is not apparent or known to the employer. It is the applicant's or employee's responsibility to provide appropriate medical information related to the limitations and the requested accommodation.

If the requested accommodation cannot be provided, potential alternative accommodation will be discussed during the interactive process. If there is not a reasonable accommodation that will enable the employee to adequately perform the essential functions of their current job, then reassignment to a vacant position for which the individual is qualified may be considered as a reasonable accommodation. If no reasonable accommodation and/or reassignment can be made to allow the individual to perform the essential functions of their job, then termination may need to be considered.

Accommodation needs may change over time or require adaptation due to changes in technology, employment, or learning environments. Therefore, prior history of accommodation does not automatically warrant continuation of the same or similar accommodation.

Employees/applicants may appeal the decision made regarding an accommodation request to the Senior Associate Vice President of Human Resources. Employees/applicants who feel they may have been discriminated or retaliated against because of their disability may file a claim with the Civil Rights & Title IX Office (see USU Policy 2101: [Discrimination Based on Protected Characteristics](#)).

3005.3 RESPONSIBILITIES

3.1 Supervisors

Ensure employees have an equitable, safe, and accessible workplace; address issues as they arise. Contact the Office of Human Resources and/or refer the employee to the Human Resources ADA coordinator when the supervisor becomes aware of an employee having difficulty performing the essential job functions due to a disability. Participate in the interactive process. Implement reasonable accommodation(s) as approved by the Human Resources ADA Coordinator, without retaliation, and immediately upon notification. Contact the Human Resources ADA Coordinator with any questions or concerns.

3.2 Office of Human Resources

Ensure applicable ADA notices are available to all employees and job applicants. Provide advice and assistance in implementing this policy through a dedicated ADA coordinator.

3.3 Human Resources ADA Coordinator

Receive applicant and employee accommodation requests; engage in, and facilitate the interactive process with an applicant or employee and their supervisor(s) to help determine any reasonable accommodation(s). Work with supervisors and employees to implement reasonable accommodations. Serve as the point of contact for ADA-related questions for employees and job applicants. Coordinate with individuals with a disability and other stakeholders to offer available resources.

3.4 Civil Rights & Title IX Office

Investigate and respond to any complaint regarding discrimination or retaliation due to a disability.

3.5 Employees or Job Applicants/Candidates with a Disability

Notify their supervisor and/or the Office of Human Resources of the need for a reasonable accommodation. Actively participate in the interactive process and provide any documentation solicited by the HR ADA coordinator related to the request and the individual's disability.

3005.4 REFERENCES

- [Rehabilitation Act of 1973](#)
- [Americans with Disabilities Act](#)
- [Pregnant Workers Fairness Act](#)
- [Utah Rights and Privileges of Minors and Individuals with a Disability](#)

3005.5 RELATED USU POLICIES

- USU Policy 2101: [Discrimination based on Protected Characteristics](#)

3005.6 DEFINITIONS

- **Disability.** Within the scope of this policy, the term disability includes any or all of the following:
 - Any physical or mental impairment that substantially limits one or more major life activities.
 - A history or record of physical or mental impairment that substantially limits one or more major life activities.
 - Being regarded by others as having such an impairment.
- **Job Applicant or Candidate.** Within the scope of this policy, a qualified individual who is seeking selection for a vacant position may be called a job applicant or job candidate interchangeably.
- **Pregnant Workers Fairness Act (PWFA) Limitations.** Within the scope of this policy, PWFA limitations are physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

Employees and job applicants should contact the HR ADA coordinator for answers to questions and for assistance in requesting reasonable accommodations.

Contacts

- [Human Resources ADA Coordinator](#)
- [Human Resources Solution Center](#)

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2025/MM/DD

Next scheduled review date: 2028/03/01

Previous revision dates: 1997/01/24

~~POLICY MANUAL~~

~~GENERAL~~

Number 323

Subject: ~~Employees with Disabilities~~

~~Date of Origin: January 24, 1997~~ University Policy 323: Employment-Related Reasonable Accommodation and Access for Individuals with Disabilities

Category: Human Resources

Subcategory: General

Covered Individuals: All Employees and Job Applicants

Responsible Executive: Executive Vice President & Chief Operating Officer

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

Last Revised: 2025/MM/DD

Previous USU Policy Number: N/A

~~323.1 POLICY~~

323.1 PURPOSE AND SCOPE

Utah State University (USU) is committed to equal employment opportunity and non-discrimination as outlined in ~~the Rehabilitation Act of 1973 and~~, the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Pregnant Workers Fairness Act (PWFA), the Utah Rights and Privileges of Minors and Individuals with a Disability, and other relevant federal and state laws.

323.2 POLICY

~~The University~~USU ensures full right of access for ~~persons~~individuals with disabilities to all terms and conditions of employment, services, programs, and activities. ~~University~~USU employees and ~~job candidates~~applicants for employment will be ~~treated~~evaluated based on ~~the basis of~~their ability to perform essential job functions, with or without reasonable accommodation.

~~Consistent with this policy, the University~~USU is dedicated to the following:

- ~~+~~Recruit, hire, and promote based on ~~the basis of~~ qualifications without discrimination.
- ~~-~~Ensure ~~that~~ all employment decisions affecting employees and job applicants are made without

~~discrimination including, but not limited to, decisions concerning compensation, benefits, job assignments, training, opportunities for advancement, and performance evaluation.~~

- ~~make~~ Provide reasonable accommodations, ~~as necessary, for to enable~~ an otherwise qualified individual with a disability to have access to equal benefits and privileges of employment to successfully perform the essential job functions ~~of the job~~ to the same extent as people without disabilities.

~~323.2—DEFINITION~~

~~2.1 Disability~~

~~Within the scope of this policy, the term disability includes:~~

~~(1) any physical or mental impairment that substantially limits one or more major life activities,~~

~~(2)(1) a record of such an impairment, and/or~~

~~(3) being regarded as having such an impairment.~~

~~(4)~~

~~323.3—PROCEDURES~~

~~Employees should contact the Office of Human Resources and the Disability Resource Center for advice and/or assistance in implementing this policy.~~

~~Employees who require accommodation are responsible for disclosing disability-related information and requesting reasonable accommodation. Decisions regarding accommodation will be made in consultation with the employee, the supervisor, department head, ADA coordinator, and appropriate individuals inside and outside the University.~~

Employees must be able to perform the essential functions of their **current** job with or without reasonable accommodation.

When necessary, employees and job applicants with a disability or PWFA limitations may request reasonable accommodation through the Human Resources ADA coordinator to perform the essential functions of the job. Employee supervisors, administrators, or faculty who receive disability accommodation requests from university employees must promptly report such requests to the HR ADA Coordinator.

Decisions regarding accommodation will be made through an interactive process with the employee/applicant, their supervisor, department head, and other appropriate individuals inside and/or outside the university. **The reasonableness of any accommodation will be evaluated on a case-by-case basis.**

USU may request certification from a qualified treating healthcare provider, verifying that accommodation is necessary when the applicant's or employee's disability, need, or accommodation is not apparent or known to the employer. It is the applicant's or employee's responsibility to provide appropriate medical information related to the limitations and the requested accommodation.

If the requested accommodation cannot be provided, potential alternative accommodations will be discussed during the interactive process. If there is not a reasonable accommodation that will **not** enable the employee to adequately perform the essential functions of their current job, then reassignment to a vacant ~~employee may be judged to be not qualified for the~~ position for which the individual is qualified may be considered as a reasonable accommodation. ~~The reasonableness of any accommodation will be evaluated on a case-by-case basis.~~ If no reasonable accommodation and/or reassignment can be made to allow the individual to perform the essential functions of their job, then termination may need to be considered.

Accommodation needs may change over time or require adaptation due to changes in technology, employment, or learning environments. Therefore, prior history of accommodation does not automatically warrant continuation of the same or similar accommodation.

Employees/applicants may appeal the decision made regarding an accommodation request to the Senior Associate Vice President of Human Resources. Employees/applicants who feel they may have been discriminated or retaliated against because of their disability may file a claim with the Office of Equity (see USU Policy 305: Discrimination Based on Protected Characteristics). ~~All complaints related to issues of disability should be referred to the University's Affirmative Action/Equal Opportunity Office.~~

~~323.4~~ RESPONSIBILITIES

323.3 RESPONSIBILITIES

~~4.3~~ Department Heads and Supervisors

3.1 Supervisors

~~Responsible for communicating this policy to employees within their department and insuring that the policy is adhered to at all times. Supervisors will refer employees who disclose a disability or request accommodation to the Disability Resource Center.~~ Ensure employees have an equitable, safe, and accessible workplace; address issues as they arise. Contact the Office of Human Resources and/or refer the employee to the Human Resources ADA coordinator when the supervisor becomes aware of an employee having difficulty performing the essential job functions due to a disability. Participate in the interactive process. Implement reasonable accommodation(s) as approved by the Human Resources ADA Coordinator, without retaliation, and immediately upon notification. Contact the Human Resources ADA Coordinator with any questions or concerns.

~~4.4~~ Disability Resource Center

~~Responsible for documenting all requests for reasonable accommodation and maintaining confidential records on each contact. If an employee is determined to be a qualified person with a disability, the reasonableness of the request will be evaluated or alternative accommodations will be explored. Decisions regarding accommodation will be made in consultation with the ADA coordinator, the employee and appropriate personnel within and outside the University.~~

~~4.5~~ ADA Coordinator

3.2 Office of Human Resources

~~Responsible for e~~Ensuring that this policy is adhered to at all times and for appropriately posting a notice of the applicable ADA notices ~~for~~are available to all employees and job applicants. The Office of Human Resources is also responsible for ~~p~~Provideing advice and assistance in implementing this policy through a dedicated ADA coordinator.

3.3 Human Resource ADA Coordinator

~~Responsible for r~~Receiveing applicant and employee accommodation requests; engage in, and facilitate the interactive process with an applicant or employee and their supervisor(s) to help determine any ~~for~~ reasonable accommodation(s) and ensuring that the Risk Management Office and other campus and state offices are consulted as appropriate. Work with supervisors and employees to implement reasonable accommodations. Serve as the point of contact for ADA-related questions for employees and job applicants. Coordinate and implement workplace ADA compliance, leadership training, and appeals. Coordinate with individuals with a disability and other stakeholders to offer available resources.

~~4.6~~ Office of Human Resources

~~Responsible for ensuring that this policy is adhered to at all times and for appropriately posting a notice of~~

~~the ADA for all employees and applicants. The Office of Human Resources is also responsible for providing advice and assistance in implementing this policy.~~

~~4.7 Affirmative Action/Equal Opportunity Office~~

3.4 Office of Equity

~~Responsible for investigating and responding to any complaint regarding issues of disability discrimination or retaliation due to a disability.~~

~~4.8 Employees~~

3.5 Employees or Job Applicants/Candidates with a Disability

~~Employees with disabilities are responsible to request reasonable accommodations. An employee who disagrees with University's final determination concerning reasonable accommodation has the right to file a complaint with the AA/EO Office (see policy 305). Notify their supervisor and/or the Office of Human Resources of the need for a reasonable accommodation. Actively participate in the interactive process and provide any documentation solicited by the HR ADA coordinator related to the request and the individual's disability.~~

323.4 REFERENCES

- Rehabilitation Act of 1973
- Americans with Disabilities Act
- Pregnant Workers Fairness Act
- Utah Rights and Privileges of Minors and Individuals with a Disability

323.5 RELATED USU POLICIES

- USU Policy 305: Discrimination based on Protected Characteristics

323.6 DEFINITIONS

~~2.1 Disability~~

6.1 Disability

Within the scope of this policy, the term disability includes any or all of the following:

- ~~a~~Any physical or mental impairment that substantially limits one or more major life activities,-
- ~~a~~A history or record of ~~such an~~ physical or mental impairment that substantially limits one or more major life activities,- and/or
- ~~being regarded~~Being regarded by others as having such an impairment.

6.2 Job Applicant or Candidate

Within the scope of this policy, a qualified individual who is seeking selection for a vacant position may be called a job applicant or job candidate interchangeably.

6.3 PWFA (Pregnant Workers Fairness Act) Limitations

Within the scope of this policy, PWFA limitations are physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

~~Employees and job applicants should contact the Office of Human Resources~~HR ADA coordinator ~~and the Disability Resource Center for advice and/or assistance in implementing this policy~~for answers to questions and for assistance in-

~~Employees who require accommodation are responsible for disclosing disability-related information and requesting reasonable accommodation. Decisions regarding accommodation will be made in consultation with the employee, the supervisor, department head, ADA coordinator, and appropriate individuals inside and outside the University.~~

Guidance

- None

Related Forms and Tools

- None

Contacts

- Human Resources ADA Coordinator
- Human Resources Solution Center

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2025/

Next scheduled review date: 2028/03/01

Previous revision dates: 1997/01/24



UtahStateUniversity

POLICY MANUAL

GENERAL

Number 3005

Subject: Employees with Disabilities

Date of Origin: January 24, 1997

Previous USU Policy #: 323: Employees with Disabilities

3005.1 POLICY

Utah State University is committed to equal employment opportunity and non-discrimination as outlined in the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University ensures full right of access for persons with disabilities to all terms and conditions of employment, services, programs, and activities. University employees and candidates for employment will be treated on the basis of their ability to perform essential job functions, with or without reasonable accommodation.

Consistent with this policy, the University is dedicated to:

- 1.1** recruit, hire, and promote on the basis of qualifications without discrimination.
- 1.2** ensure that decisions affecting employees are made without discrimination including, but not limited to, decisions concerning compensation, benefits, job assignments, training, opportunities for advancement, and performance evaluation.
- 1.3** make reasonable accommodations, as necessary, to enable an otherwise qualified individual with a disability to successfully perform the essential functions of the job.

3005.2 DEFINITION

2.1 Disability

Within the scope of this policy, the term disability includes:

- (1) any physical or mental impairment that substantially limits one or more major life activities,

- (2) a record of such an impairment, and/or
- (3) being regarded as having such an impairment.

3005.3 PROCEDURES

Employees should contact the Office of Human Resources and the Disability Resource Center for advice and/or assistance in implementing this policy.

Employees who require accommodation are responsible for disclosing disability-related information and requesting reasonable accommodation. Decisions regarding accommodation will be made in consultation with the employee, the supervisor, department head, ADA coordinator, and appropriate individuals inside and outside the University.

Employees must be able to perform the essential functions of the job with or without reasonable accommodation. If reasonable accommodation will not enable the employee to adequately perform the job, the employee may be judged to be not qualified for the position. The reasonableness of any accommodation will be evaluated on a case-by-case basis.

All complaints related to issues of disability should be referred to the University's Civil Rights and Title IX Office.

3005.4 RESPONSIBILITIES

4.1 Department Heads and Supervisors

Responsible for communicating this policy to employees within their department and insuring that the policy is adhered to at all times. Supervisors will refer employees who disclose a disability or request accommodation to the Disability Resource Center.

4.2 Disability Resource Center

Responsible for documenting all requests for reasonable accommodation and maintaining confidential records on each contact. If an employee is determined to be a qualified person with a disability, the reasonableness of the request will be evaluated or alternative accommodations will be explored. Decisions regarding accommodation will be made in consultation with the ADA coordinator, the employee and appropriate personnel within and outside the University.

4.3 ADA Coordinator

Responsible for receiving requests for reasonable accommodation and ensuring that the Risk Management Office and other campus and state offices are consulted as appropriate.

4.3 Office of Human Resources

Responsible for ensuring that this policy is adhered to at all times and for appropriately posting a notice of the ADA for all employees and applicants. The Office of Human Resources is also responsible for providing advice and assistance in implementing this policy.

4.4 Civil Rights and Title IX Office

Responsible for investigating and responding to any complaint regarding issues of disability.

4.5 Employees

Employees with disabilities are responsible to request reasonable accommodations. An employee who disagrees with University's final determination concerning reasonable accommodation has the right to file a complaint with the Civil Rights and Title IX Office (see policy 2101).

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, USU Policy 3203: Overtime (previously USU Policy 378) outlines requirements for the eligibility and payment of overtime and/or compensatory time, as applicable;

WHEREAS, the Office of Human Resources desires to amend Policy 3203 to reformat to the new policy template, update language to appropriate terms, and delete obsolete or redundant sections;

WHEREAS, the revisions requested by the Office of Human Resources are focused on removing outdated information;

WHEREAS, the President and Executive Vice President & Chief Operating Officer recommend that the Board of Trustees approve the amendment to Policy 3203: Overtime; and

WHEREAS, the amendments to Policy 3203: Overtime received the appropriate administrative review and approval required by USU Policy 1001.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees approve the amendment to Policy 3203: Overtime.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Signature of Chair Skinner or designee

Date Approved

ITEM FOR ACTION

Re: Updates to [378: Overtime](#)

Key

- **Red** –Anything that was removed from the current policy
- **Blue** – Anything that was added
- **Black** – Original to Policy that was not changed
- **Dark/Light Green** – Text that was moved within the policy.

Summary of Changes

- **Reformatted Policy-** Last updated 2006. Reformatted to the new template and resequenced and updated content to be more readable. Deleted procedural language.
- **Updated Language-** Updated terms such as annual leave to vacation leave and lunch hours to meal periods)
- **Deleted Occasional and Sporadic Employment Section-** Deleted 2.6 as USU does not utilize this Department of Labor definition.
- **Deleted Volunteers Section-** Deleted 2.7 as volunteers are covered under [USU Policy 535: Volunteer Services](#) created in 2019.

University Policy 3203: Overtime

Category: Human Resources

Subcategory: Compensation

Covered Individuals: Non-exempt Employees

Responsible Executive: Executive Vice President & Chief Operating Officer

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

Last Revised: 2025/MM/DD

Previous USU Policy Number: 378

3203.1 PURPOSE AND SCOPE

This Policy outlines requirements for the eligibility and payment of overtime and/or compensatory time, as applicable.

3203.2 POLICY

Utah State University (USU) complies with all federal and state requirements as it relates to the compensation for overtime and/or compensatory time.

2.1 Overtime/Compensatory Time

Department heads and supervisors are expected to oversee and properly schedule department workloads, keeping overtime hours to a minimum. Except for certain emergency situations, all overtime must be approved in advance by the department head or supervisor.

Agreeing to work overtime when requested by a supervisor is a condition of employment. Refusal to work a reasonable amount of overtime, especially under emergency conditions, may result in disciplinary action. Likewise, employees who do not obtain prior approval to work overtime hours from a department head or supervisor may also be subject to disciplinary action.

2.2 Pay Rate Accrual

The overtime pay rate for Non-exempt Employees who work more than 40 hours in a week is one and one-half times the regular rate. Exempt employees do not receive overtime pay. In lieu of overtime pay, Non-exempt Employees may receive compensatory time off at a rate of one and one-half times the number of hours worked in excess of 40 in a work week.

Only hours actually worked count toward the 40 hours-per-work-week test for overtime paid to Non-exempt Employees. Time away from work for which the employee is paid (e.g., Sick Leave, Vacation Leave, and Holidays) does not count toward the 40 hours-per-work-week test.

Overtime payments should be made within the pay period in which the overtime occurred. Compensatory time off should be used within the same pay period that it is accumulated; however, due to extenuating circumstances, supervisors may request that it be saved for use at a later date.

The maximum number of compensatory hours that can be saved before payment or time off must be given is 120 hours. Any exception to this requires review and approval by the department head, the Office of Human Resources, and appropriate University administrators.

2.3 Work Week

The University work week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday. Saturday and Sunday, therefore, are at the beginning of the work week, and work on these days does not constitute overtime. Overtime would not occur until later in the week when 40 hours is exceeded.

2.4 Hours Worked

Time spent by an employee engaged in any part of the employee's essential duties and job requirements is considered as hours worked. This includes work that occurs outside regular working hours or during meal periods. Generally, it does not matter where this activity occurs; it is still counted as hours worked. Time spent in preparatory work, cleanup, or any other required preliminary and postliminary activity also counts as hours worked. In addition, time spent by an employee waiting because of interruptions beyond their control is counted. For information concerning call-back pay see USU Policy 3200: [Call-Back Pay](#).

2.5 Recording Hours Worked

Hours worked by all hourly, non-benefited employees and Non-exempt Employees in variable-hour positions must be recorded by the employee, approved by the department head or supervisor, and reported weekly using the University's electronic payment system. The Fair Labor Standards Act (FLSA) requires that complete and accurate time records be kept for all Non-exempt Employees, and that these records be kept for three (3) years. USU requires a time-keeping method that allows employees and supervisors to sign each time record. Each time record must be stored at the department/unit level.

2.6 Holidays

The University observes specific holidays each year. For work scheduled on a holiday, employees will report as directed. Benefited staff are eligible for paid holidays. If a Non-exempt Employee works 33-40 hours in a week that includes a holiday, that time is paid as straight time. However, if that employee works more than 40 hours in a week that includes a holiday, those hours are paid at one and one-half times the regular pay.

3203.3 RESPONSIBILITIES

3.1 Department Heads and Supervisors

Approve overtime in advance and make sure new employees understand whether their positions are non-exempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

Communicate the conditions of employment related to overtime work when requested. Supervisors must approve the employee's hours worked within the pay period and specify if a payment is for overtime.

3.2 Employees

Accurately record work hours, cooperate with overtime work needs, and balance University and personal needs when establishing flexible work schedules.

3203.4 REFERENCES

- [The Fair Labor Standards Act of 1938](#), as amended
- [Title VII of the Civil Rights Act of 1964](#), as amended
- [The Equal Pay Act of 1963](#), as amended
- [Utah Payment of Wages Act, Utah Code Ann. § 34-28-10 et seq.](#)

- [Utah Admin. Code R477](#) *et seq.*

3203.5 RELATED USU POLICIES

- USU Policy 3200: [Call-Back Pay](#)

3203.6 DEFINITIONS

6.1 Exempt Employee

An employee who is exempt from overtime requirements under the FLSA and meets the specific job duties and salary requirements of the United States Department of Labor (DOL) regulations. The Office of Human Resources determines which positions are exempt from the FLSA in accordance with current DOL requirements.

6.2 Non-exempt Employee

An individual covered by the FLSA and must be compensated at one and one-half times the regular rate for hours exceeding 40 in a work week.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Related Forms and Tools

- [AggieTime](#)

Contacts

- [Senior Associate Vice President of Human Resources](#)

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2025/MM/DD

Next scheduled review date: 2028/06/01

Previous revision dates: 2006/12/01



POLICY MANUAL

EMPLOYMENT

Number 378 Subject:

Overtime

Covered Employees: ~~Non-exempt Employees~~

Date of Origin: January 24, 1997

Revision Date: December 1, 2006

University Policy 378: Overtime and Compensatory Time

Category: Human Resources

Subcategory: Employment

Covered Individuals: Non-exempt Employees

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

Last Revised: 2025/XX/XX

Previous USU Policy Number: N/A

378.1 PURPOSE AND SCOPE

Utah State University (USU or University) complies with all federal and state requirements as it relates to wage payment and payment of overtime as required for employees covered by the Fair Labor Standards Act (FLSA). ~~This Policy outlines requirements for to the eligibility for, and payment of, overtime and/or compensatory time, as applicable.~~

378.1 DEFINITIONS

1.1 Non-exempt Employee

An individual who is covered by the Federal Government's Fair Labor Standards Act (FLSA) and must be compensated at one and one-half times the regular rate for hours exceeding 40 in a work week.

1.2 Exempt Employee

An individual whose duties are specialized and/or compensation is such that he/she is paid to perform that work, regardless of how much time is spent, is exempt from the FLSA.

Field Code Changed

378.2 POLICY

Utah State University ("USU") complies with all federal and state requirements as it relates to the compensation for overtime and/or compensatory time.

2.1 Overtime/Compensatory Time

~~The use of overtime is generally discouraged and should be avoided through proper scheduling of department workloads. Department heads and supervisors are expected to oversee and properly schedule department workloads, keeping overtime hours to a minimum.~~ With the exception of certain emergency situations, all overtime ~~should~~ must be approved in advance by the department head or supervisor.

Agreeing to work overtime when requested by a supervisor is a condition of employment. Refusal to work a reasonable amount of overtime, especially under emergency conditions, may result in disciplinary action. Likewise, employees who do not obtain prior approval to working work overtime hours from a department head or supervisor may also be subject to disciplinary action.

2.2 Pay Rate and Accrual

The overtime pay rate for ~~Non-exempt~~ Employees who work more than 40 hours in a week is one and one-half times the regular rate. Exempt ~~E~~mployees do not receive overtime pay.

In lieu of overtime pay, ~~Non-exempt~~ Employees may receive compensatory time off at a rate of one and one-half times the number of hours worked in excess of 40 in a work week.

Only hours actually worked count toward the 40 hours-per-work-week test for overtime paid to Non-exempt Employees. Time away from work for which the employee is paid (e.g., sick leave, vacation leave, holidays, etc.) does not count toward the 40 hours-per-work-week test.

Overtime Payments should be made within the pay period in which the overtime occurred. Compensatory time off should be used within the same pay period that it is accumulated; however, due to extenuating circumstances, supervisors may request that it be saved for use at a later date.

~~In most cases, the~~ One hundred twenty (-120) hours is the maximum number of compensatory hours that can be saved before payment or time off must be given ~~is 120 hours. Any exception to this maximum requires review and approval by the department head or supervisor, and the Office of Human Resources, and appropriate University administrators.~~

2.2.3 Work Week

The University work week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday. Saturday and Sunday, therefore, are at the beginning of the work week; and work on these days does not constitute overtime. Overtime would not occur until later in the week when 40 hours is exceeded.

~~All work over 40 hours within a week is compensated at one and one-half times the regular rate. Only hours actually worked count toward the 40 hours-per-work-week test for overtime paid to non-exempt employees. Time away from work for which the employee is paid (e.g., sick leave, annual vacation leave, holidays, etc.) does not count toward the 40 hours-per-work-week test.~~

2.2.4 Hours Worked

Time spent by an employee engaged in any part of ~~the job's~~ the employee's essential main duties and job requirements is considered as hours worked. This includes work that occurs outside regular working hours or during ~~lunch hours~~ meal periods. Generally, it does not matter where this activity occurs; it is still

Field Code Changed

counted as hours worked. Time spent in preparatory work, cleanup, or any other required preliminary and postliminary activity also counts as hours worked. In addition, time spent by an employee waiting because of interruptions beyond ~~his/her~~their control is counted. For information concerning call-back pay, ~~(see~~ USU Policy 375: Call-Back Pay~~)~~.

~~2.3.2.5~~ Recording Hours Worked

Hours worked by all hourly ~~/non~~-benefited employees and ~~Non~~-exempt ~~E~~employees in variable-hour positions must be recorded by the employee, approved by the department head ~~or~~ /supervisor, and reported ~~monthly~~weekly using the University's electronic payment system. The Fair Labor Standards Act ("FLSA") requires that complete and accurate time records be kept for all ~~Non~~-exempt ~~E~~employees, and that these records be kept for three ~~(3)~~ years. USU requires a time keeping method that allows employees and supervisors to sign each ~~monthly~~weekly time ~~sheet/card~~record. ~~All~~ Each ~~Time~~ Time ~~Records~~ must be stored at the department/unit level.

~~2.4~~ Overtime Payment

~~Payment should be made within the pay period in which the overtime occurred. Salary payments for overtime are made using the Banner form PHATIME.~~

~~2.5~~2.6 Holidays

~~The University~~ USU observes specific holidays each year. For work scheduled on a holiday, employees will report as directed. Benefited staff are eligible for paid holidays. If a non-~~exempt~~ employee works 33-40 hours in a week that includes a holiday, that time is paid as straight time. However, if that employee works more than 40 hours in a week that includes a holiday, those hours are paid at one and one-half times the regular pay.

~~2.6~~ Occasional and Sporadic Employment

~~Employment in a second University position, which is occasional and sporadic and in a different capacity, may not have to be compensated at one and one-half times the regular rate even if the total combined hours exceed the 40-hour limitation. To meet this criterion, the work must be intermittent and irregular, rather than continuous and regular. The Department of Labor has identified employment in certain activities as occasional and sporadic. Situations should be reviewed on a case-by-case basis. Employment in the different capacity must be made freely by the employee without fear of reprisal.~~

~~2.7~~ Volunteers

~~Individuals who volunteer their services and receive no compensation are excluded from the definition of "employee" and are thus excluded from coverage of the Fair Labor Standards Act. They may be paid expenses, reasonable benefits, nominal fees, or a combination of these. However, University employees may not volunteer to perform services of the same type they are employed to perform.~~

~~378.3~~RESPONSIBILITY

~~378.3~~ RESPONSIBILITIES

~~3.1~~ Department Heads and Supervisors

~~Responsible for a~~Approve~~ing~~ overtime in advance and makeing sure new employees understand whether their positions are non-exempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

~~Responsible for c~~Communicate~~ing~~ the conditions of employment related necessity of having to overtime work, overtime when requested as a condition of employment. Supervisors must approve the employee's number of hours worked ~~by an employee~~ within the pay period and specify if a payment is for overtime.

Field Code Changed

3.2 Employees

~~Responsible for a~~Accurately recording work hours, cooperateing with overtime work needs, and balanceing University and personal needs when establishing flexible work schedules.

378.4 REFERENCES

- ~~None~~The Fair Labor Standards Act of 1938, as amended
- Title VII of the Civil Rights Act of 1965, as amended
- The Equal Pay Act of 1963, as amended
- Utah Payment of Wages Act, Utah Code Ann. § 34-28-101 *et seq.*
- Utah Admin. Code R477 *et seq.*

378.5 RELATED USU POLICIES

- USU Policy 375: Call-Back Pay

378.6 DEFINITIONS

6.1 Exempt Employee

~~• **Exempt Employee.** Means a~~An individual whose employee who duties are specialized and/or compensation is such that he/she is paid to perform that work, regardless of how much time is spent, is exempt from overtime requirements under the FLSA and who meet the specific job duties and salary requirements of the United States Department of Labor ("DOL") regulations. The Office of Human Resources determines which positions are exempt from the FLSA in accordance with current DOL requirements.

~~-~~**Non-exempt Employee.** Means

6.2 Non-exempt Employee

~~A~~An individual who is covered by the ~~Federal Government's Fair Labor Standards Act (FLSA)~~ and must be compensated at one and one-half times the regular rate for hours exceeding 40 in a work week.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- None

Guidance

- None

Related Forms and Tools

- AggieTime

Field Code Changed

Contacts

~~None- Senior Associate Vice President of Human Resources~~
~~Senior Associate Vice President of Human Resources, Doug Bullock~~

•

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2025/

Next scheduled review date: N/A

Previous revision dates: 2006/12/01

Field Code Changed



UtahStateUniversity

POLICY MANUAL

EMPLOYMENT

Number 378

Subject: Overtime

Covered Employees: Non-exempt Employees

Date of Origin: January 24, 1997

Revision Date: December 1, 2006

378.1 DEFINITIONS

1.1 Non-exempt Employee

An individual who is covered by the Federal Government's Fair Labor Standards Act (FLSA) and must be compensated at one and one-half times the regular rate for hours exceeding 40 in a work week.

1.2 Exempt Employee

An individual whose duties are specialized and/or compensation is such that he/she is paid to perform that work, regardless of how much time is spent, is exempt from the FLSA.

378.2 POLICY

The use of overtime is generally discouraged and should be avoided through proper scheduling of department workloads. With the exception of certain emergency situations, all overtime should be approved in advance by the department head/supervisor.

Agreeing to work overtime when requested by a supervisor is a condition of employment. Refusal to work a reasonable amount of overtime, especially under emergency conditions, may result in disciplinary action. The overtime pay rate for non-exempt employees who work more than 40 hours in a week is one and one-half times the regular rate. Exempt employees do not receive overtime pay.

In lieu of overtime pay, non-exempt employees may receive compensatory time off at a rate of one and one-half times the number of hours worked in excess of 40 in a work week.

Compensatory time off should be used within the same pay period that it is accumulated; however, due to extenuating circumstances, supervisors may request that it be saved for use at a later date.

In most cases, the maximum number of compensatory hours that can be saved before payment or time off must be given is 120 hours.

2.1 Work Week

The University work week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday. Saturday and Sunday, therefore, are at the beginning of the work week, and work on these days does not constitute overtime. Overtime would not occur until later in the week when 40 hours is exceeded.

All work over 40 hours within a week is compensated at one and one-half times the regular rate. Only hours *actually worked* count toward the 40 hours-per-work-week test for overtime paid to non-exempt employees. Time away from work for which the employee is paid (e.g., sick leave, annual leave, holidays, etc.) does not count toward the 40 hours-per-work-week test.

2.2 Hours Worked

Time spent by an employee engaged in any part of the job's main duties is considered as hours worked. This includes work that occurs outside regular working hours or during lunch hours. Generally it does not matter where this activity occurs; it is still counted as hours worked. Time spent in preparatory work, cleanup, or any other required preliminary and postliminary activity also counts as hours worked. In addition, time spent by an employee waiting because of interruptions beyond his/her control is counted. For information concerning call-back pay, see Policy 375.

2.3 Recording Hours Worked

Hours worked by all hourly/non-benefited employees and non-exempt employees in variable-hour positions must be recorded by the employee, approved by the department head/supervisor, and reported monthly using the University's electronic payment system. The FLSA requires that complete and accurate time records be kept for all non-exempt employees, and that these records be kept for three years. USU requires a time keeping method that allows employees and supervisors to sign each monthly time sheet/card. All time records must be stored at the department/unit level.

2.4 Overtime Payment

Payment should be made within the pay period in which the overtime occurred. Salary payments for overtime are made using the Banner form PHATIME.

2.5 Holidays

The University observes specific holidays each year. For work scheduled on a holiday, employees will report as directed. Benefited staff are eligible for paid holidays. If a non-exempt employee works 33-40 hours in a week that includes a holiday, that time is paid as straight time. However, if that employee works more than 40 hours in a week that includes a holiday, those hours are paid at one and one-half times the regular pay.

2.6 Occasional and Sporadic Employment

Employment in a second University position, which is occasional and sporadic and in a different capacity, may not have to be compensated at one and one-half times the regular rate even if the total combined hours exceed the 40-hour limitation. To meet this criterion, the work must be intermittent and irregular, rather than continuous and regular. The Department of Labor has identified employment in certain activities as occasional and sporadic. Situations should be reviewed on a case-by-case basis. Employment in the different capacity must be made freely by the employee without fear of reprisal.

2.7 Volunteers

Individuals who volunteer their services and receive no compensation are excluded from the definition of “employee” and are thus excluded from coverage of the Fair Labor Standards Act. They may be paid expenses, reasonable benefits, nominal fees, or a combination of these. However, University employees may not volunteer to perform services of the same type they are employed to perform.

378.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for approving overtime in advance and making sure new employees understand whether their positions are non-exempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

Responsible for communicating the necessity of having to work overtime when requested as a condition of employment. Supervisors must approve the number of hours worked by an employee within the pay period and specify if a payment is for overtime.

3.2 Employees

Responsible for accurately recording work hours, cooperating with overtime work needs, and balancing University and personal needs when establishing flexible work schedules.

ITEM FOR ACTION

Review and Acceptance of the External Audit Report

The external audit report is submitted to the Board of Trustees for acceptance. The audit report listed below has received the appropriate administrative review.

EXECUTIVE SUMMARY

Audits of University financial statements are conducted by various external agencies. The State of Utah Auditor's Office performed the Utah State University Research & Development Audit (a component of the State of Utah Single Audit) for the year ended June 30, 2024.

The Utah State University Research & Development Audit Management Letter for the Year Ended June 30, 2024 was reviewed by the Board of Trustees Audit, Risk, and Compliance Committee on April 17, 2025.

RECOMMENDATION

The Interim President, Vice President for Finance and Administrative Services, and the Audit, Risk, and Compliance Committee recommend that the Board of Trustees accepts the external audit report.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, audits of University financial statements are conducted by various external agencies;

WHEREAS, a meeting of the Utah State University Board of Trustees Audit, Risk, and Compliance Committee was held on April 17, 2025 for the purpose of reviewing an external audit report;

WHEREAS, the following individuals are members of the Utah State University Board of Trustees Audit, Risk, and Compliance Committee: David A. Petersen, Chair; Kent Alder; Jacey Skinner; and Clark Whitworth; and

WHEREAS, the Utah State University Research & Development Audit Management Letter for the Year Ended June 30, 2024 was reviewed;

WHEREAS, the Interim President, Vice President for Finance and Administrative Services, and the Audit, Risk, and Compliance Committee recommend the Board of Trustees accepts the external audit report:

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

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Signature of Chair Skinner or designee

Date approved



April 16, 2025

Via Email: president@usu.edu

Dr. Alan L. Smith, Interim President
Utah State University
1400 Old Main Hill
Logan, UT 84322-1400

Dear Dr. Smith:

During its March 15-18, 2025, meeting, the American Veterinary Medical Association Council on Education (Council) conducted a review of the proposed Utah State University College of Veterinary Medicine (College). This review encompassed the proposed College's self-study, the Report of Evaluation (ROE) from the site visit team, the Dean's response and additional information provided. Based on this review, the Council granted the College a Letter of Reasonable Assurance based on the plan submitted to establish a college of veterinary medicine. The Council determined that the College's plan, if implemented, is feasible to allow the College to come into compliance with the Standards of Accreditation. A copy of this letter and ROE also were previously sent to the College of Veterinary Medicine's Dean, Dr. Dirk Vanderwall.

As defined in the *Accreditation Policies and Procedures of the AVMA Council on Education*, January 2025, Section 3.3.1 Reasonable Assurance is defined as a status awarded to developing colleges in the US and Canada. This recognition allows the College to pursue its plan for the veterinary program, and to admit students. Reasonable Assurance is not a pre-accreditation action by the Council and does not confer accreditation of any kind on a developing college.

In addition, Section 3.2.1 states:

"A college granted Reasonable Assurance must offer admission to and matriculate its first class of students within three years. Reasonable Assurance does not confer accreditation of any kind on a developing college. Reasonable Assurance may be continued by the Council for a maximum of three years based on progress documented in writing twice a year (see Section 4.3.1 Appendix J - Biannual Report Guidelines). In particular, changes in business or educational plans must be addressed in detail in these biannual reports. A college that delays offering admission to and matriculating its first class beyond three years must submit a new formal letter of application to the AVMA COE. The COE will determine whether a consultative visit is required.

Modifications from the original plan submitted, including, but not limited to, increasing enrollment, cannot be made without COE approval, or until the college has achieved accredited status and outcomes from the first graduating class one year after graduation have been analyzed and reported to the COE. Distance education also cannot be included in the program until a request for substantive change is approved. If a developing institution granted Reasonable Assurance fails to continue to demonstrate that its plan to develop its program will comply with the Standards, or if the program significantly changes its plan including, but not limited to, substantive changes as outline in Section 3.4, the Council may take action, including, but not limited to, withdrawing the classification of Reasonable Assurance. An interim or focused site visit can be conducted at any point at the Council's discretion."

During its review, the Council identified areas requiring additional reporting, which must be addressed in the College's next biannual report, due on or before, **July 15, 2025**.

Additional reporting:

Standard 3, Physical Facilities & Equipment

1. The College must continue to provide evidence that all off-campus clinical sites that will be used as Affiliated Veterinary Instructional Partners (AVIP) will be safe, well-maintained, and will consistently meet expectations for contemporary standards of care and biosecurity to promote a high-quality learning environment for students.
2. The College is expected to provide a finalized plan for radiation safety during the clinical fourth year at the time of the next report.
3. The College must continue to update the Council with more specific plans for controlled substance management and policies to prevent drug diversion in the Veterinary Medical Education building; details of these plans must be provided prior to welcoming students and initiating operations in the new building.

Standard 4, Clinical Resources

1. The College is expected to provide an update on the AVIP Approval Committee (AAC), including its formation and any processes and protocols developed by the AAC for approval and oversight of AVIPs, at the next reporting period.

Standard 6, Students

1. The College must provide updates on how final year planning and scheduling for each student will ensure and document that all students will have direct in-person interactions with interns and residents in clinical settings.

Standard 7, Students

1. The College must provide a review of their admissions data and procedures, with specific attention to the presence of inconsistencies or opportunities for bias in evaluation.

Standard 8, Faculty

1. The College must provide an update to the Council on progress towards employment of subject matter experts, particularly board-certified specialists, who hold the foundational knowledge and expertise gained through education, training, and experience, to provide students with a high-quality education throughout the fundamental curriculum.

Standard 9, Curriculum

1. The College must describe how the clinical curriculum is structured to provide sufficient hands-on learning opportunities through required learning experiences for all students to promote the development of competence in each of the fundamental areas including dentistry, diagnostic imaging, gross pathology, emergency/critical care, prevention of animal disease, ambulatory service, and anesthesia.
2. The College must provide information about what competencies are expected to be achieved at enrolled AVIP's. The college should also describe in detail how this information will be used to build student schedules, and how students will document hands-on learning sufficient to develop the required competencies.

Standard 11, Outcomes Assessment

1. Continue to update the Council on the College's remediation plans for students.

Suggestions for improvement can be found in the Report of Evaluation.

Provisional Accreditation will be granted to a college on the date the initial class matriculates (Section 3.2.2). The College must submit, in writing, a request to the Council for approval of Provisional Accreditation status following the date of matriculation of their initial class, with such date included in the request. Provisional Accreditation will be granted retroactively, beginning on the date of matriculation, and may be continued for up to five years.

Subsequent to some information collected by the site team (see Comments section, Standard 9), the College is reminded that any use of technology to deliver instruction to students who are physically separated from the instructor(s) and to support regular and substantive interaction between the instructor(s) and students meets the definition of distance education. This includes online learning, remote learning, and synchronous learning. A program that plans to utilize distance education for any portion of its courses will be required to comply with all the AVMA COE's Distance Education Policies, to be published in the *Accreditation Policies and Procedures of the AVMA Council on Education January 2025, Revised March 2025*.

On behalf of the Council and the site visit team, congratulations on achieving this milestone for your College. We sincerely appreciate the College's hard work in preparing for and facilitating this site visit. Your hospitality and collaboration made the process both productive and welcoming. Most importantly, we thank you for your ongoing dedication to student education and to strengthening the veterinary profession. The Council looks forward to the continued development of your program.

If you have any questions regarding this action of the Council, please contact Dr. Samantha L. Morello, Associate Director of the AVMA Education and Research Division at 847-254-3758, or email smorello@avma.org.

Sincerely,



Johanna (Joie) L. Watson, DVM, PhD, DACVIM (Large Animal Internal Medicine)
Chair, Council on Education

JLW/slm

30 April 2025

ITEM FOR ACTION

Report of Investments for January 2025

The Report of Investments for January 2025 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The following report is a list of Utah State University's investment holdings for the month ended January 2025. Investments are executed in accordance with the State Money Management Act, Rules of the State Money Management Council, and Uniform Prudent Management of Institutions Funds Act.

RECOMMENDATION

The Interim President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Report of Investments for January 2025.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, the attached Report of Investments has been filed for review by the Board of Trustees pertaining to the investment activities;

WHEREAS, the investments listed on the attached Report of Investments have been approved by the USU Controller's Office;

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

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

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 January 2025 to 31 January 2025;

WHEREAS, the Interim 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 activities listed on the attached Report of Investments for the period 1 January 2025 to 31 January 2025;

NOW, THEREFORE BE IT RESOLVED that the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the activities listed on said Report of Investments for January 2025.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Signature of Chair Skinner or designee

Date approved



UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
JANUARY 2025

The following report is a list of Utah State University's investment holdings for the month ended January 2025. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act, Rules of the Utah State Money Management Council, Utah State Uniform Prudent Management of Institutional Funds Act, and Utah Board of Higher Education and University policies.

A handwritten signature in black ink, appearing to read 'W Keller', written over a horizontal line.

Wendy Keller
Controller

4-14-2025

Date

A handwritten signature in blue ink, appearing to read 'David T. Cowley', written over a horizontal line.

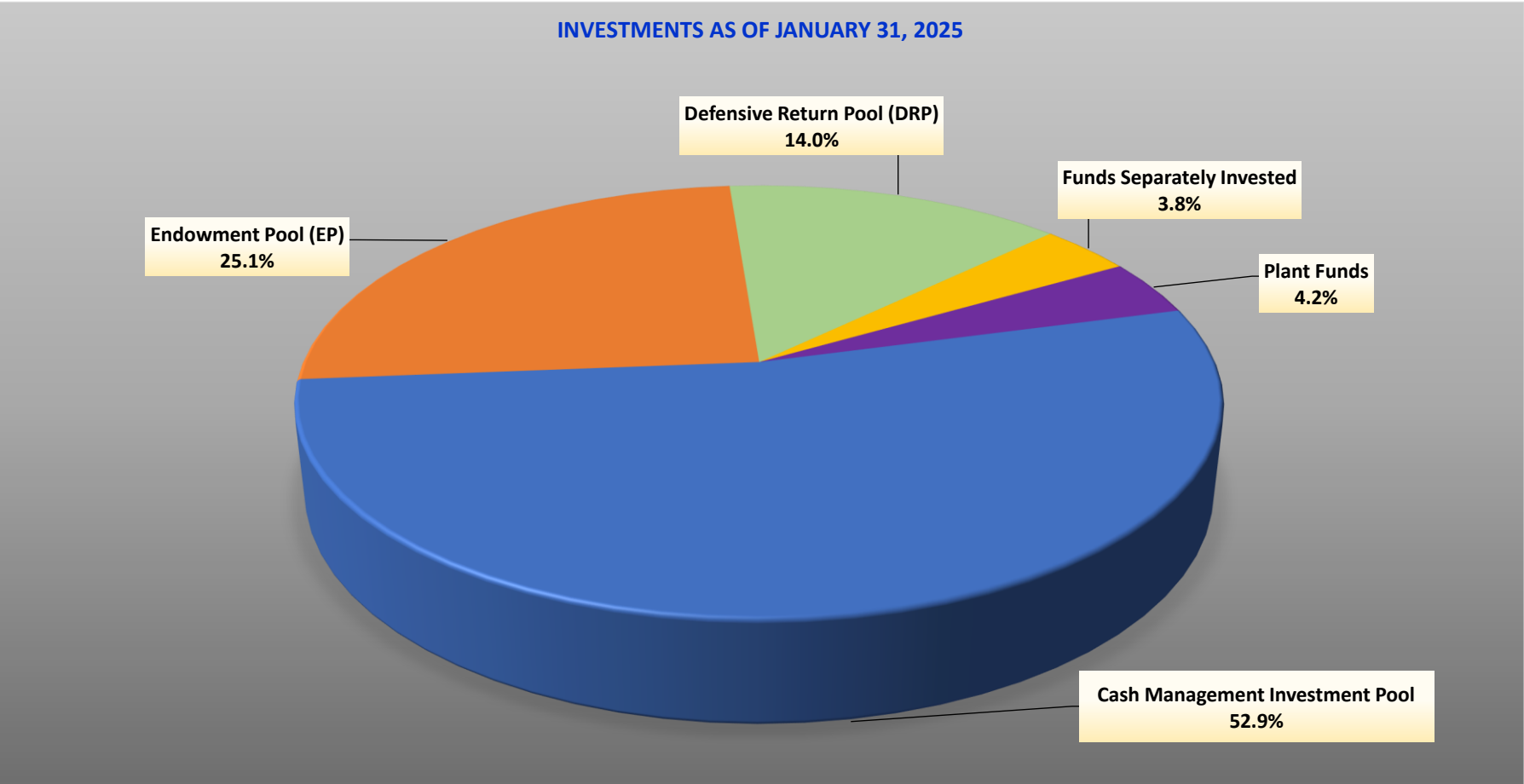
David T. Cowley
Vice President
for Finance and Administrative Services

4/14/25

Date



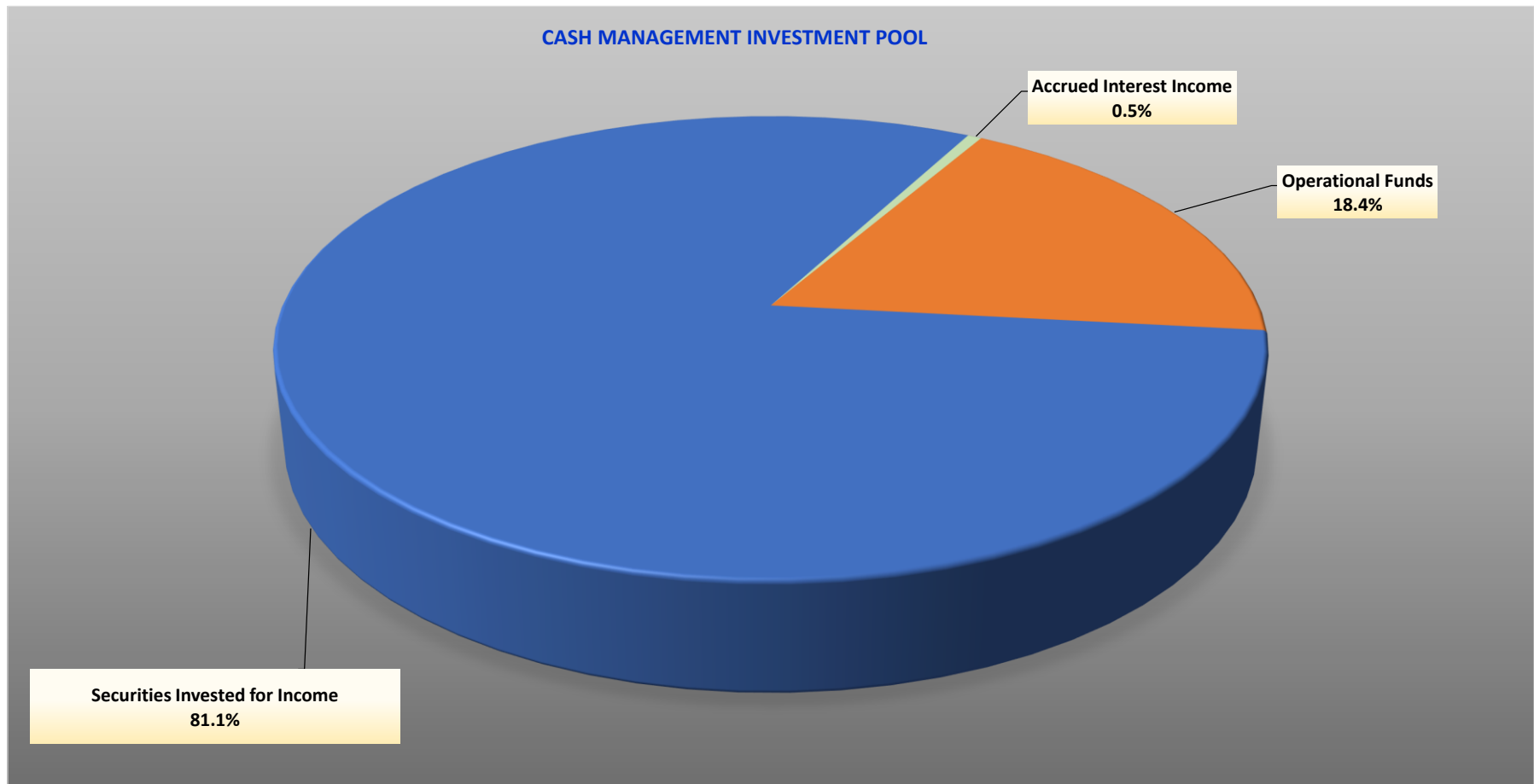
Investment Pool Holding Totals		January 2025 Fair Value
Cash Management Investment Pool		\$646,316,343
Endowment Pool (EP)	<i>(Does not include \$15.2 M invested in CMIP)</i>	306,308,757
Defensive Return Pool (DRP)	<i>(Does not include \$119.5 M invested in CMIP)</i>	171,626,648
Funds Separately Invested	<i>(Donor Restricted Individual Securities, Donor Required External Management)</i>	46,784,713
Plant Funds	<i>(Bond Proceeds during Construction and Debt Service Reserves)</i>	51,235,892
Total		\$1,222,272,354





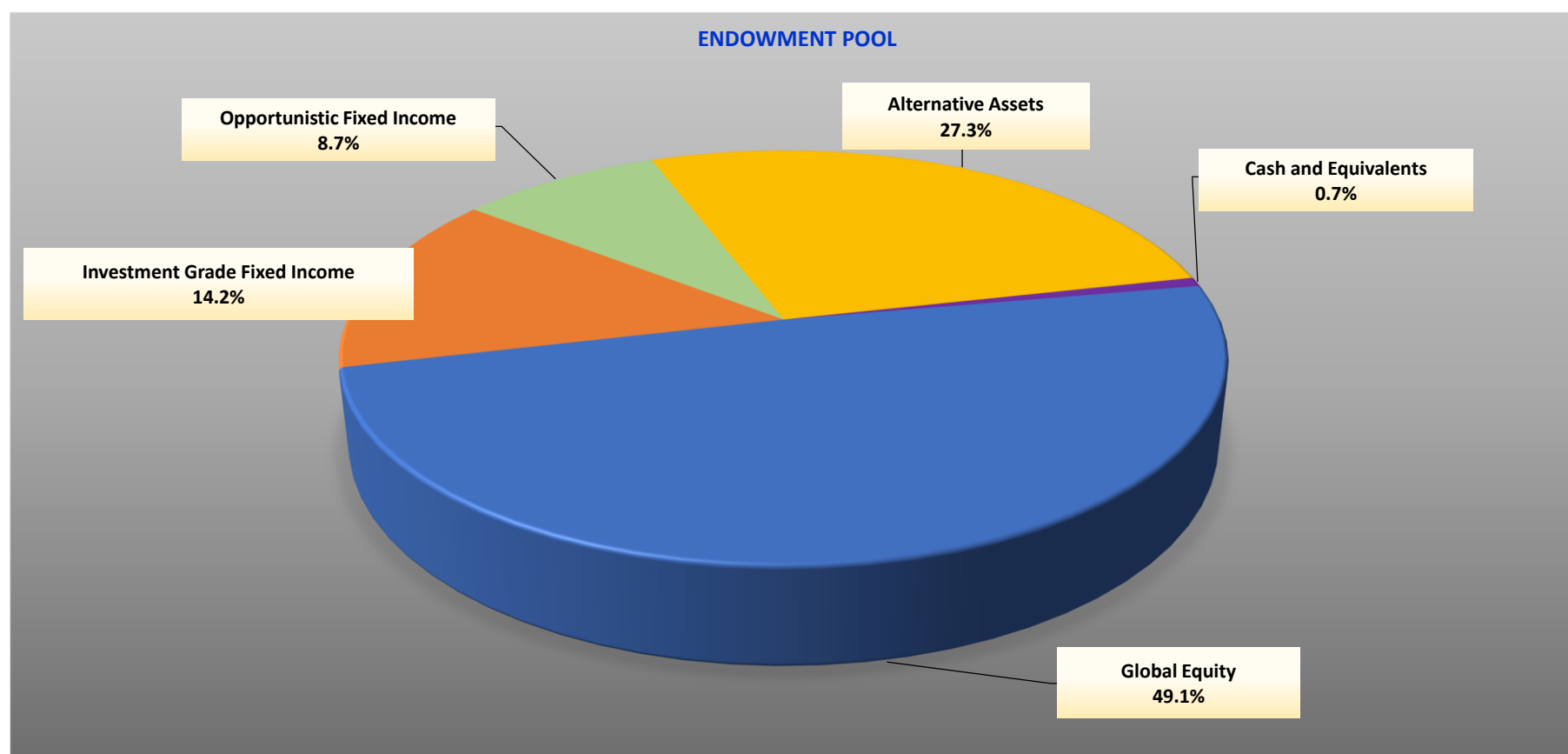
Investment Pool Holding Totals		Annualized Yield	January 2025 Par Value	January 2025 Cost Basis	January 2025 Fair Value	Unrealized (G/L)*
Operational Funds	(Cash and Cash equivalents & investments where maturities are one year or less)		\$119,080,000	\$119,076,944	\$118,877,299	(\$199,645)
Securities Invested for Income	(Investments intended to generate a consistent stream of income year over year with maturities between one and ten years)		556,107,000	556,737,884	523,929,113	(32,808,771)
Accrued Interest Income					3,509,931	
Total		3.93%	\$675,187,000	\$675,814,828	\$646,316,343	(\$33,008,416)

* Changes in unrealized gains or losses are based on the difference between the cost and current fair value. Like other public institutions, Utah State University practices a buy and hold to maturity strategy, therefore at maturity, principal balances will be returned at full par value. All investments are in compliance with the State of Utah Money Management Act.



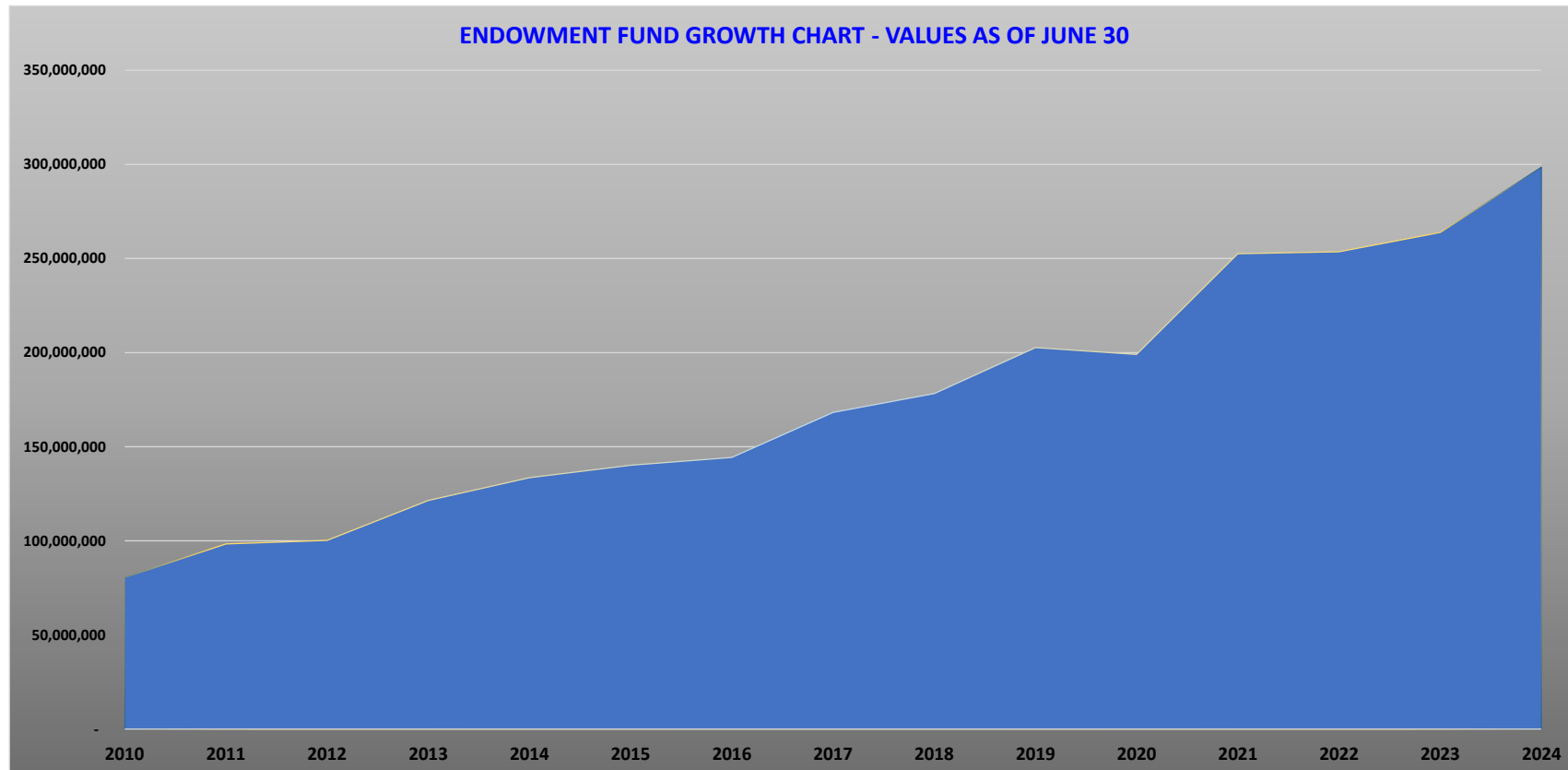


Investment Pool Holding Totals	Change From Prior Year			Change From Prior Month		
	January 2024 Fair Value	January 2025 Fair Value	Net Change from Prior Year	December 2024 Fair Value	January 2025 Fair Value	Net Change from Prior Month
Global Equity	\$133,556,699	\$157,866,020		\$151,872,603	\$157,866,020	
Investment Grade Fixed Income	41,179,540	45,523,934		43,922,010	45,523,934	
Opportunistic Fixed Income	26,600,657	28,114,079		27,785,244	28,114,079	
Alternative Assets	84,284,881	87,736,419		87,462,235	87,736,419	
Cash and Equivalents	3,498,467	2,285,935		2,496,002	2,285,935	
Total	\$289,120,244	\$321,526,387	\$32,406,143	\$313,538,094	\$321,526,387	\$7,988,293



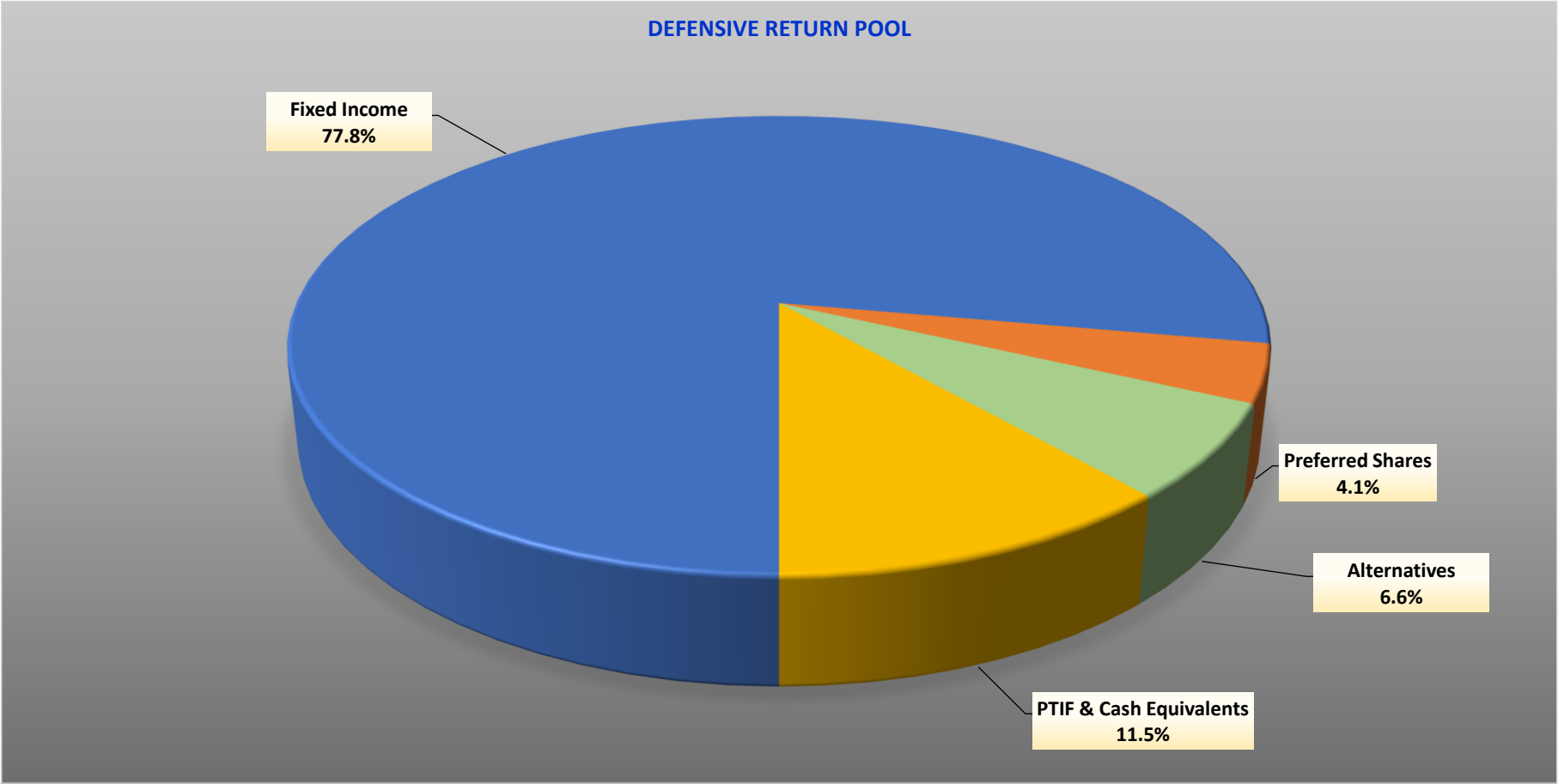


Investment Pool Holding Totals	Asset Allocation		Performance as of January 31, 2025			
	Current Allocation	Target	1 Year %	3 Years %	5 Years %	10 Years %
Global Equity	49.1%	48.0%				
Investment Grade Fixed Income	14.2%	11.5%				
Opportunistic Fixed Income	8.7%	7.5%				
Alternative Assets	27.3%	33.0%				
Cash and Equivalents	0.7%	0.0%				
Total Fund Aggregate	100%	100%	10.0%	5.4%	7.9%	7.5%
Benchmark			12.5%	5.4%	7.9%	7.4%





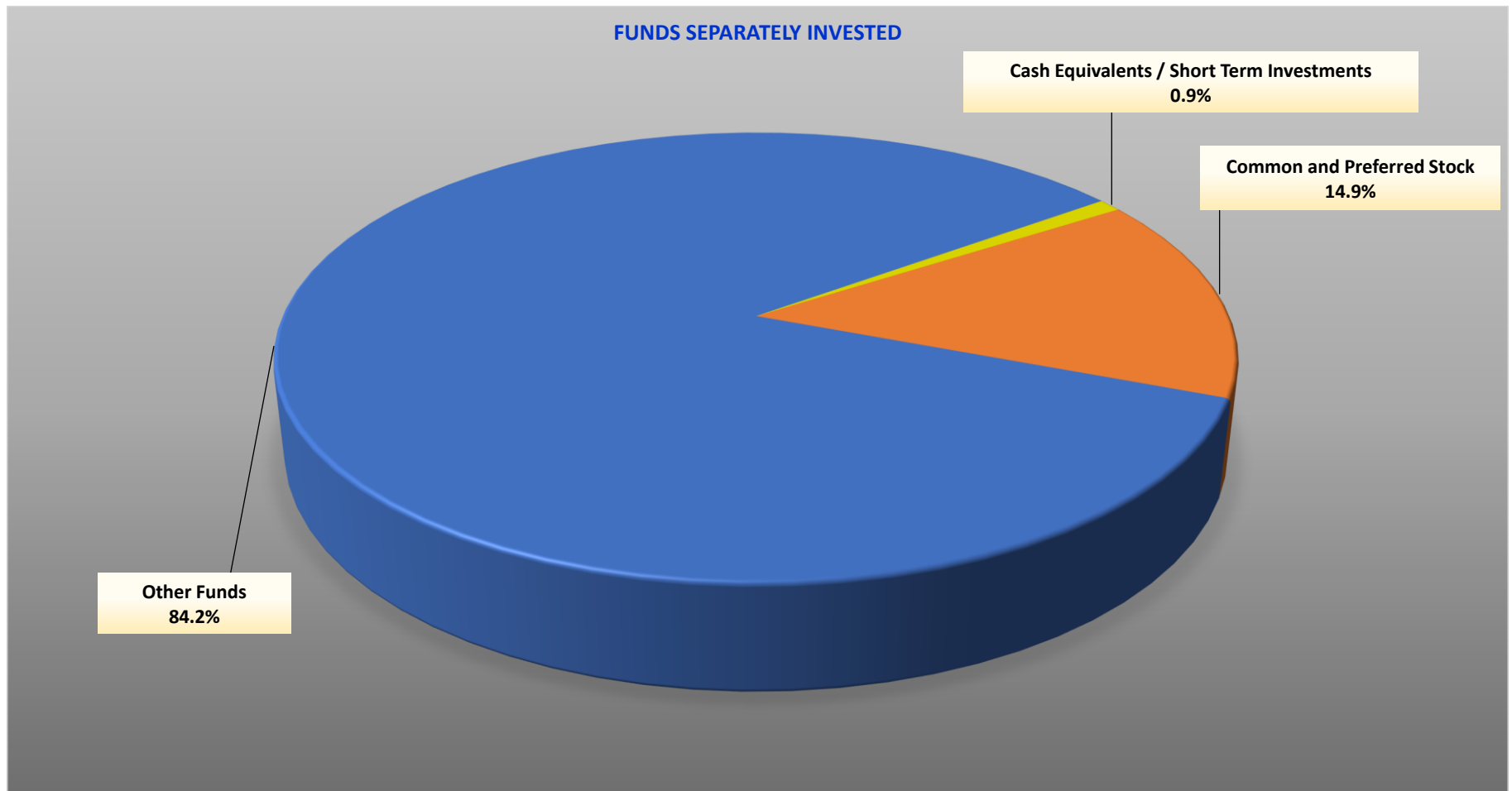
Investment Pool Holding Totals		December 2024 Fair Value	January 2025 Fair Value	Net Change in Fair Value
Fixed Income	(Includes \$119.5 M invested in CMIP)	\$221,960,381	\$226,516,144	
Preferred Shares		11,815,943	11,895,995	
Alternatives		19,320,031	19,318,300	
PTIF & Cash Equivalents		36,711,247	33,361,650	
Total		\$289,807,602	\$291,092,089	\$1,284,487





Funds Separately Invested*	January 2025 Cost Basis	January 2025 Fair Value	Change in Unrealized (G/L)
Cash Equivalents / Short Term Investments	\$411,444	\$430,150	
Common and Preferred Stock	6,484,965	6,946,538	
Other Funds	9,678,495	39,408,025	
Total	\$16,574,904	\$46,784,713	\$30,209,810

* Funds Separately Invested primarily consists of donor restricted individual securities donated to the University and managed by outside investment managers.





Bonded Debt Investments		December 2024 Fair Value	January 2025 Fair Value	Net Change in Fair Value
Utah Public Treasurers' Investment Fund	(Bond Proceeds during Construction and Debt Service Reserves)	\$63,182,578	\$51,235,892	
Total		\$63,182,578	\$51,235,892	(\$11,946,686)

