

SPECIAL MEETING  
HELD AS A TELEPHONE CONFERENCE CALL  
UTAH STATE UNIVERSITY BOARD OF TRUSTEES  
APRIL 25, 2006

Minutes of the Special Meeting of the Utah State University Board of Trustees held as a telephone conference all at 2:00 p.m.

MEMBERS PRESENT

Richard L. Shipley	Chairman
David P. Cook	
Robert L. Foley	
Douglas S. Foxley	
Suzanne Pierce-Moore	
Noah A. Riley	

MEMBERS EXCUSED

Lynnette T. Hansen  
R. Brent Nyman  
Kellie S. Wood

UNIVERSITY REPRESENTATIVES PRESENT

Stan L. Albrecht	President
Raymond T. Coward	Executive Vice President and Provost
Mira G. Thatcher	Secretary

Chairman Shipley conducted the meeting. President Albrecht indicated that the purpose of the meeting was to receive Trustees approval for organizational changes in the Office of the Provost and the Office of Information Technology.

I. New Vice Provost and Dean of the School of Graduate Studies, Byron R. Burnham

Provost Coward reported that the Search Committee for the new dean of the School of Graduate Studies suggested two finalists for the position. He and President Albrecht

reviewed the candidates and recommended to the Board of Trustees Byron R. Burnham as the new Vice Provost and Dean of the School of Graduate Studies. Dr. Burnham has been serving as Head of the Department of Instructional Technology and research professor of Psychology since 2000. He has been at USU since 1972 and has held various positions including Program Coordinator in the Conference and Institute Division, Executive Secretary of the Quality of Rural Life Programs, Director of the Management Institute, Assistant Director of the Conference and Institute Division, Associate Dean for Extension Learning Resources, and Interim Dean of Information and Learning Resources. He has strong leadership skills, is articulate, and will be a good spokesperson for Graduate Education. One of his responsibilities will be to set a vision for graduate education.

Trustee Foley asked if there was discussion concerning distance education programs for graduate students. Provost Coward said Dr. Burnham, having worked as Associate Dean for Extension, is interested, involved, and knowledgeable about the challenges of offering programs through distance education. He will be a good leader in that area.

## II. New Vice Provost, Larry Smith

Provost Coward recommended to the Trustees the appointment of Dr. Larry Smith as Vice Provost. He has served as the Interim Dean of the School of Graduate Studies since 2004, and previous to that was Associate Dean of the School of Graduate Studies.

## III. New Vice Provost, Ronda R. Menlove

Provost Coward informed the Trustees that Gary S. Straquadine, Vice Provost for Academic and Faculty Services, has accepted an appointment in the College of Agriculture as the Associate Dean for Academic Affairs. Also, Assistant Provost Stacie Gomm has accepted another appointment, leaving positions open in the Provost's Office.

Provost Coward recommended that Ronda Menlove be appointed Vice Provost with duties related to overseeing the development of the USU regional campus system. She is currently the Assistant Dean for Independent and Distance Education. She is knowledgeable, capable, and has a great deal of leadership ability and drive. She understands and appreciates the programs and is committed to enhancing access to higher education. President Albrecht indicated that this assignment will change her reporting line. She will now report to the Provost.

Trustee Foxley said he knows Dr. Menlove and recognizes her ability and skills, but expressed concern that she is currently serving in the Utah State House of Representatives. President Albrecht said that Dr. Menlove was working for USU before her election to the Legislature. He said they had discussed this issue with her, and the administration is

confident that she can handle this position as well as her service as a legislator. President Albrecht pointed out that there has been a pattern in Utah of employees of institutions of higher education also serving as legislators – currently and in the past.

Trustee Foxley asked if we are doing something that is appropriate and above public scrutiny. He noted that Dr. Menlove would be required to spend time away from campus and her full-time job. He said the legislative session is forty-five days, and there are nine to ten interim sessions, as well as other meetings. It could be perceived that she would not be performing her duties, or that other employees would be required to pick up the slack because of her absence. Trustee Foxley said that the policy we have should be a defensible policy, and the Trustees need to be comfortable with the policy.

Chairman Shipley suggested that the Trustees review the University policy. (Note: see Attachment 1, Policy # 333 – Political Activity) Trustee Foxley said we want to have people involved in public service, but that should not conflict with full-time employment.

President Albrecht said that Dr. Menlove discussed with them how she could schedule her work. He said she worked long hours during this year's legislative session in order to fulfill her responsibilities to the legislature as well as her University job. She does not shirk her responsibilities.

#### IV. New Associate Vice Presidents for Information Technology, Eric Hawley and Stacie Gomm

President Albrecht said that there has been a significant reorganization in the Information Technology Office in order to better respond to the needs of the campus. A series of director-level positions will be eliminated creating a leaner structure. There will now be two senior administrators reporting to Vice President Jeppesen rather than five directors.

President Albrecht asked for Trustee support of appointing Eric Hawley as Associate Vice President for Information Technology in the area of Technology. He has been working as the Director of University Extension Technology.

He also asked for Trustee support of appointing Stacie Gomm to be Associate Vice President for Information Technology in the area of Information. She has been working as the Assistant Provost.

Trustee Foxley left the meeting at this time.

Action: Trustee Cook made a motion to approve the appointments of Byron R. Burnham as Vice Provost and Dean of the School of Graduate Studies; Larry Smith as Vice Provost, Ronda Menlove as Vice Provost, contingent on the Board reviewing the policy on political activity; Eric Hawley as Associate Vice President for Information Technology in the area of Technology; and Stacie Gomm as Associate Vice President for Information Technology in the area of Information. The voting was unanimous in the affirmative.

The Special Meeting adjourned at 2:35 p.m.

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Richard L. Shipley, Chairman

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Mira G. Thatcher

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Date Approved