



University Executive Council  
June 3, 2021 10:00 am - Noon  
Via MS Teams

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## Agenda

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- Welcome Wayne Vaught
- Master Plan Update (25 min) Val Peterson/Frank Young
- Dx Changes (10 min) Kelly Flanagan
- Accounting Changes (15 min) Jacob Atkin
- Executive Review Process (10 min) Marilyn Meyer/Lincoln Op't Hof
- Institutional Metrics presentation (50 min) Connelly/Kearns/Schneck/Baum/Stanley
- Good of the Order

### **Pencil It In: Upcoming Events of Importance**

7/5 Campus Holiday  
7/23 Campus Holiday  
8/18 Faculty Convocation Virtual Event  
8/23 Fall Classes Begin

**University Executive Committee**  
**Meeting Minutes**  
**June 3, 2021**

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**Master Plan Update**

- The new Board of Higher Education has redone master plan approval process. The plans now go to the Board of Trustees and review every two years. Reviewed five proposed changes on the master plan such as monetizing some of the Vineyard property such as public/private partnerships for land lease agreements to received funding streams. Shared that SLCC has two land leases: one for office buildings and one for student housing.
- Reviewed the planned changes for the Orem Campus to include a new Health Professions building on the West Campus, the Young Living Alumni Center, and new building west of the Clark Building. Working with consultants on the new engineering building.
- Each campus will reflect an adjustment to include Payson, Lehi, and Wasatch.
- COS would like to see a native plant garden incorporated into the plan to conserve water and provide educational opportunities. Would also like to have three shallow ground wells.
- Anchor building corner of Mill Rd and Vineyard connector. Housing would be commercial housing to provide income stream.
- Altered new buildings in order to start connecting with pedestrian bridge sooner.
- Affordable housing for faculty and staff can be part of the discussion. Consider multiple options such as helping with mortgage down payments.
- **MOTION** – Beka Grulich moved to approve the plan as presented. Cheryl Hanewicz seconded. All in favor? Motion passed.

**Dx Changes**

- Dx plans that all faculty/staff/students will see when return in fall 2021.
  - New Services
    - @uvu.edu email addresses will be standard for students.
    - New password and login security enhancements will enhance students’ security.
    - Teams will become our modern phone system for faculty and staff.
      - ❖ Plan to have same phone functionality features available.
      - ❖ Will provide reports as requested.
  - Enhancements
    - Faculty web pages will better showcase faculty work.
      - ❖ Addressing problems: 1) images not available currently and 2) email addresses show as UVID instead of standard email address.
      - ❖ Initial intent was to take Digital Measures data and put in form of and automatically generated CV. McKeachnie will research the ability to post a CV or external link.
      - ❖ Will make sure there is a link from school/college/department pages that goes back to home page.
    - Website enhancements improve look and feel.
    - Updated myUVU employee intranet/portal will streamline internal communications.
  - Student Mobile App will be available around October.
- ChatBot product is currently in the procurement process.

- Concern that putting a lot of information in the portal is diminishing public access to some of the information. Dx will review and make sure to evaluate proper placement.

### **Accounting Changes**

- 45 by 25 Initiative – Alignment of completion, quality of graduates, and operational efficiency.
- Challenges: 1) evaluation of existing budget allocations (process issue), 2) comparing departments and schools (accounting issue), 3) tracking of data on the program level (software/system issue)
- Accounting changes beginning FY22
  - Appropriated indexes will not be zeroed out at the end of each fiscal year
  - Journal entries will not be used to move expenses from one index to another for year-end balance purposes
  - Departments will be required to justify all one-time budget transfer requests
  - When appropriate, one-time project expenses will be tracked separately from operating expenses
  - Budgets will be allocated on the account level
  - Net budget deficit/surplus amounts will be tracked at the VP level
  - Quarterly financial review with Deans (will begin in October 2021 with Makin/Vaught)
    - Review expenses to budget, anomalies, position vacancies, and general overview. Will be an iterative process.
  - Memo can be reviewed in the UEC Teams file.
- Q&A
  - Would like Associate Deans and Financial Managers included in the quarterly meetings. Can also include Department Chairs.
  - Options for Deficits: 1) let it ride or 2) do permanent transfer. Moving expenses out to other areas is explicitly what this process is trying to prevent.
  - Non-appropriated funding will continue to roll. VPs will still determine how carryforward will be handled. 4% carryforward is the standard.
  - Atkin will be communicating changes to Finance Managers early in FY22.
  - This is an opportunity to sharpen fiscal management. As of 7/1/21, there will no longer be separate indexes for Distance Ed (DE) or Extended Education (EE).
  - Atkin and Scott Wood will hold meetings to establish chart of account reviews to request changes would like to see implemented.
  - HERFF reimbursements will be done prior to end of FY21.
  - Program level data is currently difficult. UVU needs to define program level and determine what needs to be lined up at this level. Good program data will not be truly available until FY23.

### **Executive Review Process**

- HR is using Box for the next two processes. All executives did their reviews in Qualtrics. HR will enter the data from the Qualtrics survey through calibration into the new template except for Closing comments.
- Beginning 6/8, executives need to enter the closing comment information into their Box file. Needs to be completed by 6/14.
- Between 6/15 to 7/15, executives need to enter their Goal Setting information. Would like executives to enter information by 6/30 to allow supervisors to enter their feedback. HR has provided the ability to enter 15 goals with action steps. This is not a requirement to enter this many goals.

- HR will be sending out emails with the information and supporting documents.
- Faculty and staff currently have no ability to provide feedback on executive administration reviews. Vaught shared that he is meeting with deans to create a plan for faculty/staff feedback on deans. Makin recommended not just faculty and staff, but also input from colleagues.

### **Institutional Metrics**

- In PBA, President made a request for greater access to metrics. Broke into three areas: completion, quality, and efficiency. This is not just an academic affairs process. It is to inform the entire institution for student success.
  - Dashboard demo of key indicators to provide metrics. See <https://www.uvu.edu/ir/performance-indicators/45by25/index.html>. Definitions written from an IR perspective and are open to recommendations.
- Access: Public folder and search for Key Indicators
- Need to hold discussion on quality side.
- Send questions or suggestions directly to David Connelly.
- Would like thoughts on ratios on the number of completions by number of students enrolled in program. Need context associated with the number of students reflected.
- What items are individuals consistently looking for that can be included?
  - Demographic data by majors – would like currently enrolled and not in cohort
  - Links:
    - <https://www.uvu.edu/ir/performance-indicators/inclusion-diversity/inclusive.html#obj2> - This is focused on race/ethnicity
    - <https://www.uvu.edu/ir/performance-indicators/inclusion-diversity/class.html#obj2> - This is more general
    - <https://www.uvu.edu/ir/performance-indicators/inclusion-diversity/women.html#obj3> - This is focused on women at UVU.
- As think about budgeting and allocating new resources, these are all data points needed to align goals and demonstrate how goals with the resources. Transparency is important.

### **Good of the Order**

- UVU will announce new baseball coach later today.