A meeting of the Educational Programs and Institutional Resources Committee of the Board of Trustees of the University of Vermont and State Agricultural College was held on Friday, November 10, 2006, at 10:00 a.m. in room 338 Waterman Building.

MEMBERS PRESENT: Chair Martha Heath, Co-Vice Chair Frank Cioffi, Claire Ayer, James Betts, Kami Patrizio, John Snow and Mark Young

MEMBERS ABSENT: Co-Vice Chair Thomas Little and James Leddy

TRUSTEES ALSO PRESENT: Carl Lisman, Chair, Board of Trustees

REPRESENTATIVES PRESENT: Faculty Representatives Judy Cohen, Cindy Forehand, Walter Kuentzel, Staff Representative Donna Panko, Alumni Representatives Janet Terp and Larry Williams, Student Representatives DeVaughan Bryan and Harry Mallory

REPRESENTATIVES ABSENT: Staff Representative Tatjana Salcedo

PERSONS ALSO PARTICIPATING: John M. Hughes, Senior Vice President and Provost; Cindy Forehand, Chair of Faculty Senate; Seth Bowden, President, Student Government Association, Robin Collins, representative of Graduate Student Senate, Kathryn Friedman, Director of Affirmative Action and Equal Opportunity; Jill Tarule, Associate Vice Provost, William Neidt, Vice President for Development and Alumni Relations; David Todd, Associate Vice President and Chief Information Officer, Keith Williams, Registrar; Daniel Mark Fogel, President

Chair Martha Heath called the meeting to order at 10:00 a.m.

Committee Orientation

Chair Heath reviewed the charge with the Committee members. In brief, “The Committee shall have responsibility for overseeing the development and status of strategic, long-range University programmatic and resource use plans and related plan objectives... oversee matters relating to educational policies and programs... strategic planning related to diversity... matters relating to the procurement, use, quality, condition, and disposition of the University’s buildings and other facilities...” She also provided orientation on the new structure of the Committee, and assigned agenda items to different Committee members, giving those individuals the responsibility of reporting back to the entire Board of Trustees the outcome of their agenda item. Those assignments are as follows: Provost’s Report – Martha Heath; Strategic Capital Plan – John Snow; Provost’s Annual Diversity Action Plan – Kami Patrizio; Campaign Update – Mark Young; Student Information Systems Reimplementation – Frank Cioffi, and IT Master Plan – James Betts.
Acceptance of Minutes

Included in the meeting materials for informational purposes were minutes from the previous Academic & Student Programs, Diversity, Facilities and Technologies, and University Advancement Committee meetings. A motion was made, seconded and voted to accept the minutes.

Provost’s Report

Provost John Hughes updated the Committee on the status of Fall enrollment. Although lower than the record enrollment of 2,394 last year, UVM has enrolled the second-largest undergraduate class ever, 2,190, with the highest ever graduate student enrollment of 1,351. He went on to announce the appointment of Interim Chair Dr. Polly Parsons to Chair of the Department of Medicine, and Dr. David McFadden currently Chair of the Department of Surgery at the University of West Virginia, to Chair of the Department of Surgery here at UVM. He recognized the completion of the search and appointment of the new Interim Vice Provost for Multicultural Affairs, Dr. Wanda Heading-Grant, with the promise of a full introduction a little later in the meeting. Provost Hughes continued his report on the current progress of the searches for the Dean of the College of Medicine and the Vice President for Enrollment Management. He concluded by adding his personal observations about his transition from Miami University to the University of Vermont, and the greater UVM community. He stated that he and his wife are delighted and proud to be here.

Reports by the Faculty Senate Curricular Affairs Committee Chair, Student Government Association President, and Graduate Student Representative

Cynthia Forehand, Committee Chair; Seth Bowden, SGA President, and Robin Collins, Graduate Student Senate representative were available to answer questions pertaining to reports previously prepared for, and read by, the Committee. There were no questions from the Committee.

Strategic Capital Plan

Provost Hughes outlined the recommended sequencing of new construction and building renovation for academic buildings in order to make the University’s facilities top tier. The report does not represent an immediate request for approval of funds, but is designed to give Board members a long-term look at desired building sequencing, and to avoid presenting new building projects on an ad hoc basis. He introduced Dr. Jane Knodell, Special Assistant to the Provost, who provided a summary of the academic space plan. Dr. Knodell outlined the purpose of the report which is to summarize what we know about gaps in the quantity and quality of academic space at UVM. She also noted the choices that need to be made in updating the strategic capital plan. Sources for the report were provided by Campus Planning Services from a compilation of studies by Paulien & Associates, and by meetings with the deans of the schools and colleges, along with senior administrative officers at UVM. She went on to describe the definitions of space on campus; space deficits; deficiencies in space quality; what has been accomplished to-date; and academic priorities. Following Dr. Knodell’s presentation, Provost Hughes presented Phase I of the highest academic priorities for renovations and construction on campus within the
next 5-10 years. These include Plant Sciences, Hills Building, Terrill Hall, Marsh Life Sciences, Given Atrium, Colchester Research Facility, DeGoesbriand, Aiken (phase I), Cook Physical Sciences, Waterman Building, Williams Building, McAuley Hall, Billings Student Center, and the Rowell Basement fit-out. He indicated that the total cost of Phase I will be $162.1M + $25.3M (gifts/other sources). It was also suggested by former Committee members of the Facilities & Technologies Committee, that a tour of campus facilities included as Phase I projects might be instructive to the newly established EPIR Committee. The Committee discussed its role relative to the BFI Committee regarding capital projects. They discussed their relative inability to assess the priority assignments given to various projects and talked about looking at projects based on assignable square footage needs defined by UVM’s relative position to peer and aspirant institutions. A concern of committees being territorial under the new committee designations, which increases the need for all Trustees to be educated on what the priorities are so they can effectively discuss them and make informed decisions. Provost Hughes assured the Committee that all Trustees receive the same information and will be well informed before any action is taken by the full Board. Waterman Building and the vision for its future use were also discussed. Provost Hughes indicated that the Board will need to find ways to fund these priorities in Phase I in the next five years. Provost Hughes reiterated that this list is just to give the Board a sense of what is coming down the road. The Committee asked that future reports be numbered in sequence for better reference during their discussion. The report presented was organized with two or three reports each with their own page numbering, which made it difficult to follow during the discussion.

**Provost’s Annual Diversity Report**

The Provost presented the Annual Diversity Action report, and formally introduced Interim Associate Provost, Dr. Wanda Heading-Grant, with whom he will be closely working to realize the goals that UVM seeks for diversifying the campus community. Following her introduction, Dr. Heading-Grant noted that she is a product of UVM and has been involved in working for social justice and diversity at UVM and the community for a long time. She also thanked people for their support of her in this new position. She noted that she will be more than just a figurehead and will work closely with the Provost to make sure that things move forward. She will be work on improving the diversity curriculum requirement, review the Campus Climate Report so it doesn’t sit on a shelf, engage community on anti-violence initiatives, help with the recruitment and retention of ALANA students, and work directly with the Center for Cultural Pluralism.

Provost Hughes continued his update and informed the Committee on various programs and hiring patterns, as well as the resurrection of a policy requiring approval of all search committees by the Provost. Deans have been empowered to require additional expansion of applicant pools if the diversity of the pool does not match the diversity of the available candidates. He spoke about the Faculty Mentoring and Henderson Fellows Programs and updated the status of the 6-credit diversity requirement passed by the Board of Trustees in May; he also discussed the future implementation of a Diversity Curriculum Review Committee (DCRP), which will review and approve courses that meet the requirements, and create an RFP process for new courses. He then introduced Kathryn Friedman, Executive Director of Affirmative Action, who gave a brief report on the President’s Commissions, and the variety of initiatives currently underway on campus.
She noted that a number of initiatives have come out of the recommendation made by the Commissions.

At 11:50 a.m. Chair Heath recessed the meeting.

At 1:30 p.m. the Chair reconvened the meeting in Marsh Lounge, B308 Billings Student Center.

**Introduction to Accreditation**

Provost Hughes reported that the University of Vermont will undergo its decennial accreditation review in 2009. Early preparations are already underway on campus, beginning with three speakers visiting campus this fall to meet with faculty and administration. He introduced Associate Provost Jill Tarule who provided an initial orientation session on accreditation. She discussed the processes, including an Institutional Self-Study of 11 standards guided by the New England Association of Schools and Colleges (NEASC), an on-site visit and evaluation, and the Commission review and action. In closing, Associate Provost Tarule indicated that this process is an opportunity for UVM to emerge with more data and analysis about the effectiveness of our programs and institutional efforts, as well as a clearer understanding of our students’ experiences here at the University of Vermont. Dr. Paul Anderson, one of the speakers in the Provost’s Seminars, suggests that the institution approach the assessment as a research project.

**Campaign Update**

William Neidt, Vice President for Development and Alumni Relations, provided a report on the status of the current capital campaign. He described to the Committee the reasoning in general behind capital campaigns, and why they are becoming so vitally necessary and important for the health of this institution (i.e., the larger the endowment fund, the greater capacity for future borrowing). He reported that to date, the University has been involved with two capital campaigns, the second of which is scheduled to conclude in June of 2007. Already, the University has received $3,693,777 in completed gifts, including private gifts and irrevocable deferred gifts for 2007. At the conclusion of the Campaign there will be a Stewardship Campaign in which University representatives will go back to donors, thank them for their support, and let them know how their dollars have been put to work to benefit the University. A celebration will be held at the conclusion of the Campaign during Homecoming/Family weekend, October 5-7, 2007 at the Dudley H. Davis Student Center. The University will start an inclusive planning process for the next campaign which will include planning teams to look at areas of focus. Some concern was raise about donor fatigue but Vice President Neidt noted that there is an excitement for the institution among our alumni and he believes we not miss the opportunity to harness that optimism.

**Student and Information Systems Reimplementation**

Associate Vice President and Chief Information Officer David Todd, in conjunction with Keith Williams, Registrar, provided justification to the Committee for a software reimplementation project to re-develop the UVM Student Information System (SunGard’s Banner system), and also gave a brief overview of the various systems that Banner interacts with on campus. He
indicated that the goals for the reimplementation project would be to offer more effective and efficient service for prospective students, on-going and improved service to enhance faculty/student interaction; to streamline processes to simplify work flow and reduce manual labor; and to develop information services to support executive decision-making. He went on to say that by leveraging UVM’s working experience with Banner and current licenses for the major components, UVM would be able to revitalize its older student information system at a moderate cost, compared to implementing a major new software system.

**IT Master Plan**

David Todd revisited the Information Technology Master Plan with the Committee. His report reviewed the guiding principles for IT development and support and emphasized that IT is a service organization for the greater UVM community. He itemized a list of priorities for IT development; reported on the status of current initiatives; and spoke to goals for educational, research and administrative initiatives. He also presented future planning framework for the IT Master Plan guided by the University’s Vision, Mission, and Strategic Plan. In preparing for the next iteration of IT planning, the University ought to expect that the planning effort will be expanded to explicitly include several issues related to IT infrastructure management.

**CO Detection Phase II Project**

The University has fifteen (15) residence hall complexes housing approximately 5,000 students that require the installation of a centralized carbon monoxide detection system. A plan has been developed to complete this installation over a 3-year time frame. The second phase requires the replacement of several of the older fire alarm systems within the residential complexes, due to their incompatibility to incorporate the addition of the carbon monoxide detection devices. New CO detection systems must be tied into the fire alarm panels and transmit CO event alarms to the City fire department. The plan has been developed to complete this installation over the course of the next two summer periods, as well as the semester break during the current school year. Phase one, completed this summer, provided design and installation requirements for over 50% of the residential beds on campus.

The Committee endorsed the resolution considered by the Budget, Finance and Investment Committee for recommendation to the full Board.

**Action Items**

Chair Heath presented the following resolutions for approval. She noted that the resolution authorizing the President to offer and confer honorary degrees would be tabled until the Saturday Board meeting.

**Resolution To Approve Freezer Depot Space Lease**

WHEREAS, the University wishes to engage in a ten-year operating lease with Farrington Construction Company for eleven thousand square feet in 208 Flynn Avenue, Burlington, Vermont, in which to consolidate the College of Medicine’s research freezers
used to store biological samples; and,

WHEREAS, the cost of this lease will be substantially recovered from federal appropriations, federal research grants, and user fees charged to other institutions utilizing the stored biological samples;

NOW THEREFORE, BE IT RESOLVED, that the Vice President of Finance and Administration and University Treasurer, or his successor or designee, is hereby authorized to enter into an operating lease with Farrington Construction Company for a period not to exceed ten years and for a cumulative lease payments not to exceed $1.3 million; and,

BE IT FURTHER RESOLVED, that the Secretary or Assistant Secretary will provide certificates of incumbency, as required, showing the names and signatures of those persons appointed to any of the positions heretofore mentioned, and further, that any officer of this corporation is hereby authorized to certify this resolution to whom it may concern

Resolution Regarding Honorary Degrees

WHEREAS the Board of Trustees established the Joint Committee on Honorary Degrees on December 4, 1976, and revised the makeup of the Committee on October 14, 2000; and

WHEREAS, in light of the Board of Trustees’ reorganization of its Committees, the Joint Committee on Honorary Degrees has been retired as a freestanding committee; and

WHEREAS, the Committee on Educational Policy and Institutional Resources, under Committee reorganization, now has responsibility for recommending Honorary Degree award recipients; and

WHEREAS, the Board, and its Committee on Educational Policy and Institutional Resources, conclude that the makeup, role, and function of the former Joint Committee on Honorary Degrees are important to retain within the new Committee structure; THEREFORE, BE IT RESOLVED that:

The Committee on Educational Policy and Institutional Resources (“the Committee”) shall establish an Honorary Degrees work group, to which the following appointments shall be made by the Committee Chair following appropriate consultation:

• A member of the Committee, who will serve as a the work group leader;
• Two additional members of the Committee, one of whom will be a student trustee
• The University President, ex officio
• The President of the Faculty Senate, ex officio
• The President of the Student Government Association, ex officio
• The President of the Senior Class Council, ex officio
• Two additional members of the faculty, to be designated by the Faculty Senate President
• An Alumni Relations representative, to be designated by the Vice President for Development and Alumni Relations
• One administrative officer or staff employee, to be designated by the University President; and

BE IT ALSO RESOLVED, that the Honorary Degrees work group annually shall develop recommendations to the Committee regarding candidates for Honorary Degrees; and the Committee shall convey those recommendations to the full Board of Trustees no later than November of each year; and

BE IT FINALLY RESOLVED, that Honorary Degree candidates shall be reviewed under the selection criteria recommended by the outgoing Joint Committee on Honorary Degrees, as attached hereto, and the Committee shall periodically review the criteria and recommend to the Board any changes the Committee may deem necessary or desirable.

Resolution To Approve A Certificate Of Graduate Study In The Interdisciplinary Study Of Disabilities

RESOLVED, that the Board of Trustees approves the establishment of a Certificate of Graduate Study in the Interdisciplinary Study of Disabilities as approved by the Provost on October 17, 2006, and by the President on October 22, 2006.

A motion was made, seconded and voted to approve the resolutions for recommendation to the full Board (6-0).

Review of Committee Work Plan and Preview of Next Meeting Agenda

This discussion was tabled until the next meeting.

Other Business

Committee members offered their suggestions for possible future agenda items, which included the following: personal financial planning – should UVM offer courses?; campus climate – issues and plans, GAP year pros and cons; strategic plan for enrollment management; decline in male enrollment; various aspects of “Signatures of Excellence”; how to improve campus connections with non-traditional students (veterans).

The Committee briefly discussed their thoughts on the new committee structure. One suggestion was to have name plates for the trustees at the table for easier identification. Chair Martha Heath noted that she will work with Provost Hughes to ensure that the Committee focuses on strategic issues.
Adjournment

There being no further business the meeting was adjourned at 3:20 p.m.

Respectfully Submitted,

Martha Heath, Chair