



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title: 104 <u>Advancement Boards and Program Advisory Boards and Advancement Boards</u>		
Current Policy Number and Title: 104 <i>Advisory Boards</i>		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	<u>Stage 3 Regular, May 1, 2025</u>
President's Council Sponsor:	<u>Kara Schneck and Wayne Vaught</u>
Policy Steward:	<u>Tearsa Burke and Wendy Simmerman</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision Entrance Date: 9/3/2024 University Entities Review Entrance Date: 2/27/2025 Close Feedback: 4/24/2025 Board of Trustees Review Entrance Date: 5/8/2025 Approval Date:	Drafting and Revision Entrance Date: Board of Trustees Review Entrance Date: Approval Date:	President's Council Approval Approval Date: Board of Trustees Ratification Ratification Date:



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POLICY TITLE	<u>Advancement Boards and Program Advisory Boards</u> <u>Advancement Boards and Program Advisory Boards</u>	Policy Number	104
Section	Governance, Organization, and General Information	Approval Date	
Subsection	Governance and Organization	Effective Date	
Responsible Office	Office of the President	Last Review	

1.0 PURPOSE

1.1 Utah Valley University appreciates the vital contributions of community leaders-individuals not employed by UVU serving on our advancement boards and program advisory boards. Board members enrich the student experience and strengthen the institution through expertise, support, insight, and private resources. This policy outlines the purpose of advisory boards, their governance, and supports advisory board members in their service to the University.

2.0 REFERENCES

2.1 UVU Policy 114 *Individual Conflict of Interest and Commitment*

~~2.2 UVU Policy 131 *Editing and Review of Official and Other Publications*~~

~~2.32.2 UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*~~
~~UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*~~

3.0 DEFINITIONS

3.1 Advisory bBoard: For the purposes of this policy, a non-governance A board, committee, or council composed primarily of members of the community-individuals not employed by UVU.
There are two types of boards:

3.1.1 Advancement board: A group composed primarily of individuals not employed by UVU who help to identify fundraising resources, annually provide personal financial support to the University, and encourage others to support the University through a financial contribution to Utah Valley University.

3.1.2 Program advisory board: Groups of internal and external stakeholders who help improve the quality, relevance, and reputation of university programs. These programs may be academic programs or those that provide support services to students.



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21 **3.13.2 Chair:** An external community member of an ~~advisory~~ board or a university employee
22 who is appointed by a chartering sponsoring university executive, or in accordance with the
23 advisory board's charter, to lead the advisory board for a term of service.

24 **3.23.3 Chartering Sponsoring university executive:** For the purposes of this policy, a senior
25 university leader designated to oversee the functions and activities of a advisory board.
26 Chartering Sponsoring university executives include, but are not limited to, the President,
27 Provost, vice presidents, associate provosts, deans, associate deans, and associate vice presidents.

28 **3.33.4 Official publications:** Includes, but is not limited to, the catalog, employee newsletter,
29 program and general brochures, class schedules, policies and procedures manuals, advertising,
30 press releases, social media, and any digital assets.

31 **3.43.5 Volunteer:** An individual who is unpaid for their service at the University, offers services
32 freely without coercion or pressure to serve, and has no expectation of receiving pay or other
33 benefits.

4.0 POLICY

34 4.1 Policy Statement

35 **4.1.1 Advisory bBoards** provide the University and its programs with valuable industry and
36 community input, expertise, and guidance, including connections to workforce readiness
37 opportunities. Advisory bBoards provide consultation, deliberate issues, and provide
38 recommendations to the responsible chartering sponsoring university executive and/or their
39 appointee to whom the advisory board is accountable.

40 **4.1.2 Advisory bBoards** have no statutory or delegated governance, financial, or administrative
41 authority for Utah Valley University or any of its programs or services.

42 4.2 Scope of Policy

43 **4.2.1** This policy applies to all existing and future advancement and program advisory boards
44 affiliated with Utah Valley University.

45 4.3 Compliance with University Policies

46 **4.3.1** As with all UVU employees and volunteers, members of advisory boards are expected to
47 act ethically and with integrity, and to comply with applicable university policies, and

48 **4.3.14.3.2 Board members** shall not disclose or improperly use confidential, controlled, private,
49 or protected information acquired by reason of their position on an ~~advisory~~ board or in the



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course of duties while serving on an ~~advisory~~ board. Board members shall sign a confidentiality agreement before the commencement of their term of service on a board. The Office of General Counsel shall provide the confidentiality agreement; the sponsoring executive or their designee are responsible to obtain and maintain these confidentiality agreements.

4.3.24.3.3 Advancement board and program ~~a~~Advisory board members shall have no expectation of preferential treatment.

4.4 Conflict of Interest and Disclosure

4.4.1 In accordance with UVU conflict of interest policies and practices and to protect individual ~~advisory~~ board members and the University, ~~advisory~~ board members shall avoid conflicts of interest, including the appearance of conflicts of interest, and comply with all applicable state and federal laws. Should a conflict or potential conflict of interest arise, ~~advisory~~ board members shall disclose all actual, potential, and apparent conflicts of interest immediately.

4.4.2 ~~B~~~~Advisory~~ board members shall recuse themselves from discussions on matters in which they have a direct or indirect material interest.

4.5 Establishment of ~~Advisory~~ Boards

4.5.1 Administrative oversight of each ~~advisory~~ board will be the responsibility of a chartering sponsoring university executive, who is responsible for chartering the ~~advisory~~ board and for vetting and approving board members. The ~~sponsoring~~chartering university executive may appoint a designee (a university employee) to perform all duties of the ~~chartering~~sponsoring university executive, with the exception of presenting the charter for approval in President's Council.

4.6.4.5.2 Using the standard ~~Advisory Board Charter Form~~ provided by the Office of General Counsel, the ~~chartering~~sponsoring university executive shall submit a proposed charter to President's Council for approval. (See section 5.1.)

4.6.14.5.3 The ~~chartering~~sponsoring university executive, or their designee, in consultation with the ~~advisory~~ board chair, determines the total number of ~~advisory~~ board members and invites board members to serve according to the terms of the charter.

4.6.24.5.4 Board members serve at the pleasure of the ~~chartering~~sponsoring university executive.

4.74.6 Discontinuing an ~~Advisory~~ Board

4.7.14.6.1 Should conditions dictate, the ~~sponsoring~~chartering university executive may recommend to President's Council that an ~~advisory~~ board be discontinued.



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4.8.4.7 Fundraising by an Advisory Board

~~4.8.14.7.1 Fundraising activities by all boards~~All fundraising activities conducted at UVU are governed by UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*. ~~Fundraising activities by an advisory board are governed by the same policy.~~ Program advisory boards must coordinate fundraising with their college's advancement board. In accordance with this policy, all donations or gifts must be processed and receipted through Institutional Advancement.

4.9.4.8 Publications

~~4.9.14.8.1~~ Any ~~advisory~~ board publication with an external audience is an official publication of the University and must comply with University Marketing and Communications policies, standards, and guidelines. ~~standards and guidelines, UVU Policy 131 Editing and Review of Official and Other Publications, and UVU Policy 428 Graphic Standards, Signage, and Use of Institutional Logos and Seals.~~

~~4.9.24.8.2~~ Advisory ~~b~~Board publications that are internal to the board must comply with University Marketing and Communications branding and style guides. ~~UVU Policy 428 Graphic Standards, Signage, and Use of Institutional Logos and Seals.~~

5.0 PROCEDURES

5.1 Procedures for Establishing an Advisory Board

~~5.25.1.1~~ ~~Individuals~~ University entities wishing to establish an ~~advisory~~ board must complete the ~~Advisory Board Charter Form~~ provided by Office of General Counsel and available on UVU's website at www.uvu.edu/admin/advisory_board_policy.html ~~https://www.uvu.edu/president/docs/advisory_board_charter_form-6.2024.pdf~~ for submission to a ~~chartering sponsoring~~ university executive.

~~5.1.2~~ The ~~Advisory Board Charter Form~~ must include (1) the type of ~~advisory~~ board being created; (2) the mission, purpose, goals, and scope of the ~~advisory~~ board; (3) proposed membership of the ~~advisory~~ board; (4) terms of service for board members; (5) proposed ~~advisory~~ board officer positions, responsibilities, and terms of services; and (6) specific functions and expectation of ~~advisory~~ board members, including frequency of meetings. If a charter deviates from the standard template, then the ~~chartering sponsoring~~ university executive or designee, in conjunction with General Counsel, shall review and approve prior to submission to President's Council.

~~5.2.15.1.3~~ The ~~sponsoring~~~~chartering~~ university executive shall submit the completed ~~Advisory Board Charter Form~~ to President's Council for review and approval.



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114 **5.35.1.4** Upon approval by President's Council, the ~~chartering sponsoring~~ university executive or
115 their designee has authority to invite proposed members to serve on the ~~advisory~~ board.

116 **5.1.5** With approval of the ~~chartering sponsoring~~ university executive, an ~~advisory~~ board may
117 establish bylaws and subcommittees, as necessary, to accomplish its purpose and goals. The
118 sponsoring university executive or their designee has the final responsibility to ensure that
119 bylaws and board governance follow all applicable UVU policies.

121 **5.3.15.1.6** Each chartering university executive shall provide the Chief of Staff with a current list
122 of all advancement boards and program advisory boards and members for which they are
123 responsible. The Chief of Staff will annually update and publish a list of advisory boards.

POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
Date of Last Action	Action Taken	Authorizing Entity
January 28, 2021	New regular policy approved.	UVU Board of Trustees
November 20, 2024	Non-substantive change: Link in section 5.1.1 updated to match current material	UVU Policy Office
	Revised policy approved.	UVU Board of Trustees

125 *More information on the formal review can be found in Policy 101 section 4.7.3.



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POLICY 104 EXECUTIVE SUMMARY

Policy Number and Title: 104 Advancement Boards and Program Advisory Boards

Date:	September 3, 2024
Sponsor:	Kara Schneck and Wayne Vaught
Steward(s):	Tearsa Burke and Wendy Simmerman
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Cara O'Sullivan
Embedded Attorney:	Clark Collings

Issues/Concerns (including fiscal, legal, and compliance impact):

Policy 104 currently addresses all advisory boards on campus. However, the advisory boards have recently been split into two separate categories, program advisory boards and advancement boards. These boards have different expectations for their board members, which need to be clarified.

A program advisory board is a group of internal and external stakeholders who primarily help improve the quality and relevance of an academic program, help graduates connect to employers, and enhance the program's reputation.

An advancement board is a board, committee, or council composed primarily of members of the community with a willingness to identify fundraising resources, annually provide personal financial support to the University, and encourage others to support the University through a financial contribution to Utah Valley University.

Suggested Changes:

Clarify the differences between advancement boards and program advisory boards, including the expectation for financial commitments and contributions. Create separate charters for advancement boards and program advisory boards, with links to be included in Policy 104.

Requested Approval from President's Council: Entrance to Stage 1

Proposed Drafting Committee: Tearsa Burke, Trish Baker, Melanie Lafranca, Wendy Simmerman, Julie Anderson, Cara O'Sullivan, Clark Collings

Target Date for Stage 1 Draft to Enter Stage 2: TBD

Target Date for Board of Trustees Review: TBD



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EQUITY ASSESSMENT COMMITTEE (EAC) FORM

Policy Number and Title: 104 Program Advisory Boards and Advancement Boards

Sponsor: Kara Schneck, Wayne Vaught
Steward(s): Tearsa Burke, Wendy Simmerman
EAC Review: March 24, 2025
Owner Review: TBD

UVU Scope (Groups Impacted):

Adult learners	Pregnancy, pregnancy-related conditions
Age (40+)	Race and ethnicity
Color	Religion, spirituality, and worldviews
First-generation student status	Sex, gender identity, and gender expression
Individuals with apparent or non-apparent disabilities	Sexual orientation
National origin and citizenship status	Socioeconomic status
	Veteran status (including uniformed military status)

Note: This form is for internal use only by the EAC and policy owners (sponsors, stewards, and coordinators). This form captures general equity concerns and those that impact the specific groups listed. This form will accompany the Stage 2 draft.

Section	Groups Impacted	General Equity	Equity Concern	Recommendation	Policy Owner Proposed Solution
4.6		X	It is not clear what is meant by “director or indirect material interest.” We question whether some might not understand this	Specify in plainer English what is meant by these terms.	We will keep the language as it is to preserve required legal meaning. We will also provide training to board members so



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			requirement for board members.		that they will understand this obligation.
4.10		X	The phrase “should conditions dictate,” may give the sponsoring university executive and other leaders too much discretionary decision-making. This could potentially lead to capricious and arbitrary decisions.	Recommend providing a list of reasons—even if just examples—that a board might be terminated. Or, if no reason is required, clearly state that for transparency.	The language needs to remain as is so that university leadership has the flexibility to discontinue a board as needed.



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SUMMARY OF COMMENTS (STAGE 2)				
Policy Number and Title: 104 Advancement Boards and Program Advisory Boards				
Sponsor:		Wayne Vaught/Kara Schneck		
Steward(s):		Wendy Simmerman/Tearsa Burke		
UVUSA	Academic Affairs Council	Faculty Senate	PACE	
Date	Date	Date	Date	Date
Presented: _____	Presented: <u>3/4/2025</u>	Presented: _____	Presented: _____	Presented: <u>N/A</u>

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
AAC	1.1 and 4.6.1			Section 1.1 indicates this applies to program advisory boards. Section 4.6.1 indicates that these must be chartered by a university executive. A dean may have dozens of advisory boards in their colleges. Perhaps that chartering can be pushed down to chairs? Why do each need PC approval?	No revision necessary. The process set up in the policy provides consistency and documentation.
AAC	4.6.1	X		This section states that approval of President's Council is required for charter of program advisory boards.	No revision necessary. The processes set up in the policy through President's Council provides consistency and



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				With 100s of programs, the workload on approval from President's Council stands to be immense. Could program advisory board charters be approved by the Provost's Office (Provost and Sr. VP)? If information about active boards and meeting patterns is needed, regular reports can be provided.	documentation. Placing the responsibility with the Chief of Staff to maintain and publish a list of all boards provides transparency to the university community.
PACE	Various		X	<p>Couple of sections that are confusing due to keeping "Advisory" in front of board sometimes, when in most places in the policy it is just board.</p> <p>4.9.1 Talks about all boards in the first sentence, then JUST program advisory boards, and then back to all boards in the final sentence. Confusing.</p> <p>4.5.1 "and to protect individual advisory board members"</p> <p>4.4.1 "Advisory board members shall have no expectation of preferential treatment"</p>	<p>The drafting committee and the Policy Office will review these passages and make appropriate revisions to ensure consistency.</p> <p>Section 4.4.1: Inserted "advancement board and program advisory board members"</p> <p>Section 4.5.1: We deleted "advisory" throughout this paragraph to make it we are referring to both types of boards.</p> <p>Section 4.9.1: we inserted "all" in front of "boards" to clarify all boards are covered by Policy 231 and that program advisory boards, in addition, need to</p>



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					coordinate fundraising with their college's advancement board.
PACE	3.3		X	<p>Consider adding to the list of "sponsoring university executives" associate deans in the event of a dean vacancy, as well as department heads, since this policy is specific to "program" level advisory boards.</p> <p>Alternatively, remove the term "program" throughout and just call them advisory boards. I'm not sure the Deans will be able or interested to attend all board meetings that are department specific. Requiring them to oversee a board, and receive recommendations from, that they may not be closely connected with doesn't make sense.</p>	<p>We added "associate deans."</p> <p>We did not remove the term "program" because it provided needed clarification.</p> <p>This policy does not require deans to attend all board meetings; they have the flexibility to designate responsibilities.</p>
PACE	5.3.2		X	<p>Why doesn't the Chief of Staff also collect an updated list of advancement boards? The policy is very inclusive of both boards and seems to blend them together in function and expectations. It would make sense for IA to also provide a list of current advancement board members to the Chief of Staff. Transparency would be helpful for all units to know who is serving on any</p>	<p>(Section 5.1.6) We inserted this underlined text:</p> <p>Each chartering university executive shall provide the Chief of Staff with a current list of all advancement <u>boards and program advisory boards</u>"</p>



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				UVU boards.	
PACE	3.0, 4.2.1,	X		The order of the types of boards is consistent throughout, except in the title. Why change the title to list Program Advisory Boards first, but throughout the policy order them as Advancement Board, then Program advisory board? Consider updating all the occurrences to match for consistency, (first, program advisory boards, then second, advancement boards).	We made this revision.
PACE	4.9.1	X		Typo. Says “4.9.1 4.7.1 Fundraising...”	Correction made (thank you).
UVUSA	Overall			We support the update and think it makes it more clear.	
Faculty Senate				No comments.	