

July 22, 2015

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

SUBJECT: Appointment of the Secretary of the Board of Regents

Background

The bylaws of the Board of Regents (Policy R120.3.2.3) provide:

**3.2.3. Secretary:** The State Board of Regents shall appoint from the staff of its executive officer a secretary to serve at the pleasure of the State Board of Regents. The secretary shall be a full-time employee at such salary as the State Board of Regents may fix. She or he shall be charged with the responsibility of recording and maintaining a record of all State Board of Regents meetings and shall perform such other duties as the State Board of Regents may direct. (Utah Code §53B-1-104(5)).

For many years the Board Secretary has also been the Executive Assistant to the Commissioner. Most recently the Board appointed Kirsten Schroeder to serve as Secretary in May 2011; in June 2015 Ms. Schroeder submitted her resignation effective July 1 as she accepted a position at South Dakota State University soon after her husband accepted a position in Sioux Falls, South Dakota. The position was posted, more than 15 candidates were considered, four finalists interviewed, and Loreen Olney was selected as Executive Assistant to the Commissioner. Ms. Olney previously was the Executive Assistant to the Associate Commissioner for Planning, Finance and Facilities, since 2011. Previously she worked for 24 years in various capacities at the Utah Higher Education Assistance Authority.

Recommendation

The Commissioner recommends that the Board appoint Loreen Olney as Secretary of the Board of Regents, pursuant to Regent Policy R120.3.2.3.

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David L. Buhler  
Commissioner of Higher Education