



Board of Trustees Meeting Minutes December 8, 2017 • Ephraim, Utah

Trustees Attending

Scott Bushnell, Chair
David Christensen
Randy Cox
Kerry Day
Seth Robertson
Rick Robinson
Karen Soper

Trustees Absent

Leslie Keisel, Vice Chair
Erma Kaye May
Michael McLean

Others Attending

Morris Haggerty, Legal Counsel

College Personnel Attending

Wayne Bushman, Internal Auditor
Gary Carlston, President
Jacob Dettinger, Finance VP
Beckie Hermansen, Inst. Research
Steve Hood, Academic VP
Marci Larsen, Board Secretary
Craig Mathie, Student Success VP

Reception

Head coaches from the fall athletic teams (Jeff Reynolds – Volleyball, Nuno Gourgel – Soccer, and Paul Peterson – Football) each brought two students from their teams to meet and mingle with the trustees. Athletic Director, Rob Nielson, joined the reception as well, and Chair Bushnell commended the coaches and players for their good work. Trustees enjoyed visiting with the group.

Pledge of Allegiance

Chair Bushnell led the group in the Pledge of Allegiance.

Welcome

Chair Bushnell called the meeting to order at 11:45 and welcomed everyone.

Approval of Minutes

Trustee Day asked about missing pages from the printed material, and additional, complete copies were provided. Distributed electronic copies were complete. Upon review of the minutes, Trustee Robinson said the last bullet point under the Finance and Facility Committee meeting should state, "Adult Literacy Program," not Audit Literacy Program. With that correction, Trustee Cox made a motion to approve the October 27, 2017 and November 2, 2017 meeting minutes. Trustee Robinson seconded the motion, and it carried unanimously.

Discretionary Fund Report and Budget Approval

Vice President Dettinger reviewed the provided discretionary fund report and asked if there were questions. Hearing none, Trustee Day moved acceptance and approval. Trustee Soper seconded the motion, and it carried unanimously.

Investment Reports

Vice President Dettinger reviewed the September and October 2017 investment reports and focused mostly on the latter. Trustee Robinson made a motion to accept and approve the reports as presented. Trustee Christensen seconded the motion, and it carried unanimously.

Free Speech Policy

Vice President Mathie shared the history of this policy, informing the trustees that there is a great interest in this topic across the country. After reviewing the internal process for policy approval, Vice President Mathie said this particular policy created more employee feedback than most. President Carlston said the college is not interested in limiting free speech and added that this policy addresses safety and the time, place, and manner of such activities. Trustee Day thanked the writers of this policy and added that it is a cleaner, better defined policy than the original draft trustees previewed. He also asked about section 4.1.2 in the policy, and Mr. Haggerty said the terminology used there is defined in a legal context. Vice President Mathie said the policy refers often to the scheduling office and informed the trustees that the next step will be that newly-created office setting guidelines and procedures for how this policy will be implemented.

After asking if there were any additional comments or questions, Chair Bushnell thanked everyone involved for their work on this policy. He noted this is an important topic and one of the great things about this country. He then entertained a motion to approve the Free Speech policy as written. Trustee Soper so moved. Trustee Robertson seconded the motion, and it passed unanimously.

Audit Committee Annual Report

Finance and Facilities Committee Chair Robinson asked Mr. Bushman to review the highlights of the prepared Audit Committee Annual Report, which he did. He then commended Wayne for his good work and said the report is very well done. President Carlston added his commendation for Mr. Bushman's approach and work as well. He reminded the trustees that, for a time, the Internal Auditor position was vacant, and he said that having Wayne onboard has been very beneficial for the college. Through his consistent auditing, President Carlston said, the college has learned of areas to improve and is better able to protect employees and implement best practices. Chair Bushnell added his thanks to Mr. Bushman as well.

Report on President's Travel

Chair Bushnell reported that as part of his responsibilities as chair of the board, he reviews all of President Carlston's travel. He referred to the provided documentation and noted this brief summary includes recent out-of-state travel. He jokingly commented on President Carlston's ability to travel light, and informed the trustees that expenses for these two trips were paid for by the hosting group, Complete College America (CCA). President Carlston told the group a little bit about CCA and thanked Chair Bushnell for making himself available for travel and p-card reviews as needed.

Admissions Audit Follow Up

Vice President Mathie began his report by informing the trustees of a strategic enrollment management conference several employees attended, and he added that the executive administrative team has set enrollment management as a top priority. Vice President Mathie defined the five immediate, strategic goals based on the audit and detailed them with the trustees. They reviewed the admissions audit follow-up summary document and answered questions about implemented changes. Trustees thanked Vice President Mathie for updating them on the progress made, and he committed to continue to share information as the admissions team works to increase the number of new freshman for Fall 2018.

Concurrent Enrollment Badger Track

As a subset of the enrollment discussions taking place, Vice President Mathie informed the trustees of the college's desire to recruit more of the high schoolers currently taking concurrent enrollment classes and reviewed the details with the trustees. This new "Badger Track" program was created to facilitate a smoother transition, Vice President Mathie said, and he thanked staff members who diligently have established relationships and rapport with the participating high schools.

Snow College Data Book

Vice President Hood said there are many requests for data from various groups. He then introduced Dr. Hermansen from the Office of Institutional Research, who provided copies of the recently compiled data book. She said her goal was to create a repository of pertinent information that will communicate important facts about the college. Trustees were given numerous facts and details and asked questions for clarification. Vice President Hood thanked Dr. Hermansen for her vision and work on this project and others added their appreciation as well. The report, Dr. Hermansen said, will be made available electronically on the college's website. Chair Bushnell and other trustees recognized Dr. Hermansen's work and thanked her for her efforts.

Regents' Scholarship Changes

Vice President Dettinger referred the trustees to Tab 9 and briefly reviewed the changes to the Regents' Scholarship. He said two desired outcomes of the changes are to have more students complete the FAFSA and apply for federal financial aid and better distribute the available money. Trustee Soper expressed concern with how this impacts local students, and Dr. Hood concurred it does disadvantage the six-county students. He said the changes are being implemented to help balance a potential budget shortfall and manage the promises made to students.

2017-18 Board of Regents Assignments and Advocacy Proposal

President Carlston said the Board of Regents recently made a decision to change their meeting format. The committees will meet outside of regular regents' meeting days, so they will spend more time in Committee of the Whole on meeting dates. He said the board is divided into three groups to address the following questions:

- How do we improve the affordability of and access to higher education for students?
- How can we help students complete their program in a timely manner?

- How can we meet critical workforce needs and make sure students are prepared to make meaningful use of their degree?

President Carlston said the regents may want to visit more with trustees on certain topics, and he invited trustees to contact the committee chairs (as outlined in Tab 10) if they have thoughts or comments on these three questions.

Vacated Science Building Demolition Schedule/Greenhouse Design & Construction Plan

President Carlston reminded the trustees that a greenhouse was not included in the new Graham Science Center and said the plan is to create a park-like atmosphere with green space and a green house where the old Hans Reed Christensen Science Building currently sits. He said that facility will be demolished after commencement with hopes of having the new space ready by August 2018.

Report from the Alumni Association

Trustee Day said the Alumni Board met recently, and he shared two informational items: 1) the board is accepting nominations for new members, and trustees were invited to give suggestions and 2) the board realigned committee assignments and new board leadership was shared.

Report from the Student Body Association

Student Body President Robertson said he has loved his time at Snow College. He said this week his team organized a late-night breakfast for students who were studying and noted they had over 850 attend. He reported he remains committed to his platform of “looking out for everyone.” He also reported that he is working with the Utah Student Association on a video to increase awareness of mental health issues, and he said he is busy organizing next year’s elections. Chair Bushnell thanked Trustee Robertson and commended him for his sensitivity to all types of students.

Report from the Chair

Chair Bushnell said he was very impressed with the student athletes today and invited the trustees to share their impressions. The group concluded that they appreciated the fact that so much of the conversations with the students included the overall experience, with athletics being one component. Chair Bushnell said he thought about Trustee Cox’s comment about recruiting more students to have this Snow College experience, and he thanked the administration for addressing the admissions concerns. He also encouraged the administration to continue to look for ways to improve, and he thanked the trustees for their time and service.

Report from the President

President Carlston shared some of his time with Dr. Hood for an Academic Affairs update. Vice President Hood provided a handout that summarized recent program additions including a general education pilot program in Nephi, a CDL program in Richfield in conjunction with Southwest Technical College, and the Composite Manufacturing program. President Carlston said it takes a lot to keep Snow College moving and going, and he thanked Vice President Hood for his leadership with the academic aspect. He also thanked other members of his leadership team and added that the college has outstanding faculty and staff.

He reported on a recent meeting, a “Conversation with the President” where he shares information with employees and they then have an opportunity to ask questions. He shared a message with employees during the meeting that he wanted to also share with the trustees: He remains resolved to the commitment and mission to be a two-year school. He said Snow College is the only one left in the system who does what we do, and he said the college isn’t looking to be something it isn’t. He said he wants to continue to be better and added that no institution wants to “take us over.” He stressed the need to diversify, acknowledged it is difficult to meet all of the educational needs of our service region, and shared intentions to continue to partner with other schools to meet the needs. President Carlston said Snow College can continue to do what it does well and add to it. He expressed optimism for the future and clearly communicated that his administration likes the current two-year mission and plans to work diligently to fulfill the given mission. He said he hoped that message resonates with the trustees, and he invited them to share the message with others. Trustee Bushnell thanked President Carlston for his report and leadership. He also thanked the leadership team who was in attendance today.

Executive Session

Trustee Robinson made a motion to move into an executive session to discuss one of the topics allowed by the Open and Public Meetings Act (Section 52 – 4-104) for the sole purpose of discussing the possible sale of real property. Trustee Soper seconded the motion, and a roll call vote was taken.

Adjournment

The meeting adjourned at 2:45.