



Board of Trustees Meeting Minutes September 10, 2015 • Ephraim, Utah

Trustees Attending

Theresa Alder, Chair
Doug Barton
Scott Bushnell
David Christensen
Brent Davis
McCall Grajek
Emilee Kuchenmeister
Michael McLean

Trustees Absent

Leslie Keisel

College Personnel Attending

Fresia Alder, HR Technician
Gary Carlston, President
Jacob Dettinger, Finance VP
Bonnie Edwards, HR Assistant Director
Beckie Hermansen, IR Director
Steve Hood, Academic Affairs VP
Marci Larsen, Board Secretary
Craig Mathie, Student Success VP
Wayne Squire, HR Director
Becky Welsh, Payroll Administrator
Meagan White, Internal Auditor

Welcome

Chair Alder welcomed everyone at 11:00 and invited everyone to eat the provided lunch. She called the meeting to order at 11:20 and asked if there was objection to amending the agenda and addressing the informational items before the action items. Hearing no objection, the meeting proceeded with agenda items being discussed at Chair Alder's direction.

College Highlight

President Carlston explained the composition and purpose of the Board of Trustees to employees in attendance. He also explained his reasoning for inviting various departments to the meetings, indicating he wanted the trustees to have an opportunity to meet employees. For today's meeting, the Human Resource Office was recognized. Wayne Squire, Bonnie Edwards, Becky Welsh, and Fresia Alder attended, and Vice President Dettinger publically thanked them for their efforts in assisting new employees with beginning-of-the-year paperwork. Chair Alder added her appreciation, and Trustee McLean shared a spontaneous poem and gave a standing ovation to the behind-the-scene employees.

Meeting Minutes

Chair Alder asked if there were any needed corrections to the June 12, 2015 minutes. Hearing none, she entertained a motion to approve the minutes. Trustee McLean so moved. Trustee Bushnell seconded the motion, and it passed unanimously.

Regent Policy R548, Discretionary Funds

Ms. Meagan White, Internal Auditor, reviewed Regent Policy R548, *Institutional Discretionary Funds Administration and Accountability*, and informed the trustees they are responsible for institutional compliance with the policy. She said in previous years the amount of money has been small enough to be written off as immaterial, and she suggested that the administration, "ensure that the proposed budgets and reports of actual expenditures are submitted for timely review... and that all construction, remodeling, and landscaping projects requiring \$50,000 or more of Institutional Discretionary Funds are submitted in advance for approval," according to policy. Ms. White noted that the report detailing expenditures in the past has been submitted to the Board of Regents, as required, and said the budgeting process has been transparent. President Carlston apologized for the procedural error and said the administration will include the proposed expenses in the annual budget presentations in the future.

Report from the Alumni Association

Trustee Kuchenmeister announced the 2015 distinguished alumni, Daniel Witt and Theresa Alder. She said they would be honored during Homecoming, and she invited all trustees to attend the Homecoming activities. She also invited Trustees to contribute to the alumni scholarship fund if they are not currently contributing.

Report from the Student Association

Trustee Grajek happily reported that attendance at student activities this year has exceeded expectations. She said the student advocate team has initiated a monthly soup night so there is a calm, welcoming activity for all students. She added that the advocate team is promoting their theme and attitude of “Live Snow, Give Snow” as they encourage students to have a good experience and recognize how their lives are better because of their Snow College experience. Chair Alder congratulated Trustee Grajek on successful attendance. Trustee Bushnell thanked Trustee Grajek for being insightful and recognizing the need to have diverse activities to attract all student types.

Report from the Chair

Chair Alder said she had participated in a Board of Regent’s training in Cedar City. She attended a session on student debt and one on concurrent enrollment. She said presenters were complimentary of the college and the way it is handling the new concurrent enrollment legislation. She also shared statistics on the amount of Pell grant funding that goes unclaimed each year, and she suggested that the administration look into ways to encourage more student application for the federal money. President Carlston said the college’s financial aid and student success advisors intend to launch an awareness campaign to help students and parents know they should apply for federal financial aid.

Student Success Division Report

Vice President Mathie thanked the trustees for including him on the agenda. He also thanked President Carlston for including the department highlight during each meeting. He said the administration knows where the work happens, and he recognized the contributions of others. Vice President Mathie reviewed the Student Success Division accomplishments found behind Tab H, and again thanked the employees in his area of responsibility. Chair Alder commended Vice President Mathie for his leadership and for the time he spends traveling between the two campuses to ensure that all students have the opportunity to be successful at Snow College.

Election of Board Officers

Trustee McLean made a motion to elect Theresa Alder as chair. Trustee Christensen seconded the motion, and it passed unanimously. Trustee McLean next made a motion to appoint Scott Bushnell as vice chair of the board. Trustee Christensen seconded the motion, and it passed unanimously. Trustees Alder and Bushnell graciously accepted the assignment to serve as officers of the board.

By-Laws for the Board of Trustees

Chair Alder referred the board to Tab C and briefly reviewed the proposed changes to the by-laws. She said the committee names have been aligned to match the names of the Board of Regents’ committees. She also noted the addition of a senior college administrator to assist with each committee. It was moved by Trustee Bushnell and seconded by Trustee McLean to approve the proposed changes to the Snow College Board of Trustees By-laws. The motion carried. After a short discussion, Trustee Christensen made a motion to amend the previous motion and add this sentence to Section 6.2: “In the event there is no past chair serving on the board, the chair may appoint one at-large member to serve on the Executive Committee, so as to ensure no more than six members serve on the said committee.” Trustee Kuchenmeister seconded the motion, and it passed unanimously.

Board Committee Assignments

The following board committee assignments were made, and trustees accepted the appointments.

Academic and Student Affairs Committee

Chair: Michael McLean • Members: Scott Bushnell, McCall Grajek, Leslie Keisel, Emilee Kuchenmeister

Finance and Facilities Committee

Chair: Brent Davis • Members: Theresa Alder, Doug Barton, David Christensen

In addition to the two standing committee assignments, Chair Alder asked Trustee Christensen to serve as the trustee representative on the Foundation Board, and Trustee Barton was asked to serve on the Executive Committee.

Meeting Schedule

Chair Alder reviewed the proposed meeting schedule, and Trustee Christensen made a motion to accept and approve the scheduled dates. Trustee Barton seconded the motion, and it passed unanimously.

Naming of the Administration Building – Richfield Campus

President Carlston said that some years ago there was a discussion about naming the Richfield administration building in honor of David and Verla Sorensen. The recommendation was presented to the trustees, but no action was taken. Since that time, Mr. Sorensen has passed away, and his wife has now chosen a proposed name: the David and Verla Sorensen Administration Building. President Carlston said the college has to be careful in naming buildings, and he added that he has spoken with a number of individuals who agree this seems appropriate given the Sorensens' influence and generosity to the college. Trustee Christensen, who is from Richfield and aware of the situation and community, said he thought the Sorensen honor was appropriate. Trustee McLean moved approval to name the existing Richfield Campus administration building in honor of David and Verla Sorensen, noting the specific name (i.e. order of names, use of initials, etc.) would be determined by Mrs. Sorensen. Trustee Christensen seconded the motion, and it passed unanimously.

Investment Report

Vice President Dettinger referred the trustees to Tab E and reviewed investment reports from 2015 June and July. He said the returns were much lower than in the past because Merrill-Lynch chose to no longer service governmental agencies. He said the college is working on an investment policy which will allow the college to have more control over where and how monies are invested. Vice President Dettinger said the policy would go through established processes and be presented to the board at a future meeting. After Vice President Dettinger responded to a few questions, Trustee Barton made a motion to accept and approve the investment report. Trustee McLean seconded the motion, and it carried unanimously.

President Carlston noted this was Vice President Dettinger's first meeting in his new role of vice president, and he expressed appreciation for Jake's willingness to accept the position. Trustee McLean commented on Vice President's impressive style, and Chair Alder added her appreciation as well.

MFA as a Terminal Degree

Vice President Hood provided a memo explaining the history of the Master of Fine Arts degree and said the Advancement and Tenure Committee had voted to grant terminal degree status to faculty members who have earned their MFA degree. Previously, he said, only faculty members earning a PhD, Ed.D., D Phil, and DFA were recognized as possessing terminal degrees. Vice President Hood said the college had reviewed the practices at other institutions and determined to change the policy and accept the MFA degree as a terminal degree for faculty members in the Theatre, Visual Arts, and Dance Departments. A brief discussion ensued, and Trustee Bushnell moved approval of the proposed change. Trustee McLean seconded the motion, and it passed unanimously.

Accreditation Update

Vice President Hood explained the accreditation process to the trustees and said it was time for the college's mid-cycle visit. He said two evaluators for the Northwest Commission on Colleges and Universities will be on campus in mid-October for the visit. He said he wanted to be transparent and honest with evaluators, and he thanked Beckie Hermansen for her work on the mid-cycle report. Dr. Hermansen said core themes were tied to the strategic plan in the report, and she noted it has been fascinating to see what the college has been able to accomplish in the past three years.

Foundation Board Priorities

President Carlston said Foundation Board Chair, Randy Cox, had asked President Carlston for fundraising needs, since the very significant efforts on the science building campaign have mostly stopped. Three areas highlighted are found behind Tab J, namely 1) the Science Building for additional needs with increasing construction costs, 2) the Badger Stadium/Robert Stoddard Field for renovation, and 3) a Building Futures Scholarship campaign to garner donations for student scholarships. President Carlston publically thanked the Foundation Board members for their generosity of time and resources. He said these priorities will help them be focused until a new master plan is completed and it can be determined when/if another building is to be requested. This was not an action item, and all trustees voiced their support of the priorities.

Report from the President

President Carlston began his report by thanking the trustees for their service and reiterating the invitation to attend any college event. He encouraged them to contact his office for complimentary tickets if they were interested. It was noted that major events are listed on the college's web calendar at www.snow.edu/calendar. He also expressed appreciation to the administrative team for their exceptional work and leadership.

President Carlston next shared updates on various projects, initiatives, and happenings, as noted below.

- Legislative Issues. He said the legislature has great interest in performance funding and the Board of Regents has created a matrix for determining the allotment of funds. Graduation and transfer rates will be most important to Snow College, he said. Compensation continues to be a top priority for college administrators, and he reported that the school has contacted with a company, PayScale, and created a compensation committee comprised of faculty and staff. He said there are two global objectives: to define the compensation challenges that exist (looking at median market level) and to develop a strategy to see (as much as possible) how to address employees who fall below the level.
- New Richfield Facility. Partners continue to meet to explore options for a recreational center. President Carlston said the discussions are positive, and trustees briefly talked about the impact the center would have in the community and at the college. He said this is a dynamic project and noted he will keep the trustees informed.
- Enrollment. Current enrollment numbers are a bit higher than last year, and President Carlston said this is good. He said it was two years ago that the LDS Church changed its mission age requirement, and – because they are typically eighteen month or two-year service missions - this is the first year the college will see how that significant change impacts enrollment. Trustee Barton asked how other schools are doing with enrollment, and President Carlston said most are reporting an increase in enrollment as well. President Carlston said final numbers from all institutions will be reported to the Board of Regents after the third week, and he said the release detailing the official numbers will be distributed at that time. Currently, he said the numbers look good, housing units are full, and the Academic Affairs Office is working on bottleneck classes.
- Master Planning. This was a topic of discussion during a recent Board of Trustee meeting, and President Carlston said the college plans to create a master plan for both campuses. Rick Wheeler has accepted the assignment to lead this process, and trustees were invited to participate as well. Chair Alder, Trustee Bushnell, and Trustee Christensen expressed interest in being involved.
- Science Building. President Carlston said the steering committee meets weekly with the contractor and architect to finalize the many details of the building. He said the current design looks different than the renderings created in the programming phase, and he committed to maintain the architectural character of the Noyes Building and Huntsman Library. The groundbreaking will take place on Founders Day, which is November 5, and trustees were encouraged to attend.

Meeting Adjournment

The meeting adjourned at 2:15, following a motion made by Trustee Barton and seconded by Trustee Grajek.