

**Official Minutes of the  
Snow College Board of Trustees  
April 4, 2008 Meeting \* Ephraim, Utah**

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**Members Present:** Theresa Alder, Doug Barton, Tim Blackham, Mary Greathouse, Dan Jorgensen, Jessie Pace, Jordan Snedaker, John Willmore

**Members Excused:** Eddie Cox, Tim Barney

**College Personnel Present:** Marvin Dodge, Claudia Jarrett, Marci Larsen, Shawn Lindow, Craig Mathie, Jeff Serrine, Rick Wheeler, Brad Winn, Scott Wyatt

**Others:** Jon Johnson, Bertha Lui (partial)

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**Call to Order/Welcome**

Vice Chair Theresa Alder called the meeting to order and welcomed everyone. She excused Chair Cox from the meeting, noting he was in meetings in California.

**Approval of Minutes from the Last Meeting**

Vice Chair Alder entertained a motion to approve the minutes from the February 13, 2008, meeting. Trustee Tim Blackham so moved. Trustee Jordan Snedaker seconded the motion, and it passed unanimously.

**Report from the Chair**

Vice Chair Alder commended the College for distributing an alumni newsletter via email, and a printed copy was given to everyone. She also briefly updated the group on the library progress and noted that she had attended an Audit Committee meeting in Chair Cox's absence. With that, she asked Audit Committee Chair Dan Jorgensen give a report.

**Report from the Audit Committee**

Audit Committee Chair Jorgensen reported that the Audit Committee met prior to the Board meeting and told the group that the state auditors were there to do their closing conference for the 2006 fiscal year. Chair Jorgensen said that the financial statements were in good condition, and he noted that the Audit Committee accepted the report as presented. He also reported that the auditors informed the group that they planned to postpone and combine the 2007 audit, and Chair Jorgensen told the board that the Committee did not support the decision. Chair Jorgensen also reported that Troy Caserta had shared the internal auditor's report regarding the Murray fraud case. To conclude his report, Chair Jorgensen happily reported that the Legislature funded (partially) a new internal auditor position for the College. It was noted that the administration will find the necessary money to make up the difference in funded money and needed money. Vice Chair Alder relayed the auditors' commendation of John Ruell's work and thanked him and the administration for the way they handle financial matters.

**Report from the Student Body President**

Student Body President Snedaker reported that he and his council met with President Wyatt to do an end-of-year review, and he thanked President Wyatt for supporting the students. He noted that his team decided not to charge for any activities this year, and was, therefore, a little short on funds. He concluded by thanking the Trustees for letting him serve with them and introduced Daniel Anderson,

- As reported during the Board meeting in Salt Lake, the plea for salary increases was supported by the subcommittee but not within the System. In fact, President Wyatt reported, he was told that the College needed to be more efficient with the current budget. This, he noted, began a series of administration-led discussions with employees. Increasing salaries is a top priority for the administration, and options to make that happen are still taking place.

**Honorary Degree Recipient**

President Wyatt reported that he had invited Scott and Jesselie Anderson to be the Commencement speakers, and he asked the Board to approve his desire to give both an honorary degree during the ceremony. Mr. Anderson is the president of Zions Bank, and President Wyatt noted that he and his wife have lived lives of service. The Board felt that they exemplify the Snow College mission, and Trustee Willmore made a motion to grant A. Scott and Jesselie Barlow Anderson honorary degrees. Trustee Blackham seconded the motion, and it passed unanimously.

**Early Retirement Policy**

President Wyatt reported that the College had been in contact with Tom Anderson in the Attorney General's Office and was still working on the early retirement policy. Claudia Jarrett shared data she had compiled, and the Trustees thanked her for her follow up to their request during the previous meeting. President Wyatt noted that a modified policy will work its way through the process and be presented to the board in a future meeting. He also invited anyone with specific input and/or concerns to contact him. This item was listed as an action item, but no action was taken.

**Athletic Fund-raising**

As mentioned in his report, President Wyatt asked Trustees to approve a commission-based salary for the new athletic director. The agreement, as presented, includes a 10 percent "tax" on each donation and details are spelled out in an employment agreement with the employee. The Trustees agreed to the terms, and Trustee Greathouse made a motion to accept the president's recommendation. Trustee Jorgensen seconded the motion, and it passed unanimously.

**Advancement and Tenure Recommendations**

Provost Brad Winn referred the group to Tab W and reviewed the lists of faculty members eligible for advancement and tenure. He reminded the Trustees that Snow has one of the most rigorous tenure processes, and Vice Chair Alder noted that the accreditors asked specifically about the Board's involvement in the process. President Wyatt told Trustees they could have access to any information they would like, and Dr. Winn briefly reviewed each candidate. Trustee Blackham made a motion to accept those recommended for advancement in rank (Ty Gardner to Assistant Professor, Michael Helms to Full Professor, Melanie Jenkins to Associate Professor, Brad Olsen to Associate Professor, Marcia Riddle to Assistant Professor, Brent Smith to Associate Professor, Julie Taylor to Assistant Professor, Scott Wilson to Assistant Professor). Trustee Snedaker seconded the motion, and it passed unanimously.

As for tenure recommendations, Trustee Jorgensen asked to approve each faculty member separately, given the fact that his wife was on the list, and he wanted to recuse himself from that vote. Therefore, the votes were taken individually, and the results are below.

<u>Name</u>	<u>Motion to Grant Tenure</u>	<u>Seconded</u>	<u>Vote</u>
LaMar Cook	Trustee Greathouse	Trustee Barton	All in favor
Bill Jensen	Trustee Blackham	Trustee Jorgensen	All in favor
Elaine Jorgensen	Trustee Pace	Trustee Barton	All in favor, with Trustee Jorgensen not voting

**Official Minutes of the  
Snow College Board of Trustees  
May 2, 2008 Meeting  
Richfield, Utah**

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This formal meeting was canceled. Several Trustees gathered to listen to a Statistics class presentation on recruitment/retention. Others joined the group for the graduation ceremonies in Richfield (held on May 2) and in Ephraim (held on May 3). Therefore, there were no minutes to keep. Reimbursements for travel and/or stipends were sent to Trustees, depending upon their participation of activities.

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**Official Minutes of the  
Snow College Board of Trustees  
July 29, 2008 Meeting  
Conference Call**

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**Members Present:** Theresa Alder, Tim Barney, Doug Barton, Tim Blackham, Eddie Cox (partial), Mary Greathouse, Dan Jorgensen, John Willmore

**Members Excused:** Dan Anderson, Jessie Pace

**College Personnel Present:** Marvin Dodge, Craig Mathie, Marci Larsen, Rick Wheeler (partial), Brad Winn, President Scott Wyatt

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**Welcome/Report**

Chair Cox welcomed the group and relayed his recent, poor-service experience while flying. He contrasted that with the service he received while helping his children register at Snow and commended the faculty and staff for their concern for students.

**2008-09 Proposed Budget**

Vice President Dodge referred to the budget documents sent (via email and USPS) and asked if there were any questions before beginning. Hearing none, he reviewed the narrative he had prepared and then walked through the spreadsheets included in the packet. He noted the three percent overall increase and again asked for questions. Trustee Jorgensen asked about investing with the Common Fund; Trustee Greathouse asked about the seemingly large amount in the Network account and the partnership money; and Trustee Barney asked about the distributions found in Table 2 and one-time vs. on-going capital outlay expenses. Vice President Dodge addressed each question and noted that much of the work on this year's budget was "mental gymnastics" as he worked with Spencer Hill, Snow's Budget Director, to better classify and categorize former budgets.

Chair Cox commended Marvin for a job well done, and the Trustees thanked him for his work. Vice President Dodge repeated his commitment to having an open budget and process and pledged to continue to improve the service provided by his office and staff. President Wyatt commented that Marvin's presentation was extremely more detailed than he has previously seen, and he too thanked Marv for his leadership.

After a positive discussion, Chair Cox entertained a motion to accept and approve the budget as presented. Trustee Barney so moved. Trustee Alder seconded the motion, and it passed unanimously.

**Purchase of Property Bordering Campus**

Vice President Dodge reminded the group that a message regarding the purchase of a home bordering campus had been distributed to the group earlier, and he simply asked for a formal approval of the purchase. He reviewed the history of the purchase and noted that, as outlined in the email previously sent, he had offered \$117,500 for the Jack Larson home. Trustee Blackham made a motion ratifying the actions of the administration. Trustee Greathouse seconded the motion, and it passed unanimously.

**Early Retirement Request**

President Wyatt presented the name of Barbara Couch, a nursing instructor from the Richfield campus, and recommended that she be given an early retirement from the College. Trustee Blackham made a motion to grant her request, and Trustee Barney seconded the motion. All voted in favor.

**Personnel Policies**

Claudia Jarrett presented Personnel Policy 13.2.2., Criminal Background Checks, and reported that the implementation of this policy is a mandate from the State Legislature. She explained that she has worked with Officer Bob in Public Safety and that they were to a point where they were comfortable moving ahead. Claudia noted that conducting background checks will be a significant change in Snow's hiring practices, and she thanked

the administration and Tom Anderson from the Attorney General's Office for their support. Trustee Blackham made a motion to approve the policy, noting that modifications may need to be made upon further consideration. Trustee Barney seconded the motion, and it passed unanimously. Other policies, which had not been distributed to the Trustees prior to the meeting, will be addressed at a future meeting.

**Other**

Trustee Barton asked about enrollment, and President Wyatt reported that numbers of new freshmen are up and continuing students are down a little. Overall, he reported, the weekly report shows a net increase of 72 students.

Vice President Dodge took the opportunity to report on the recent hire of David Dyches as the Human Resource Director. He noted that David is a Snow alum who has been working at an HR consulting firm. The group thanked Claudia Jarrett for joining the call (even though she is officially retired!), and President Wyatt commended Claudia for her dedication and work ethic.