



Board of Trustees Meeting Minutes June 22, 2018 • Ephraim, Utah

Trustees Attending

Scott Bushnell, Chair
David Christensen
Randy Cox
Kerry Day
Jared Devey
Leslie Keisel, Vice Chair
Erma Kaye May
Michael McLean
Rick Robinson

Trustees Absent

Karen Soper

Others Attending

Morris Haggerty, Legal Counsel

College Personnel Attending

Wayne Bushman, Internal Auditor
Gary Carlston, President
Jacob Dettinger, Finance VP
Steve Hood, Academic VP
Melanie Jenkins, Academic Assistant VP
Marci Larsen, Board Secretary
Craig Mathie, Student Success VP

Welcome and Pledge of Allegiance

Chair Bushnell called the meeting to order at 10:12 a.m. and welcomed everyone. He asked Trustee Devey to lead the group in the Pledge of Allegiance.

Approval of Minutes

Chair Bushnell entertained a motion to approve the March 23, 2018, meeting minutes. Trustee Day asked that a clarification be made in the *Internal Audit Schedule* section to specify that Trustee Robinson made the motion to approve the action item. With that minor edit, Trustee Day made a motion to accept and approve the March 23, 2018, minutes. Trustee Robinson seconded the motion, and it passed unanimously.

College Highlight

Vice President Hood shared a Music Department success by informing the trustees of Snow College students auditioning and performing with musicians from the Tonight Show. He then welcomed Chase Mitchell, Cathy Beal, and Bree Olsen from the Teaching and Technology Center (TTC). Dr. Hood shared their success, work, and growth, and each commented on their job. Anne Ford and Katie Larsen, who also work in the TTC but were unable to attend the meeting, were also acknowledged for their contributions. Mr. Mitchell thanked President Carlston and Dr. Hood for their support.

Trustee Cox thanked Chair Bushnell and President Carlston for setting up these opportunities to meet with employees. He said, "This is the Spirit of Snow." Chair Bushnell said the highlights were originally initiated to recognize employees but have ended up being a benefit to trustees as well. He encouraged trustees to visit the campuses as often as possible to meet employees.

Report from the Financial and Facilities Committee

Committee Chair Robinson said the committee had a detailed conversation about each agenda item and shared the summarized highlights with the full board.

Investment Reports: Vice President Dettinger reviewed the January, February, and March 2018 investment reports. Trustee Robinson made a motion to accept and approve the reports. Trustee May seconded the motion, and the motion passed unanimously.

Account Write-Offs: The downward trend of collected amounts was highlighted, and it was noted that the current percentage of necessary collections is lower than industry standard. Employees in the Business Office were thanked for their efforts, and Trustee Robinson made a motion to approve the administration's request to write-off \$200,343.95 for FY18. Trustee Kiesel seconded the motion, and it passed unanimously.

Updated Audit Schedule: Trustee Robinson thanked Mr. Bushman for providing an updated schedule for his audits and made a motion to approve the presented schedule. Trustee Kiesel seconded the motion, and it passed unanimously.

Presidential Travel Audit Report: Trustee Robinson said President Carlston does not travel much, and he made a motion to accept the report, which was presented to the committee by Mr. Bushman. Trustee Christensen seconded the motion, and it passed unanimously.

Investments Audit R-541 Report: Trustee Robinson made a motion to accept this investments audit, which had no findings and is a required report for the Board of Regents. Trustee Day seconded the motion, and it passed unanimously. .

Internal Audit Follow Up Plan: Mr. Bushman said this plan is a dynamic document that works through an evolving process. He said he worked with President Carlston and the vice presidents to create the plan and will now meet with the individuals assigned to each aspect of the various audits. Trustee Robison made a motion to approve the internal audit follow up plan, and Trustee Cox seconded the motion. All voted in favor.

Report from Academic and Student Affairs Committee

Committee Chair May reviewed the agenda items from the Academic and Student Affairs Committee meeting.

Advancement and Tenure Recommendation: Trustee May made a motion to approve the administration's recommendation to advance Sannali Dittli to the rank of Associate Professor. Trustee Robinson seconded the motion, and it passed unanimously.

Animals on Campus Policy: Trustee May asked Vice President Mathie to summarize this policy. He said that current trends and practices with support animals are included in the policy. Trustee May made a motion to accept and approve the policy. Trustee McLean seconded the motion, and it passed unanimously.

Richfield Housing Proposal: Vice President Mathie said the master plan piece will be addressed by Vice President Dettinger later in the agenda and noted approval of this proposal will allow the college to move forward with student housing in Richfield. He said this is a new model for Utah, but is being done all over the country. Vice President Mathie explained that a private developer, who will assume the financial risk, will build housing units on college property. Because there are no viable student housing options for Richfield, Vice President Mathie reported this addition will make a significant difference for enrollment on the Richfield Campus. Trustee May made a motion to approve publishing the RFP for the Richfield housing proposal. Trustee Christensen seconded the motion. All voted in favor.

Chair Bushnell asked President Carlston to review how policies come to the Board of Trustees. President Carlston said the sources and need for policy come from various places. He summarized the process (presented to the College Council for an initial review, sent to employees for a 30-day review, reviewed again by College Council to address comments, and then prepared for the Board of Trustees) and invited Trustees to ask questions on all policies. He said policies have been well-vetted prior to trustee consideration, and he also encouraged trustees to feel comfortable to send something back through the process if needed. He said the college wants to have the best policies as possible, and he thanked Mr. Haggerty for his assistance with policies and for being in attendance at meetings.

Enrollment and Admissions Report:

Vice President Mathie provided a current enrollment report and said typically numbers increase June 1 – September 1 as high school students taking concurrent enrollment classes are entered and other students solidify their plans. He also gave an accounting as to what has been done in follow-up to the Admissions Office audit, noting the staff have addressed changes in a very positive way. Trustee Cox asked about the population number changes in Utah and said he thinks Utah is one of only three states increasing. Chair Bushnell thanked Vice President Mathie and his team for taking the trustees' concern to heart and working diligently to increase opportunities for more students to have the Snow College experience.

Amendment to Master Plan – Richfield Campus

Vice President Dettinger reviewed the maps behind Tab R and showed where the proposed housing units would be built. This shifts future growth, he said. Chair Bushnell asked if the college felt like they would be losing the spot previously identified for a future building, and Vice President Dettinger said it would just be relocated to another part of campus. Trustee Day asked about parking needs as well. President Carlston said this master plan will 1) help the

college see the future growth and 2) protect the space for educational purposes and not other state needs. He said the amended master plan, if approved by the trustees, would also need to be presented to the Board of Regents. To conclude, he updated the trustees on the rec center project, which city officials are proposing be located on campus. He said the college is supportive, but the project has not moved forward. That project, he noted, would require a change to the master plan as well. Chair Bushnell entertained a motion to accept the amended master plan. Trustee McLean so moved. Trustee Day seconded the motion, and it carried unanimously.

Report on the Strategic Plan

President Carlston said nearly five years ago the college created a strategic plan, under the direction of a committee chaired by Melanie Jenkins and then-Finance Vice President Marvin Dodge. He noted the plan was approved by the Board of Trustees in November of 2013 and asked Melanie Jenkins to give a report on the college's progress in implementing the plan. Ms. Jenkins shared a brief history of the plan's creation and commended President Carlston and Vice President Hood, neither of whom participated in the development of the plan, for their outside perspective and commitment to the plan. She said they did not shelve the document and reviewed the provided "report card" – giving the college an "A" on the work, progress, and implementation of the strategic plan. Trustee Kiesel made a motion to accept the report on the strategic plan. Trustee Christensen seconded the motion, and it passed unanimously. Chair Bushnell commended the administration and college for affirming the plan and using it as a guiding document for decisions.

Legislative Funding Report

President Carlston recognized the blessings of the recent legislative funding and said that the funding came to be - in large part - because of this strategic plan. He said the college was prepared and knew the needs. Vice President Hood then gave a progress report on what was happening with or planned for the newly appropriated funds. Details of each appropriation category are included with the PowerPoint slides archived with the meeting minutes. Trustee Robinson made a motion to accept the legislative funding report. Trustee Kiesel seconded the motion, and it passed unanimously.

2018-19 Proposed Budget

Vice President Dettinger detailed the proposed budget and reviewed the provided budget booklet. President Carlston noted that many employees are very happy with the anticipated salary increases and added that there are, however, some compression issues. He said from the very beginning it was known that there would be challenges if the median was met, and he said some more junior employees will meet or exceed those who have been here longer. He added that the compensation committee still has some work to do on defining compression and recommending suggestions to address the challenge. Chair Bushnell said the appropriation is long overdue, and he thanked President Carlston for his leadership and work to secure the funding. Trustee Cox expressed appreciation to the legislators and state leaders for the level of state-funding (nearly 70% of the total budget). Chair Bushnell agreed and thanked President Carlston for being prepared to share the college's needs. Trustee Robinson made a motion to accept and approve the 2018-19 proposed budget. Trustee Cox seconded the motion, and it passed unanimously.

Stadium and Athletic Center Update

President Carlston shared renderings of the proposed athletic center and again expressed appreciation to the state legislators for their support of the project. He said the addition of this student fitness room will benefit all students. On a related note, he shared an update on the football program. Pima College has announced the discontinuance of their football program, he said. This, in addition to the previous announcement of Maricopa County Community College District's decision to do the same, causes the college to question the future of football and stay ahead of the issue President Carlston said. In spite of football, President Carlston reiterated that this new athletic center is a good investment for the college. He informed the trustees that in the existing structure there will be some modifications that will not affect state code. He project, he said, should be completed by fall, 2019. Trustee Day asked about expanded seating, and President Carlston said a fundraising group will address that need.

Report from the Alumni Association

Trustee Day thanked board members for supporting the alumni scholarship by purchasing cords for commencement. He said it was a successful undertaking, with approximately 10 percent of the participants buying the cords to support the scholarship fund. Trustee Day also said the alumni night at the Bees game was a success. Other items of note included expanding the alumni board, finalizing the alumni scholarship recipient, partnering with the college on events, exploring options to strengthen the alumni presence in Richfield, and announcing the Distinguished Alumni Awards for this year: Boyd Beck and Maria O'Mara. Trustee Day asked for comments, questions, and feedback and thanked the trustees again for their support. Vice President Mathie mentioned the alumni who attended and visited with parents and future students during the spring open houses and thanked Trustee Day for finding ways for alumni to connect.

Report from the Student Body Association

Trustee Devey said his leadership team held their first retreat and informed the board that he had attended a presidential summit in Washington, D.C. Chair Bushnell thanked Trustee Devey and wished him well as he begins his presidency.

Report from the Chair

Because this was the first meeting since President Carlston announced his retirement, Chair Bushnell formally acknowledged the announcement and "with heavy heart" thanked the Carlstons for their leadership. He noted their sincere dedication, love for Snow College, and kind hearts. Chair Bushnell said he will miss the association with President and Mrs. Carlston and concluded by commenting that both exemplify the Spirit of Snow by the way they live their lives. Everyone agreed with the sentiments.

Report from the President

President Carlston thanked Chair Bushnell and the trustees for their kindness. He committed to continue to work until a successor is in place. He expressed his appreciation to the trustees and his administrative team and said telling the Snow College story has been his privilege.

Executive Session

Trustee Cox motion to go into an executive session to discuss the character or professional competence of individuals and real property proposals. Trustee Kiesel seconded the motion, and by roll call vote, the motion passed unanimously.

Adjournment

Trustee Devey made a motion to adjourn the meeting at 4:37 p.m. Trustee Cox seconded the motion, and it carried unanimously.



Marci Larsen, Board Secretary

Date Approved: September 14, 2018