



Board of Trustees Meeting Minutes November 18, 2020 • Zoom

Trustees

David Christensen
Kay Christensen
Jon Cox
Randy Cox
Matt Griffin
Jeff Kahn
Leslie Keisel, Chair
Erma Kaye May
Rick Robinson, Vice Chair
Karen Soper

College Personnel

Wayne Bushman, Internal Auditor
Teri Clawson, Enroll Assistant VP
Brad Cook, President
Josh Hales, HR Director
Carson Howell, Finance VP
Melanie Jenkins, Interim Provost
Marci Larsen, Secretary to the Board
Stacey McIlff, Interim VP Tech Ed
Rob Nielson, Assistant to the President
Larry Smith, Faculty Senate President

Meagan White, Controller (partial)

Others

Morris Haggerty, Legal Counsel

Welcome

Chair Keisel called the meeting to order and welcomed everyone. She said she is grateful for the technology to be able to meet electronically and added that she hopes to be able to gather in-person soon.

Minutes from the Previous Meeting

Chair Keisel called for approval of the September 11, 2020 and October 28, 2020 minutes. Trustee Kay Christensen moved approval. Trustee Soper seconded the motion, and it carried unanimously.

Abusive Conduct Policy

Josh Hales said this policy is mandated by federal regulations and asked if there were questions. Hearing none, Chair Keisel called for a motion to approve the policy as presented. Trustee May moved approval of the *Abusive Conduct Policy*, and Trustee Kay Christensen seconded the motion. The motion carried unanimously.

Title IX Policy

Josh Hales reviewed this policy, again noting a mandate from federal regulations. Trustee Kay Christensen shared a scenario and asked how many Title IX complaints the college receives. Vice President Howell and Counselor Haggerty responded, and an informative discussion followed. Staci Taylor and Travis Walker from the Title IX Office were commended for their good work, and Josh Hales was thanked for his work on updating policies. Trustee Kay Christensen made a motion to approve the *Title IX Policy* as presented. Trustee Randy Cox seconded the motion, and it passed unanimously.

Notification of Termination Policy

Josh Hales presented the *Notification of Termination Policy* and asked if there were any questions. There were none. Trustee Kay Christensen made a motion to approve the *Notification of Termination Policy* as presented. Trustee David Christensen seconded the motion, and it passed unanimously.

Certificate of Proficiency in Communications and Certificate of Proficiency in Writing and Rhetoric

Provost Jenkins reminded board members that the *Certificate of Proficiency in Communications* was approved last year and – because of the substantive changes – it was necessary for the board to review it. The changes, she noted, are a result of student feedback and include more flexibility for students. The *Certificate of Proficiency in Writing and Rhetoric* was created to give students “the chance to improve their writing skills with a program that extends beyond general education and a certification of those skills for resumes, online employment profiles, and similar contexts.” Trustee Jon Cox asked questions about the micro-credentials and commended the faculty for being innovative. Trustee Randy Cox made a motion to approve both certificates of proficiency as presented. Trustee Jon Cox seconded the motion, and it carried unanimously.

Department Changes: Natural Resources and Biology & Education and HFST Departments

Provost Jenkins explained that small departments strain resources and make it difficult to teach and take care of the necessary

administrative work. For this reason, she recommended the Natural Resource Department and Biology Department be combined and called the Biology Department. Trustee Randy Cox so moved. Trustee Griffin seconded the motion, and it carried unanimously. For similar reasons, Provost Jenkins recommended that the Education Department and Home and Family Studies Department be combined and named the Education and Family Studies Department. Trustee Soper so moved. Trustee May seconded the motion, and it passed unanimously.

Advancement and Tenure Recommendations

Provost Jenkins reviewed the advancement and tenure process, noting that these decisions are not taken lightly by the faculty committee. She then recommended the following actions:

- Final Tenure: Greg Bosshardt (Biology), David Graham (History), Kevin Powell (Mathematics), Jed Rasmussen (Biology), Mike Salitrynski (Philosophy), Ryan Thalman (Chemistry), Jonathan Tyler (Mathematics)
- Advancement – Instructor to Assistant: Jonathan Allen (Software Engineering), Mark Andreasen (Business), Rebeckah Buckley (Allied Health), Rebecca Chappell (Allied Health), Jean Kleinhans (ESL), Kyunghwa Michaels (Foreign Language), Michael Snyder (Math), Kami Tyler (Allied Health)
- Advancement – Assistant to Associate: David Graham (History), Jonathan Tyler (Math)

Report from the Audit Committee

Vice Chair Robinson gave a brief recap of the Audit Committee meeting which was held prior to the full-board meeting and made a motion that the *Audit of the Office of Information Technology* be approved. Trustee Randy Cox seconded the motion, and it passed unanimously. Vice Chair Robinson thanked Internal Auditor Wayne Bushman for his work.

Technical Education Report

Vice President McIlff gave an update on recent technical education activities and informed the board of legislative needs. She reported that she and several faculty members are visiting various tech ed centers throughout the state and noted the college hosted UBTECH administrators last week. Vice President McIlff said she is learning a lot and faculty members are supportive of future plans. President Cook expressed his appreciation to Stacey for her positive, strong leadership.

Inclusion Plan

Provost Jenkins shared a story of Wes Moore and reminded the group that the reason we are in the business of education is to change lives. She said administration has identified goals and strategies to help close the achievement gaps and highlighted some of those in the presented inclusion plan. President thanked Melanie for her interest in and willingness to focus on this initiative and keep it in the forefront of leadership discussions and decisions.

Enrollment Report

Assistant Vice President Clawson prefaced her comments with the reminder that the world is going through a pandemic, which is impacting enrollment. She said the number of submitted admission applications is down about five percent when compared to last year and added that staff members have done a lot of outreach to try to increase numbers. Chair Keisel thanked Teri for her report and encouraged her to keep up the good work.

Finance and Administrative Services Update

Following up on the financial audit, Vice President Howell happily reported that the Controller's Office was able to submit documents earlier than the October 31 deadline and the state auditors were able to come to campus earlier than originally scheduled to conduct the audit. He also noted progress is being made on the Banner project the trustees have been involved with. He informed the group that the Richfield housing project has been slow, but noted there will be a meeting in Richfield on Monday to discuss details of the agreed upon action plan. Chair Keisel asked if this was still a private partnership, and Vice President Howell said that has changed and the proposed project would now be college project, owned by Snow College. As for budget numbers, Vice President Howell said gross tuition collection is up and final numbers will be known after the college pays out the revenue share for AOL. Given the financial hardships so many colleges across the state and country are experiencing, Vice President Howell said this increase in tuition collection is fantastic news. He also informed board members that the college is moving to a centralized budgeting approach. To conclude his report, Vice President Howell informed the trustees that the college is in the process of seeking a new company to help manage the investment funds and should have a decision – which he will report to the board – within a few days. Chair Keisel asked Vice President Howell to relay the board's appreciation to the staff who completed the audit early.

COVID Update

Rob Nielson, Assistant to the President who has been tasked with leading the college's COVID response team, gave an update on current case counts, testing details, and a scheduled "circuit breaker" to help minimize the spread of the virus. He thanked the COVID Care Team members who have done an amazing job caring for those students who become sick and need to stay at school for the duration of quarantine. Trustee May asked about testing and quarantine protocols, and Mr. Nielson said while most students choose to move home for their isolation period, the college does have living spaces available for those who need to move out of their apartments and into a secluded area. He said the COVID Care Team members take them meals, work with faculty members, offer emotional support, and even shop for those who are quarantined. They will also become certified to administer the tests, once the kits arrive. Trustee Griffin asked who will pay for tests, and Mr. Nielson said the college is responsible for all of the expenses, except for the state-provided test kits. Mr. Nielson said this is an ever-changing situation, and he thanked employees for being patient and flexible. Chair Keisel and President Cook thanked Rob for his work and leadership.

Report from the Student Body Association

Chair Keisel asked Trustee Griffin to tell the group more about his appointment as the Legislative Vice President for Utah Student Association, which he did. With excitement he said he was nominated for, competed for, and selected for the one-year position, which will be a great opportunity for him personally and for all students of Snow College. Trustees congratulated President Griffin on the appointment.

Students' reaction to the COVID-19 situation was the primary topic of discussion for President Griffin's report. He said students are feeling really good that Snow College has been consistent and kept its word for staying face-to-face during the pandemic. That decision to keep classes face-to-face is huge, he said. President Griffin informed trustees that students are not very happy about the mandatory weekly COVID testing, mainly because they see it as something else they have to worry about with already-busy schedules. He said student leaders are looking at incentives for students to get tested, and Mr. Haggerty reiterated that testing is required.

To conclude, President Griffin explained the "Campus Cup" challenge, which is sponsored by the Lt. Governor's Office to promote voter registration and awareness. He said Snow College registered more than 300 students, and he said he believes Snow College will win the statewide competition. Final results will be announced in the coming weeks, he said.

Report from the Alumni Association

Trustee Kay Christensen said the Alumni Board is planning two Homecomings for 2021 – one in spring and one in fall. He said they will recognize the previously-selected Distinguished Alumni in the upcoming months and host the Golden Badger Event next fall. The board is helping with the Reimagine Scholarship Campaign, Trustee Kay Christensen said, and he reported the \$5 million goal is within reach. He also reported that board members are working on a presentation to put on their personal social media accounts promoting Snow College. Chair Keisel thanked Trustee Christensen for his good work.

Report from the Chair

Chair Keisel noted there has been a lot of discussion about online learning and said she can't help but wonder what the college would look like if the number of students quadruple over the next few years. She stated the college life – the experience students have with professors – is what brings them to Snow, and she expressed her desire to maintain that important aspect of Snow College. She asked how staff are feeling about changes in delivery methods and requested feedback from them. Trustee Kay Christensen shared his personal perspective and said his grandchildren are very pleased with their Snow College experience. Trustee Jon Cox said he too has thought about the importance of Snow being "high touch" and shared his grandfather's story to illustrate that the offerings weren't the same for him in his situation. He encouraged fellow trustees and administration to think about all students' needs and provide all with the high-quality experience. Chair Keisel said she always leaves board meetings feeling confident about the direction of the school and thanked faculty, staff, and administration for keeping students at the core of all decisions.

Report from the President

President Cook thanked trustees for acknowledging the faculty, staff, and administration and noted the longer he is at Snow College, the more he sees the employees' dedication, concern, and goodness. He said this "Spirit of Snow" is manifested in many ways, most recently through the observation and report from the visiting accreditation team who was most complimentary. President Cook also highlighted three student successes: the recent Ethics Bowl win (where students competed with philosophy majors from two and four-year institutions), the Campus Cup win (where student officers lead an incredible effort of civic engagement and registered more students to vote than any other campus), and Opportunity Quest (where students promoted rural and economic development, presented entrepreneurial ideas and received cash awards).

On the topic of future growth, President Cook reminded board members that traditional-age students are declining in number and said the college needs to find ways to stay relevant, vibrant, and financially. He said he is committed to continue the high-touch experience Snow College is known for in all delivery styles. Trustee Randy Cox encouraged administration to fill the bricks and mortar to capacity and develop on-line offerings to stay relevant. President Cook offered to gather pertinent information (demographics, enrollment trends, cost of instruction, etc.) for trustees, and Chair Keisel asked him to do so.

To conclude his report, President Cook briefly discussed commencement and said he hopes to be able to have a formal ceremony in the spring, given the current COVID-19 environment. Trustees encouraged President Cook to pursue Gail Miller as a commencement speaker.

Motion for Executive Session

Trustee Kay Christensen made a motion to go into an executive session to discuss a strategy session for pending or reasonably imminent litigation, a topic allowed by Utah Code § 52-4-205. Trustee Griffin seconded the motion. A roll call vote was taken, and all trustees voted in favor of the closed meeting.

Adjournment

Trustee Griffin made a motion to adjourn. Trustee Kay Christensen seconded the motion, and it passed unanimously.



Marci Larsen, Board Secretary

Date Approved: January 8, 2021