



Board of Trustees Meeting Minutes October 27, 2017 • Richfield, Utah

Trustees Attending

Scott Bushnell, Chair
David Christensen
Randy Cox
Kerry Day
Leslie Keisel, Vice Chair
Erma Kaye May
Seth Robertson
Rick Robinson
Karen Soper

Trustees Absent

Michael McLean

Others Attending

Morris Haggerty, Legal Counsel
Teresa Theurer, Regent
Joyce P. Valdez, Regent

College Personnel Attending

Wayne Bushman, Internal Auditor
Gary Carlston, President
Jacob Dettinger, Finance VP
Steve Hood, Academic VP
Marci Larsen, Board Secretary
Nick Marsing, Faculty Senate President
Craig Mathie, Student Success VP
Heidi Stringham, Asst. to Pres, Richfield

Pledge of Allegiance

Chair Bushnell led the group in the Pledge of Allegiance.

Welcome

Chair Bushnell called the meeting to order at 10:05 and welcomed everyone. He extended a special welcome to Regent Theurer and Regent Valdez and expressed appreciation to Heidi Stringham and the Richfield staff for being great hosts. He also recognized that thanked Trustee Christensen for preparing and providing the blue and orange candies for meeting participants. Because there were new individuals in attendance, Chair Bushnell asked everyone to share a brief introduction.

Approval of Minutes

Chair Bushnell asked if there were any corrections or clarifications to the August 25, 2017 meeting minutes. Hearing none, Vice Chair Keisel made a motion to approve the minutes as prepared. Trustee Christensen seconded the motion, and the motion carried unanimously.

Proposed Meeting Dates

Chair Bushnell reviewed the proposed meeting schedule. Trustee Robinson moved approval of the proposed meeting dates. Trustee Soper seconded the motion, and it carried unanimously.

Tour of Campus

Meeting participants toured the Richfield Campus facilities and visited with employees throughout the tour.

College Highlight

Dr. Hood introduced the following Industrial Mechanics faculty: Alan Hart, Colton Nay, Ken Avery, Bob Hansen, and Alan Palmer. They provided a handout that summarized what they have done in the last six years and talked about the growth of their programs. Vice President Hood said this group happily welcomes students to their shops and works hard. Dean Medley commended and thanked the faculty for adjusting their programs as needed and doing a great job. Chair Bushnell thanked the group for showing the trustees their facility and doing a remarkable job. Trustee Cox suggested that every high school student in the region should have a field trip to the shops, and the faculty members welcomed the idea and added that they do host several prospective student groups.

Report from Regents

Regent Theurer explained the purpose of Resource and Review Visit and thanked Snow College for being so hospitable. She said they did not expect any surprises or concerns. Regent Valdez said she is happy to be assigned to Snow College and said how very fortunate the college is to have President Carlston as the leader.

Report from the Finance and Facilities Committee

Committee Chair Robinson asked to be excused from the meeting before it was time for the committee report, so Vice Chair Kiesel reported on the committee meeting. The following action items were addressed:

- Vice Chair Kiesel made a motion to accept and approve the July and August 2017 Investment Reports. Trustee Cox seconded the motion, and it carried unanimously.
- After a short discussion on the College Vehicle Policy, Vice Chair Kiesel made a motion to approve the policy as presented. Trustee May seconded the motion, and it carried unanimously.
- Vice Chair Kiesel made a motion to approve the Audit Committee Charter, and Trustee Christensen seconded the motion. Trustee Day suggested that the charter reference “The Office of Internal Audit” and not “Internal Audit.” Vice Chair Kiesel amended the motion to include the change. Trustee Christensen seconded the motion, and it carried unanimously.
- Vice Chair Kiesel made a motion to approve the Risk Assessment/Internal Audit Schedule as presented. Trustee May seconded the motion, and it carried unanimously.
- Vice Chair Kiesel referred the trustees to Tab R and made a motion to accept and approve Sevier Valley Center Follow Up Report. Trustee May seconded the motion. Trustee Day pointed out a typo (the need to remove the word “being”). All trustees voted in favor of the motion.
- Vice Chair Kiesel said the committee had a lengthy, good discussion about the Admissions Office Audit. She said several trustees were surprised with the findings and concerned about the flat-lined enrollment for new freshmen. Vice Chair Kiesel made a motion to accept the report. Trustee Day seconded the motion. Chair Bushnell asked if there was any more discussion. Vice President Mathie, who supervises the Admissions Office, said this is a process audit and has been very helpful. He noted it is the first “deep dive” into the admissions process and informed the trustees there now is an enrollment management strategic committee in place. He pledged to keep the trustees informed of progress. Vice Chair Kiesel amended her original motion to include approval of the audit report and a directive that the administration report back to the trustees on the plan for increasing enrollment and shortening the timeframe to notify students of their acceptance. Trustee Day seconded the amended motion, and the motion carried unanimously.
- Vice Chair Kiesel said Mr. Bushman conducted the Audit Literacy Program audit to help the program save money. She made a motion to accept and approve the audit report. Trustee Christensen seconded the motion, and it carried unanimously.

Chair Bushnell thanked Vice Chair Kiesel for the report, and he expressed appreciation to the trustees for their comments and passion for Snow College’s success.

Report from the Academic and Student Affairs Committee

Committee Chair May shared a little bit of the history of the Agriculture Mechanics and Technology program proposal (Tab U) and said it will positively impact farming families in the community. Vice President Hood said this will be a positive addition to the college’s offerings. Trustee May made a motion to approve the Agriculture Mechanics and Technology program as presented. Vice Chair Kiesel seconded the motion, and it carried unanimously. Dr. Hood noted this is the first program to be approved under the Board of Regents’ new policy that gives trustees authority to be the final vote for additional programs within the school’s mission.

Trustee May made a motion to accept the recommendation and merge the English and Philosophy Departments in name only. She noted this would be easier for book keeping. Chair Bushnell seconded the motion, and it carried unanimously.

For informational items, Committee Chair May said Dr. Sheryl Bodrero is working on the Advancement and Tenure document that was drafted by Academic Affairs, in consultation with legal counsel. She said another version will be presented to the board in the spring. She next reported on the enrollment report and said the student service staff members are working on a comprehensive enrollment management plan under the direction of Vice President Mathie. To conclude her report, Trustee May referred the board to Tab W to make them aware of the regents’ recommendations. President Carlston sadly reported that a student did take his life since the last board meeting, and he too committed to implanting the recommendations from the Board of Regents’ Mental Health Taskforce.

Report from the Alumni Association

Trustee Day expressed sympathy to the Baker family on the passing of Roger, who was a member of the Alumni Board. He also mentioned the appointment of John Stewart to the board and thanked Katrina Betz in the Advancement Office for her impressive work for Homecoming. He said it was most organized Homecoming he has experienced in recent years and congratulated Trustee Cox again for his Distinguished Alumni honor.

Report from the Student Body Association

Student Body President Robertson said the student leaders have had several successful activities, and he mentioned Homecoming and Soup Night specifically. He said he continues to work with his USHE fellow presidents on mental health issues and also continues to promote the “Snow the Love” campaign.

Report from the Chair

Chair Bushnell focused his report on the Graham Science Center dedication that was held on October 11. He told the trustees of a positive experience he had with students that day: two students, Jose and Garrett, visited with him and one came back and asked to be introduced to Mr. Graham. Chair Bushnell said he was able to help the student make that connection and added that those kinds of personal connections are what make Snow College unique. Chair Bushnell complimented Marci Larsen and the President’s Leadership Team for their event planning and kind hosting, and he said how grateful Mr. Graham was for the day’s events. Chair Bushnell concluded by saying October 11, 2017 was a touching day, full of the “Spirit of Snow,” for those who participated, and he thanked President Carlston for embodying that “Spirit of Snow.”

Report from the President

President Carlston said the “Spirit of Snow” is what the college does best. He said the faculty and staff are the heart and soul of the institution and have been serving students well for many years. Speaking of buildings, President Carlston reported that the Social Science Building ranked low on the Regents’ prioritization list and moved up a little on the State Building Board’s list. He told trustees that he has hosted various stakeholders in Ephraim to see the current facility, and he said he believes that people are seeing this is a legitimate need. President Carlston referenced Tab XYZ, and told the group that having lights and new turf has created a new football environment. He thanked President Robertson for his leadership on getting more seats for Homecoming. He said the provided renderings show the possibilities are for enhancing what is available to athletes and all students. He said some legislators are interested in helping with funding for the improvements, and he added that he has notified the Board of Regents of the desire for improvements and the interest of others. President Carlston concluded his report by expressing appreciation to his staff, the trustees, and the regents for their support.

Adjournment

Chair Bushnell reminded the group of the upcoming holiday concerts and the next meeting date and thanked everyone for serving. Trustee Soper seconded Chair Bushnell’s motion for adjournment, and the meeting adjourned at 2:45.

Note: The recording device normally used failed; the backup copy is a poor quality.