

Snow College Foundation Board Meeting

Meeting Minutes

February 14, 2018

Members in attendance: Leonard Blackham, Beverly Nielson, Roger Thompson, Jake Dettinger, Gary Carlston, Jim Tatton, Brent Thorne, Dave Parrish, Eddie Cox, Randy Cox, Mark Howard (via phone), LeAnn Stoddard (via phone), Michael Carlston (via phone)

Employees in attendance: Rosie Connor, Janie Harris

Guest in attendance: Morris Haggerty

Members not in attendance: Timothy Blackham, David Christensen, Mark Geiselmyr, Jared Eldridge, Mark Jones, Lori Nay, David Blackham, and Kay Mccliff

Call to Order: The Snow College Foundation Board meeting was held Wednesday, February 14, 2018, on the Ephraim Campus of Snow College in the Heritage Room of the Noyes Building. The meeting was called to order by acting chair Randy Cox at 12:18 PM.

Approval of minutes: *Motion was made by Eddie Cox to approve the minutes of the November 8, 2017 meeting and was seconded by Dave Parrish. The motion passed unanimously.*

Urgent Care Facility: Jim Tatton reported that he, Mark Howard, and Leonard Blackham have been communicating about their assignments regarding the Urgent Care Facility. They have also met with some of the organizations that are being approached for financial assistance. A few changes have been made regarding the partnership; Dr. Tatton stated that it may be a partnership with more than one non-profit entity. He also mentioned that it would be helpful to have someone from administration assist with the direction of the Urgent Care Facility. Randy Cox noted that it was helpful to have Dr. Steve Hood give direction in the Scholarship Committee. Jim mentioned that because this Urgent Care Facility would be working with the Allied Health programs, which would include numerous students, Dr. Hood's participation would be very beneficial in assisting in the direction of this committee.

President Carlston agreed that because the project is academic program related, having either Dr. Hood or someone in the academic area would be helpful to this committee. He also mentioned that Melanie Jenkins, Dr. Hood's associate vice president, may be the best individual to assign to this task. President Carlston also noted that Jake Dettinger should be involved in this process, especially since this would be a public-private partnership, and there are steps that need to be taken for the approval process that Mr. Dettinger can lead.

Scholarship Committee: Roger Thompson reported that the scholarship committee set a \$3.5 million goal for the campaign. Approximately \$100,000 has been raised since the previous meeting held on December 7, 2017. He stated that a student could be supported for approximately one year with a \$50,000 endowment. Rosie Connor mentioned that the minimum endowed scholarship amount is \$50,000. Roger noted that the recent First Friday article, which goes out to alumni via email, was written about the Alumni Scholarship Fund and the need for funding scholarships. A brochure has also been drafted for the fundraising effort. A brag list will also be developed to highlight outstanding students' accomplishments. Mr. Thompson stated that there will be an outreach to the six county employers for donations towards scholarship funds. Brent Thorne added that additional organizations could be

approached to determine if there is an interest for payroll deductions to raise additional funds. The next Scholarship Committee meeting will be held on April 5, 2018.

Mr. Randy Cox mentioned the importance of raising money for scholarships as this helps with overall growth of the College. President Carlston added that the overall experience at Snow College is paramount as competition is continually increasing. As tuition costs are greater at other institutions, the spending power of a smaller scholarship at Snow College is often still greater than larger scholarships at other institutions. Snow College has the responsibility of helping families see the big picture. The resources available, such as endowment funds, are making a difference in this effort.

President Carlston mentioned how the use of scholarships and tuition waivers are changing. As this is changing, the need for funding scholarships increases. Mr. Dettinger explained that a tuition waiver is a reduction in tuition costs whereas a scholarship is actual money put into the student's account. Over the past four years, waivers have increased from approximately \$87 million to \$140 million. Because of this, the state legislature is watching waivers very closely right now. The difficult question is whether students would still attend Snow College if a portion of their tuition was not waived. Cutting waivers would not necessarily be a dollar to dollar savings for the institution. President Carlston explained that tuition at Snow College is currently \$1,638 and though students may receive a tuition waiver for only \$500, they would still be supporting the College with the remaining cost of tuition, bookstore sales, student fees, and possibly housing. There may be future limitations on waivers, therefore endowment fund and scholarship fundraising is critical. Mr. Randy Cox added that raising money for scholarships is important because this money is going directly back to the College.

Mr. Dettinger stated that, by state statute, the College is not allowed to waive over ten percent of total tuition for residential students. The College has exceeded this amount due to the fact that waivers are often deferred as students serve missions and they eventually return. Mr. Randy Cox questioned whether these fundraising efforts have been marketed to the College campus or website. Ms. Connor stated that this has not been done, though the plans and strategies are being formulated by the committee. She stated that the Snow College Magazine has been very helpful in creating awareness, and more individuals are now coming to the College to set up endowments and scholarship funds, which has not been the case in the past. Increased communications are helpful in this process of fundraising for scholarships.

Social Science Building: Mr. Randy Cox reported that the Social Science Building is currently placed seventh with the Board of Regents and 15th with the Building Board. The current goal of this committee is to raise \$2 million in the next six months before the Board of Regents does its 2019 rulings. A lead sponsor is being actively identified for naming rights; this would be someone who is willing to donate \$1.5 million toward this building. The remaining \$500,000 would be raised from various sources. If this is completed by August or September, the College would be able to present the Regents with a stronger proposal in September. That could increase the chances of getting state funding for this building. Mr. Parrish added that the Social Science Building is needed on campus and that it is a worthwhile cause to continuously work for. Dr. Tatton mentioned that the current Social Science Building will be repurposed, as it has been several times, into a math building.

Finance Report: Mr. Dettinger reported that the total endowment balance is \$8.8 million; \$2 million of this amount is the quasi-endowment and \$6.8 million is scholarship endowments. Quasi-endowments are those which are designated as an endowment by the Board of Trustees. These designations can be changed by the Board as needed. As of December 31, 2017, the yield of the College's investments was 4.8% with \$115,000 in actual income and \$309,000 in unrealized gains. As of November 30, 2017, about \$500,000 was made in donations year to date with \$331,000 not set aside for endowments or

scholarships. About \$8,200 of this amount came from employee payroll deductions. As there are tighter restrictions on types of investments within the money management pool, the yields are not as great. The balance at the end of December was \$16.5 million.

The returns for the fiscal year to date were at about .53% yield with \$132,000 in actual income and about \$37,000 in unrealized loss due to reasons such as discounts on premiums on bonds. Several bonds are held in short-term corporate or agency bonds with high ratings. The PTIF rate is now at 1.61% yield and has been slightly, steadily increasing over the years. The interest is used for departmental scholarships. The liquidity percentage of the investments in 0-3 months is about 50%, 3-12 months is 21.5%, 1-3 years is 18%, and 3-5 years is 10%. The investments are now more diversified than they were previously, resulting in higher yields. *Leonard Blackham made a motion to accept the finance report, and it was seconded by Dave Parrish. The motion passed unanimously.*

Gift In-Kind Acceptance Policy: Rosie stated that the Gift In-Kind Policy, which was approved by the Board at the last meeting, was sent to the College Council and underwent a 30-day review. There were a few questions with this policy, but no changes were made. It will now go to the College Council for approval and then to the Board of Trustees. At that point, it will be enacted if approved by both.

TBSI House Demolition: Mr. Dettinger stated that the former Traditional Building Skills Institute Building is in the process of being demolished. Capital improvement funds have been requested to do so. Last fall, the State Fire Marshall completed an audit on the recycling center. This center is directly to the west of the TBSI Building. The current location of the bailer on this property is right next to a 10,000 gallon diesel tank. During the winter, the bailer is heated to keep it moving. There are currently portable heaters next to the fuel. The State Fire Marshall gave the College 15 days to move this bailer or shut down the recycling center. Ephraim City worked with Snow College to move the bailer across the yard.

Currently, the recycling center is open to the community and there is only one entrance to this location with limited space to turn around. Community members have had difficulties turning trailers around and have also bumped into College students' vehicles as well as College facilities. This entrance causes issues for potential property damage. Community members are also able to bring recyclable goods to this center when it is not staffed, which increases the risk of the College's tools and equipment being damaged.

Mr. Dettinger stated that the College is proposing to move the recycling center onto the TBSI property. The entrance would be on 300 East and the exit would be on College Avenue. This would be a drive through rather than a single entrance. There would be a shed on this property for people to sort their goods. The bailer could stay in its current location, but the west side would be fenced and it would be opened so it is in the recycling yard. This project would be funded by capital improvement funds that are being requested for the demolition of the TBSI House as well. There has been a lot of community involvement and support in the use of this recycling center. President Carlston added that the weather tower will still stay in its location on the property. He asked for the Board's support in this decision as it is an appropriate use of space for this recycling center. Landscaping would be added to make the property visually appealing. He also mentioned that the title of this property should be deeded to the College. *Jim Tatton made a motion to accept the TBSI House demolition as well as the proposed use of property, and it was seconded by Brent Thorne. The motion passed unanimously.*

Action Item: Rosie Connor and Jake Dettinger will work together on reassigning the property deed to the College from the Foundation.

Bookstore Donation: Ms. Connor discussed the inventory from the bookstore donation. These books were listed on the College surplus website last year, and the highest bid was \$5,000. At that time, the

offer was turned down. With the demolition of the TBSI House, which is where some of these books are stored, the books have had to be moved out. The books were put on the College surplus website once again recently and the highest bid was \$7,000. She proposed that the Foundation Board accept this bid for \$7,000. She stated that the College only has three years from the date of the gift to report the value of this donation to the IRS. The books will be moved at no cost to the College by the buyer. *Randy Cox made a motion to accept the \$7,000 bid, and it was seconded by Eddie Cox. The motion passed unanimously.*

Open and Public Meetings Act Training: Guest speaker Morris Haggerty, assistant Attorney General, presented a training on the Open and Public Meetings Act. This is a law passed by the Utah Legislature stating that meetings of public bodies must be open to the public. This training will be held once per year; it is given to every public body in the state. Last year, the law was amended to include any entities affiliated with a public body. Due to this amendment, the Snow College Foundation Board is now included. The Open and Public Meetings Act is based on the premise that the state, its agencies, and its political subdivisions exist to conduct the people's business and that a public body should deliberate and take action openly (Section 52-4-102).

A meeting is a convening of a public body or a specified body with a quorum present to discuss, receive public comment about, or act upon a matter over which the public body or specified body has jurisdiction or advisory power. If a subcommittee meets, as long as the subcommittee is not the quorum of the body, meetings can be held privately. When there is a quorum and decisions are being made, the meeting must be made public for anyone to attend.

A meeting must be announced at least 24 hours prior and there must be an agenda. The agenda must list the specific topics to be considered. If a topic is not listed on the agenda, it may not be voted upon. Action items should be clarified on the agenda to specify which items will be informational versus those which will be voted upon. The meetings must be posted on the Utah Public Notice website as well as in the newspaper or through local media correspondence.

Emergency meetings require giving the best notice practicable; this would be the case if a meeting must be held immediately for any reason. Closed meetings are held only if it requires discussing sensitive information according to the items listed in sections 52-4-204 and 54-2-205. A public body may only close a meeting by a two-thirds vote with a quorum present at the open meeting. The reasons for closing a meeting must be announced, and actions should not be made in a closed meeting. Knowingly violating closed meeting provisions is punishable with a Class B misdemeanor. Committee meetings can be held to discuss information if it should not be public. Electronic meetings may be held if there is an anchor location where the public can come to listen.

A recording of the meeting must be kept, as well as the official meeting minutes. The recording must be posted on the website within three days, while the meeting minutes must be posted within 30 days. The meeting minutes must be posted as a draft if they are not final when posted.

Snow College Update: President Carlston noted that the College has asked the Legislature for funding in four priority areas, including equity compensation to help Snow College bring all employees to the national median. This compensation request is for \$1,135,000. There is a great amount of support from key legislators. This is very important to the College as its success relies on the faculty and staff. There are eight higher education institutions in Utah and all of Snow College's priorities have come out with full support. Local Representative Owens, Representative Albrecht in Richfield, Senator Okerlund, and others are doing everything they can for the College. Legislators outside of the area are taking Snow College's priorities forward, and this is helping with the momentum in the Legislature.

The priorities for Snow College funding include the following: equity adjustments, student growth and capacity support, completion support, workforce support, and capital priority support. There is a \$300,000 request for the growth in concurrent enrollment, as the number of high schools participating in Snow College's concurrent enrollment program has gone from under 30 to about 59. President Carlston stated that the value of this institution is being reflected in support from the legislature. Representative Gibson has put forth a \$5 million request for the football stadium as well as fitness and wellness of athletes and all of the College's students. These funds will be utilized by all students and athletes.

President Carlston mentioned that the College is looking forward to growth in enrollment this year. The hope is to grow in tuition-paying students by about 200 students. The current enrollment of tuition-paying students is about 3,500 students on both campuses.

Adjournment: The Foundation Board meeting was adjourned at 1:57 PM. The next meeting is set for May 9, 2018, at noon.