



Board of Trustees Meeting Minutes September 14, 2018 • Richfield, Utah

Trustees Attending

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

Trustees Absent

Erma Kaye May
Karen Soper

Others Attending

Morris Haggerty, Legal Counsel
Jenna Larson, Student
James Tilson, *Sanpete Messenger*

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
Heidi Stringham, Asst to President
Bryce Warby, Accountant, Audit Intern

Welcome and Pledge of Allegiance

Chair Bushnell called the meeting to order at 10:07 a.m. and welcomed everyone. He asked Heidi Stringham to lead the group in the Pledge of Allegiance. President Carlston said due to the nature of the agenda items that were pertinent to all trustees, the decision was made to meet in Committee of the Whole rather than break into committees. Chair Bushnell thanked Trustee Christensen for the provided treat and encouraged everyone to visit Christensen's Department Store while they were in town.

Minutes from the Previous Meetings

Chair Bushnell entertained a motion to approve June 22, 2018 minutes. Trustee Day moved approval; Trustee Cox seconded the motion. The motion carried unanimously.

Investment Reports

Vice President Dettinger reviewed the June and July 2018 investment reports. Trustee Robinson made a motion to accept and approve the reports. Trustee Keisel seconded the motion, and the motion passed unanimously.

Great Basin Station Audit Report

President Carlston shared a bit of the Great Basin Station history. The primary purpose, he said, was to use the space as an educational center, and the college agreed to maintain the facilities which are owned by the United States Forest Service. President Carlston said the administration asked for an audit on the station, which Trustee Robinson approved. At the end of the calendar year, President Carlston said the college will need to determine the relationship with the Forest Service moving forward. He asked Mr. Bushman, the internal auditor, to share his report.

Mr. Bushman reported that the focus of the audit was not to make a recommendation on if the agreement should continue, but to provide information. He said the operations at the Great Basin Station have evolved but the contract did not evolve and noted there have not been addendums or adjustments. Mr. Bushman reviewed revenue detail, discussed organizational structure, and shared his findings and recommendations.

President Carlston encouraged trustees to review the management response. He noted that a committee has been formed to do an in-depth review of the station and said the administration will have a recommendation for the board to consider once all aspects have been reviewed. Trustee Cox asked what value the station adds to the college, and Trustee McLean suggested looking at what the station *can* become, not what it *has* become.

Trustee Cox made a motion to accept the report as presented. Trustee Christensen seconded the motion, and it carried unanimously.

Early Retirement Request

Vice President Dettinger reminded the trustees of the college's Early Retirement Policy that allows employees to take advantage of early retirement. He said Kerry Hansen has asked to be considered for early retirement, and the administration recommended that the request be honored. Vice President Dettinger said Dr. Hansen has served well and his request results in a cost savings to the college. Trustee Cox made a motion to approve the request as presented. Trustee Robinson seconded the motion, and all voted in favor.

Updated Audit Plan

Mr. Bushman said his audit schedule had been adjusted, due to a request from the administration and approved by Audit Committee Chair Robinson. Auditing standards state that this change needs board approval, he said, and – because it was listed as an informational, not action, item, "Updated Audit Schedule" will be included on the next agenda for trustee consideration.

Internal Audit Staffing

Mr. Bushman explained that another auditing standard says that he should work with the Audit Committee Chair on staffing issues. He said he had an opportunity to use Bryce Warby, a college accountant who is working on a master's degree, as an intern and said he has been a great asset. Jenna Larson, a student employee who is studying accounting, has also been helpful. Mr. Bushman said he is really grateful to have these two on his staff and added that having additional resources will be beneficial. Trustee Robinson said he believes Snow College is the only school left with one employee in their Internal Audit Office. Chair Bushnell thanked Mr. Bushman for his good work and creativity to address needs. He also welcomed Mr. Warby and Ms. Larson to the meeting and added that they will learn a lot from Mr. Bushman.

Summer School

Dr. Hood reviewed the history of Maymester and summer offerings. He said his office has explored options to increase summer course enrollments, examining what students really need. He said students "vote with their feet," and reported that he will now review priorities with deans. Possible paths to pursue, Dr. Hood said, are on-line offerings and increased options for high school students who want to take classes in between their junior and senior years. Trustee Keisel asked about scholarships and financial aid, and Dr. Hood said that is an important part of the solution. President Carlston again shared his "traditional base graphic" that illustrates the college's approach to maintaining the traditional student base while expanding offerings. He said Dr. Hood's work is an effort to address needs, and he thanked him for his leadership.

Open Meetings Act Training

Mr. Haggerty provided the annual Open and Public Meetings Act training, which is required every year. He reminded the trustees of the need to "do the public's business in the public's eye." He shared important information, reviewed the law, and distributed printed material with details of the Open Meeting Act. Chair Bushnell thanked Mr. Haggerty for his expertise and support.

College Highlight

Chad Avery and Michael Medley were welcomed to the meeting for recognition and lunch. Dr. Hood thanked them for their great work as they continue to build the Industrial Composites program, and Mr. Avery shared information about the program and answered questions. Trustees thanked the faculty members for their contributions and interest in student success, and they expressed appreciation to the administration for including employee recognitions during each board meeting.

At the conclusion of lunch, trustees were given a book, which President Carlston said was given to college leadership at a recent retreat. He told the trustees of the event, which was held in Fairview where Lt. Governor Cox addressed the group, and reminded the group of his personal interest in doing all that is possible to promote and develop leadership. Trustees were also given a thank you letter from Richfield City's Mayor, Dave Ogden, and a Convocation schedule.

Strategic Enrollment Management Plan/Enrollment Report/Reorganization of Admissions Office

Dr. Hood reminded the trustees that nearly a year ago a Strategic Enrollment Management (SEM) Task Force was formed to take a comprehensive look at all aspects of student enrollment. He said the college is positioning itself to be more competitive in regards to recruiting students and shared how the entire experience of enrolling students is different than it was a few, short years ago. He said the landscape has changed, and in expressing appreciation to the SEM committee, noted the success of their work and a new model will be measured at the end of next year.

Vice President Hood said the SEM plan is about more than admissions: retention and completion are an integral part of the model. He reviewed the themes and goals and said the committee has been meeting with various departments for feedback to be compiled into a blue print. He said this plan is all being driven by data and is a grass roots level for each office as well as an institutional effort. Dr. Hood emphasized this new approach is important because of current enrollment trends and numbers. He said they aren't where they should be, and said the college will analyze practices, see what tactics are working, and abandon those that aren't. Dr. Hood and President Carlston both said this change is not a criticism of the Admissions Office but a proactive response to a changing environment.

President Carlston said that in order for the plan to work and be fully implemented, the administration had shifted resources and reorganized the current Admissions Office and created an Assistant Vice President position to lead the enrollment management efforts. He shared an organizational chart of the new structure and said the goal is to have a new person in place by the end of the year. President Carlston asked trustees for their comments and questions, and a helpful discussion ensued. Chair Bushnell asked about growth projections and capacity concerns, and President Carlston said he continues to think about Trustee Cox's previous comments about providing this Snow College experience to as many students as possible. President Carlston thanked the trustees for their support.

College Capital Improvement & Development Report

President Carlston reviewed capital improvement and development processes and thanked the state legislature for funding maintenance of facilities. He said the college received more than \$2 million for improvements and expressed appreciation for that funding as well. Some projects funded with this money, President Carlston said, include the Madsen house demolition, the AC parking lot, and a new roof for the Washburn Building. For the capital development side, President Carlston reminded the trustees that the college is proposing the new Social Science Building, which is making its way through the process. President Carlston concluded this agenda item by reminding the trustees of the athletics center groundbreaking during Homecoming and a tour of the new fitness center on the Richfield Campus. With this addition, plus food services and the possibility of housing, he said Richfield is feeling more and more like a college campus.

2019 Legislative Funding Request

President Carlston reminded the trustees that last year the college received 100 percent of the request for operational and programmatic funding. He shared this year's request, noting it is quite modest and was not reduced by staff in the Commissioner's Office. He said the college has tried to establish credibility by asking for what is needed and defensible, and he expressed appreciation to the Commissioner's Office staff and legislature for their consideration.

Regents' Policy on Legislative Communications

As an update to an earlier conversation with the board, President Carlston said the commissioner and regents have worked with governor, and the executive order regarding legislative communications will be modified.

Electronic Agendas for Board of Trustees Meeting

There was a brief discussion regarding electronic agendas. Trustees enthusiastically supported the change, and the decision was made to implement the change for the November, 2018 meeting.

Report from the Alumni Association

Trustee Day said the Alumni Board is trying to expand its reach and selected another out-of-state board member. He reported the alumni scholarship recipient had been selected and said the board continues to explore opportunities with departments on both campuses. Trustee Day announced that the alumni board would have elections for new officers in January, and Chair Bushnell thanked Trustee Day for his service. He also asked Trustee Day to express appreciation to the Alumni Board from the trustees.

Report from the Student Body Association

Trustee Devey expressed some concern with the new on-line bookstore, and Trustee Robinson said he had heard of similar frustrations from students. Vice President Dettinger was asked to follow up with the situation. In current happenings, Trustee Devey reported on a recent event where nearly 50% of the student population attended, and Chair Bushnell thanked him for his leadership.

Report from the Chair

Chair Bushnell shared his experience of meeting with employees prior to the meeting and commended the Richfield employees, students, and facilities. He stated how important it is to have one college with two campuses and thanked the administration for leading the college so well. Chair Bushnell encouraged input on the presidential search and shared a story of meeting a former student while renting a car. He relayed the student's affection for Snow College and said his goal is to help every student have a similar, positive experience.

Report from the President

President Carlston shared the following informational items:

- Not much has changed with football and other school's participation. He reiterated his support of the program while recognizing there may be a time when it isn't feasible to continue to play.
- A student was involved in an unfortunate auto/pedestrian accident and is recovering at home.
- The school year is off to a good start; there's a positive energy.

To conclude his report, President Carlston shared a story of a young lady who recently rear-ended him in Salt Lake – because she was looking at this Snow College license plate and reminiscing of her time as student on campus. He said she had a wonderful Snow College story to tell, and he thanked current and former employees for caring for students and sharing the Spirit of Snow.

Executive Session

Trustee Robinson made motion to go into an executive session To discuss one of the topics allowed by the Open and Public Meetings Act (Section 52 – 4-104) for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals, pending or reasonably imminent litigation, and/or the possible sale of real property. 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 2:55 p.m. Trustee Cox seconded the motion, and it carried unanimously.



Marci Larsen, Board Secretary

Date Approved: November 9, 2018