



## Board of Trustees Meeting Minutes June 28, 2019 • Ephraim, Utah

---

### **Trustees**

Scott Bushnell, Chair  
David Christensen  
Randy Cox  
Leslie Keisel, Vice Chair  
Erma Kaye May  
Michael McLean  
Rick Robinson  
Ben Scheffner

### **College Personnel**

Jonathan Bodrero, Faculty Senate  
Wayne Bushman, Internal Auditor  
Teri Clawson, Enroll Assistant VP  
Brad Cook, President  
Jen Cook, First Lady  
Jacob Dettinger, Finance VP  
Josh Hales, HR Director  
Beckie Hermansen, IR Director  
Steve Hood, Academic VP  
Melanie Jenkins, Academic Assistant VP

Marci Larsen, Board Secretary  
Craig Mathie, Student Success VP  
Jason Springer, Acad Advising Director  
Heidi Stringham, Asst. to Pres, Richfield  
Meagan White, Controller

### **Others**

Collin Overton, Sanpete Messenger  
Morris Haggerty, Legal Counsel  
Blaine Hansen, Legal Counsel Law Clerk

---

### **Welcome and Pledge of Allegiance**

Chair Bushnell called the meeting to order and asked Trustee McLean to lead the group in the pledge of allegiance.

### **Minutes from the Previous Meeting**

Chair Bushnell entertained a motion to approve the minutes from the March 15, 2019 and April 16, 2019 meetings. Trustee Cox so moved. Trustee May seconded the motion, and it passed unanimously.

### **College Highlight and Recognition**

Dr. Hood introduced David Allred and Don Saltzman and recognized their work with the new general education foundations course. They shared a presentation, and trustees commended them for their collaborative, creative work.

Because this was the last meeting of several in attendance, President Cook took the opportunity to also recognize Craig Mathie, Trustee McLean, and Chair Bushnell. The group expressed appreciation for Vice President Mathie's decades of service to public and higher education, and Trustee McLean and Chair Bushnell's dedicated service was noted. A small gift of appreciation was presented to each honoree.

### **Proposed 2019-2020 Institutional Budget**

Vice President Dettinger reviewed the budget narrative provided in the prepared material (archived with the meeting minutes) and highlighted categories that will be funded with the new \$2.1 million in the general fund. Trustee Robinson made a motion to approve the proposed 2020 budget as presented by Vice President Dettinger. Trustee Cox seconded the motion, and it passed unanimously.

### **Committees of the Board of Trustees**

Chair Bushnell said the USHE auditor suggested having an Audit Committee separate from the Finance and Facilities Committee for the Board of Trustees. Wayne Bushman, Snow's internal auditor, said he likes this idea because it gives him the ability to discuss sensitive issues in a private setting and still be transparent. Trustee Robinson made a motion to add an Audit Committee to the subcommittee of the Board of Trustees and amend the by-laws of the board. Vice Chair Kiesel seconded the motion, and it passed unanimously. This action item will be added to the next Board of Trustees' agenda.

### **Report from the Finance and Facilities/Audit Committee**

Committee Chair Robinson reported on the Finance and Facilities Committee meeting by making a motion to approve the presented account write-offs, the Music Department Audit, and the Cash Handling Audit. He thanked staff in the Business Office and Internal Auditor for their good work. Trustee Cox made a motion to second the motion, and it passed unanimously. Trustee Robinson also informed the trustees that Mr. Bushman had updated the group on the 2019 Audit Plan.

### **Report from the Academic and Student Affairs Committee**

Committee Chair May chaired the committee meeting and made the following motions to the full board: She moved approval of the certificate of proficiency in Communications. The motion was seconded by Trustee Scheffner and passed unanimously. She

moved approval of the birth and adoption policy (seconded by Trustee Cox) and the death benefit policy (seconded by Trustee McLean), and all motions carried unanimously

As an information item, Dr. Hood updated the trustees on program possibilities, on-line courses, and competency based learning opportunities. Vice President Mathie introduced Jason Springer who will serve as interim Vice President, and Assistant Vice President Clawson gave a brief enrollment report and shared her team's tactics to try to increase yield. Vice President Mathie said as the college celebrates the 20<sup>th</sup> Anniversary of the two campus merge, the need for student housing in Richfield is more evident as ever. He said the working group will continue to pursue opportunities there.

#### Update on Accreditation Preparation

Vice President Hood gave a brief overview of the accreditation process and cycle and welcomed Dr. Beckie Hermansen to share an update on preparation efforts currently underway. Dr. Hermansen said the college is on target for the upcoming visit and provided a significant amount of data the trustees can use as reference material.

#### Report from the Student Body President

Chair Bushnell welcomed President Scheffner to the meeting in his official new capacity. Trustee Scheffner said he hopes to increase unity among clubs, focus on mental health, and improve retention rates this year. Chair Bushnell thanked Trustee Scheffner for making retention and personal connections a top priority.

#### Report from the Chair

For his final report, Chair Bushnell expressed appreciation "to every president, every professor, and every student who has been a part of Snow" and challenged each person in attendance to think about how they can do their part to make sure all students receive the "personal, absolute finest educational experience" at Snow College. He sincerely and emotionally shared his gratitude for the opportunity to serve on the board and asked that his deep personal appreciation for past and present administrations, with a special thanks to board secretary Marci Larsen, be noted. President Cook again thanked Chair Bushnell for his years of service, and the group joined in showing their appreciation with several nice comments and a round of applause.

#### Report from the President

Because this was the first Board of Trustees meeting of President Cook's tenure, he and his wife, Jen, took the opportunity to more formally introduce themselves to the board and express their appreciation. President Cook said thirty-five years ago he felt something on campus as a student, and he said it's an honor to be back in this capacity. His wife, Jen, expressed their thanks for the welcome they have received. She said her career has been with K-12 and added this experience at the college is a privilege. The Cooks said they view this assignment as a partnership, and President Cook spent the remaining time of his report sharing his vision for the college.

President Cook informed the trustees that in honor of the 131<sup>st</sup> anniversary of the college, he has dedicated his first 131 days in office to a listening tour. He said he has been meeting with legislators, regents, trustees, community members, employees, and students, and he shared his desire to listen and learn in an open, collaborative way. He provided preliminary results of the employee survey and passionately declared the importance of providing an affordable, accessible, relevant, personal, high-quality education to traditional students and non-traditional students. He shared his philosophy of expanding the moral mission, reiterated the need to deepen and sustain the two-year, face-to-face, residential, personalized, high-touch experience, and explained the need to diversify offerings via on-line, partnerships, and flexible scheduling. President Cook declared a need to forecast and strategize on growth, and he asked trustees for feedback. Trustees responded positively and thanked President Cook for his energy and vision.

#### Adjournment

Vice Chair Kiesel made a motion to adjourn. Trustee May seconded the motion, and – with a unanimous vote – the meeting adjourned at 3:17 pm.



Marci Larsen, Board Secretary