



Board of Trustees Meeting Minutes
March 18 2020 • Ephraim, Utah

Trustees

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

College Personnel

Wayne Bushman, Internal Auditor
Teri Clawson, Enroll Assistant VP
Brad Cook, President
Josh Hales, HR Director
Steve Hood, Provost
Carson Howell, Finance VP
Melanie Jenkins, Academic Assoc Provost
Marci Larsen, Board Secretary
Derrin Owens, Econ Dev Dir
Larry Smith, Faculty Senate President

Heidi Stringham, Richfield Exec Dir
Meagan White, Controller (partial)

Others
None

Welcome and Pledge of Allegiance

Given the current COVID-19 situation, this meeting was held virtually. Everyone connected via Zoom, and the decision was made to forgo committee meetings and stay together as a Committee of the Whole.

Minutes from the Previous Meeting

Chair Keisel called for approval of the January 10, 2020 minutes. Trustee Robinson moved, and Trustee David Christensen seconded the motion. The motion carried unanimously.

Auxiliary Services Policy

President Cook introduced Rob Nielson to the group, and he reviewed this new policy that will shape and direct the work of the newly-created Auxiliary Services Department. Trustee Rick Robinson made a motion to approve the policy as presented. Trustee David Christensen seconded the motion, and it passed unanimously.

Great Basin Station Lease

This item was tabled.

Early Retirement

Josh Hales reviewed the early retirements proposals for Chase Mitchell and Dennis Faatz. Upon the recommendation of the administration, Trustee Robinson made a motion to approve the requests. Trustee Soper seconded the motion, and it carried unanimously.

Accessibility Policy

Carson Howell reviewed this policy and noted that federal law mandates all coursework material be compliant with ADA requirements. He said there was some concern about the amount of time this would take for faculty, but added the policy is still being recommended by the College Council. Trustee Kay Christensen made a motion to accept the policy and have it fully implemented by Fall 2021. The motion was seconded by Trustee Kahn, and all voted in favor.

Interim Policy Policy

Carson Howell said this policy is patterned after Weber State's document and is essentially a policy to create emergency policies if needed. Trustee Kay Christensen made a motion to approve the policy, with a caveat that the college administration keep the trustees informed when the policy is being used. Trustee David Christensen seconded the motion, and it carried unanimously.

Personnel System Policy

Details of the policy were reviewed. Trustee Soper made a motion to adopt and approve the policy as presented. Trustee May seconded the policy, and it carried unanimously.

Extra and Overload Policy

Legal counsel, Morris Haggerty, said policies such as this one are now coming together, compliments to the work of the Human

Resource Office, and Carson Howell recommended approval. Chair Keisel noted the amount of work that goes into policy creation and/or modification before reaching the board, and she thanked those involved in the process. Trustee Jon Cox moved approval of the Extra and Overload Assignment Policy, and Trustee Kay Christensen seconded the motion. All voted in favor.

Rank Advancement

Steve Hood reviewed the list of faculty members eligible for rank advancement and asked the trustees to also consider one additional candidate, Alex Peterson. He said the subcommittee decided that Dr. Hood should share any concerns with the group. With that direction from the board, he said all faculty members but one, Renee Faatz, had received unanimous support from the faculty Advancement and Tenure Committee. He said there were some concerns with her approach with students and reported that the committee thought about it for one week before deciding they wanted to recommend advancement. Chair Keisel asked about the advancement and tenure process, which Dr. Hood outlined. Trustee Kahn said he wanted to see an action plan for Ms. Faatz before approving her advancement. Trustee Kay Christensen made a motion to approve the following faculty members for rank advancement: Cindy Alder (Math) – Assistant to Associate; LaFaun Barnhurst (Business) – Associate to Professor; Kent Bean (English) – Associate to Professor; Tracie Bradley (HFST) – Associate to Professor; English Brooks (English) Assistant to Associate; Lindsay Chaney (Biology) – Assistant to Associate; Alan Christensen (Business) – Instructor to Assistant; Jill Christensen (Nursing) – Instructor to Assistant; Trent Fawcett (Math) - Instructor to Assistant; Melanie Jenkins (English) – Associate to Professor; Heidi Johnson (Biology) – Assistant to Associate; Katie Justesen (Home and Family Studies) – Instructor to Assistant; Vikki Masters (Home and Family Studies) – Instructor to Assistant; Lauren Matthews (English) – Instructor to Assistant; Andrew Nogasky (Theater) – Assistant to Associate; Diane Ogden (ESL) – Associate to Professor; Alan Palmer (Industrial Tech.) – Associate to Professor; Dmitri Peskov (Dance) – Assistant to Associate; Alex Peterson (ESL) – Assistant to Associate; Dennis Schugk (Criminal Justice/Social Work) – Assistant to Associate; Anita Slusser (English) – Instructor to Assistant; Garth Sorenson (Engineering) – Associate to Professor; Jacob Thomas (English) – Instructor to Assistant. Trustee Kahn seconded the motion, and it passed unanimously.

Candidates for Graduation

Dr. Hood said this list included those students who have applied for graduation. He said the Registrar's Office will certify the graduating class prior to awarding diplomas. Trustee Soper made a motion to approve the candidates for graduation as they complete the requirements. Trustee Scheffner seconded the motion, and all voted in favor.

Library Copyright Policy

Dr. Hood said the Academic Affairs Office is updating policies and noted this is a new policy. Trustee Soper moved approval of the proposed policy, and Trustee Scheffner seconded the motion. It passed unanimously.

Workload Policy

Dr. Hood explained that this policy was amended to compliment the new advancement and tenure document. Trustee Soper made a motion to accept and approve the policy. Trustee May seconded the motion, and it carried unanimously.

Course Fee Policy

Dr. Hood said the legislature wanted the system to look at individual course fees and added that this resulted in a policy. President Cook said this is a positive move for the college and noted it will add a level of accountability and allow everyone to see fund balances. He said this policy created a lot of discussion among employees. Trustee Kay Christensen moved approval of the Course Fee Policy. Trustee Scheffner seconded the motion, and all voted in favor.

R401 – Industrial Mechanics

Dr. Hood explained that the proposed changes would streamline the program and make it more in line with industry needs. Trustee Soper moved approval of changes on the Industrial Mechanics R401. Trustee Kay Christensen seconded the motion, and it passed unanimously.

R401 – Innovative Livestock

Dr. Hood said this program is on hold, pending USHE review.

Software Engineering

Dr. Hood said the changes requested in this program came at the recommendation of the advisory committee and will incorporate a current foundation course as part of general education. Trustee Soper made a motion to approve the changes. Trustee Scheffner seconded the motion; all voted in favor.

Commercial Music Program

Dr. Hood reviewed the proposed curriculum changes. Trustee Kahn talked about the Music Department advisory board and invited everyone to participate in the golf tournament. He also complimented the music and theatre students and faculty for their performance of *Joseph and the Amazing Technicolor Dreamcoat*. President Cook thanked Trustee Kahn, who saw a need and put together a terrific board. Trustee Kahn made a motion to approve the proposed curriculum changes for the Commercial Music program. Trustee Soper seconded the motion, and it passed unanimously.

Associate of Pre-Engineering (APE) Degree Changes

The changes to this program, Dr. Hood explained, will reduce the number of credits and work better for articulation. Trustee Soper moved approval of the APE changes. Trustee May seconded the motion. All voted in favor.

Music Accreditation Report

Dr. Hood said this was a very positive review that needed to be reported to the board. He said reviewers were amazed at the placement of Snow College students and impressed with the highly-engaged faculty. The report recommended additional personnel (one faculty member and a staff member to take care of music assets rather than using student workers) and suggested additional practice rooms. The trustees asked the administration to share their thanks and commendations to the Music Department faculty for the good work they do.

Truth in Tuition/Tuition Setting

President Cook said the tuition hearing was well-advertised and had a good group of participants. He thanked Dr. Howell and President Scheffner for their leadership during this process and proposed a 2.25% increase, which students supported. Trustee Kay Christensen confirmed the effective date of Fall Semester 2020 and made a motion to approve the 2.25% tuition increase. It was noted there is no proposed fee increase. Trustee Soper seconded the motion, and it passed unanimously.

Commencement Speakers/Honorary Degree

President Cook said commencement will likely be postponed or canceled given the COVID-19 crisis. He recommended that Kristen Cox be approved as the commencement speaker for Ephraim and that she and Francis Gibson both be given honorary degrees. He reminded the group that they had already approved Alan Hall to be the speaker and honored guest in Richfield. Trustee David Christensen made a motion to accept the recommendation and proceed as planned. Trustee Robinson seconded the motion, and it carried unanimously.

Report from the Audit Committee

Committee Chair Robinson said the Audit Committee met prior to the full board meeting, and he moved approval of the Presidential Travel Audit Report, the Motor Vehicle Report, and the Audit Schedule. Trustee David Christensen seconded the motion, and it passed unanimously. Trustee Robinson also referenced the annual Audit Committee report, which was submitted to the State Board of Regents' Audit Committee. He thanked Wayne Bushman for his work and noted the compliments the state had about him as well.

Report from the Chair

Chair Keisel thanked the board for their efforts to join the meeting electronically and checked on Trustee Jon Cox and Trustee Randy Cox, both of whom were impacted by the morning earthquake in Salt Lake. She also asked for an update on the college's response to the recent statewide announcements regarding the Coronavirus.

President Cook said the college had created an Emergency Operations Center (EOC) and was impressed to see how colleagues have helped each other. He said Provost Hood and Associate Provost Jenkins have been terrific in helping the faculty quickly transition to on-line learning. He said it has been stressful for faculty and students, and he and Dr. Hood said their focus was on student learning. Larry Smith, Faculty Senate President, echoed President Cook's and Dr. Hood's comments saying the abrupt ending to the semester was sad and stressful and said faculty and students are making the most of a bad situation. Chair Keisel commented on a late-night call from the leadership team when sending a college-wide message to – in essence – cancel face-to-face classes for the rest of the year, and she thanked Dr. Hood and Marci Larsen for long hours and immense efforts in the difficult situation. She also expressed her confidence in Wayne Bushman and Carson Howell for the work they are doing.

Legislative Report

President Cook said this was a very good year for education generally during the legislative session. He thanked Representative Derrin Owens, Representative Carl Albrecht, and Senator Ralph Okerlund, along with other key legislators, for advocating for the college. He said the college will move ahead with key initiatives and online strategies. Trustee Kay Christensen asked about the

changed governance structure for higher education, and President Cook explained the new model of one combined board for USHE schools and technical colleges. He said there would not be any changes to the Board of Trustees.

Student Body President Report

President Scheffner said this is definitely not how he planned to end his time at Snow College, and he thanked the college administration for the manner in which they're handling the Coronavirus situation. He said students do not want to leave campus and mentioned the concerns the city has with census collection and the departure of students. He reported that Matt Griffin will be the student body president next year, and he expressed his appreciation for the honor to serve with the trustees. Chair Keisel thanked Ben for his dedication, professionalism, and leadership. Several others also offered their appreciation and wished Ben well as he continues his studies.

Alumni Association President Report

Trustee Kay Christensen said the alumni board is working on family scholarship fundraising and is interested in supporting the Mormon Heritage Festival with board members.

President's Report

President Cook recognized the good work of so many over the past few days. He said that after this crisis, everyone will better understand the capacity within. He gave special thanks to Derek Walk, Staci Taylor, and Marci Larsen for their roles within the EOC. He commented on how quickly things have been moving, the need to keep up on questions, and the necessity of putting systems in place that can be responsive and flexible. President Cook concluded by sharing the organization chart of the entire EOC team and expressing his gratitude for what colleagues have accomplished with the demands of the COVID-19 situation.

Strategic Planning Session

At the conclusion of the business meeting, the trustees engaged in a lengthy, vision-based discussion with Carson Howell and Stacey McIlff, co-chairs of the Strategic Planning Task Force, and members of the cabinet. The feedback received will be incorporated into the plan.



Marci Larsen, Board Secretary

Date Approved: June 26, 2020