



A meeting of the
Snow College
Board of Trustees

To be held
Wednesday, February 16, 2011
Committee Meetings at 1:00 p.m.
Public Meeting at 2:00 p.m.

In the
Noyes Building
Ephraim, Utah

This packet includes the agenda for the next meeting and minutes from the last meeting.
If you desire special accommodations in order to participate in this meeting,
please contact the Office of the President at (435) 283-7010.



Agenda for the Board of Trustees

Wednesday, February 16, 2011 * 2:00 p.m.
Lorenzo & Erastus Snow Conference Room
Noyes Building

- ✓1. Welcome (3 minutes)..... Eddie Cox
- ✓2. Action Item: Approval of Minutes – Tab M (2 minutes)..... Eddie Cox
- ✓3. Action Item: Commencement Speaker (5 minutes).....Scott Wyatt
② Michael Lovett, ③ Spenser Eckert, ④ Mike Turkey
- ✓4. Bachelor Degree in Music (5 minutes)Scott Wyatt
music education, commencement music.
- ✓5. Action Item: Academic Program Reviews – Tab Mc (15 minutes)..... Gary Smith
- ✓6. Action Item: Mormon Pioneer Heritage Institute – Tab N (10 minutes)..... Gary Smith
- ✓7. Action Item: Accreditation Update – Tab O (15 minutes)..... Gary Smith
 - a. Mission
 - b. Core Themes
- ✓8. Academic Program Update (5 minutes) Gary Smith
- ✓9. Action Item: Business Office Policies – Tab P (10 minutes)Marvin Dodge
 - a. Policy 13.5.11, Gifts and Awards (and Supporting Documents)
 - b. Policy 9.22, Environmental Impact
 - c. Policy 13.5.6, Travel Policy
- ✓10. Advancement Office Policies – Tab Q (10 minutes).....Rosie Connor
 - a. Donor Recognition Policy
 - b. Gift Acceptance Policy
 - c. Forms
 - i. Gift Transmittal Form
 - ii. Cash Receipts Log
 - iii. Fundraising Activity Proposal Form
 - iv. Student Fundraising Activity Proposal Form
 - v. New Endowment Agreement Form
 - vi. Request for Authorization to Submit a Grant
 - vii. Gift-in-Kind Form
- ✓11. Action Item: Foundation Board Membership (10 minutes).....Rosie Connor
- ✓12. Personnel Policies – Tab R (10 minutes) David Dyches
 - a. Policy 13.3.6, Sick Leave
 - b. Policy 13.3.9, Vacation Leave
 - c. Policy 13.1.2, EEO
 - d. Policy 13.2.17, Overtime
 - e. Policy 13.3.1, Funeral Leave
 - f. Policy 13.3.7, Sick Conversion
 - g. Policy 13.2.5, Reduction in Force

- ✓ 13. Action Item: Audit Committee Report and Charter – Tab S (5 minutes)..... Dan Jorgensen
- ✓ 14. Action Item: State Audit Report (10 minutes)..... Dan Jorgensen
- ✓ 15. Report from the Chair (5 minutes) Eddie Cox
- ✓ 16. Report from the Student Body President (5 minutes)..... Tucker Smith
- 17. Report from the President and Legislative Update (15 minutes)..... Scott Wyatt
- ✓ 18. Future Board of Trustee Agenda Items (10 minutes)..... Scott Wyatt
- 19. College Highlight: Lucy Phillips Building Tour *policies
ideas/issues*

*Audit
take + address seriously*

State Coburn

*North Sapsucker High
Triangle Grow. Request*

*We are trying to put us still at bridge
something out of nothing.*

*Prach works.
Advisors*

Legislature Budget.

70% cut.

*note to restore 90% if funding available
& find it more funding.*



Minutes for the Board of Trustees

Friday, October 8, 2010 * 12:30 p.m.

*Trustees: Theresa Alder, Tim Barney, Doug Barton, Eddie Cox, Mary Greathouse,
Jessie Pace, Holly Penrod, Tucker Smith, John Willmore
College Personnel: Marvin Dodge, Craig Mathie, Ted Olson, Gary Smith, Scott Wyatt
Secretary to the Board: Marci Larsen*

Welcome

Chair Cox called the meeting to order and welcomed everyone. A special welcome was extended to Dr. Gary Smith, newly-hired Academic Affairs Vice President.

Approval of Minutes

Chair Cox entertained a motion to accept and approve the minutes from the July 22, 2010, meeting. Trustee Willmore made the motion; Vice Chair Alder seconded it, and the motion passed unanimously.

Proposed Names for Buildings

President Wyatt reminded the group of the College's long-standing relationship with the Horne Family. He reported he had recently visited with Greg Horne while in Arizona and had been told of an unfulfilled promise made to the Hornes years ago. He relayed the history of the situation and asked the Trustees to consider granting approval to name the Activity Center the Horne Activity Center (and called the HAC), as previously agreed upon by the Horne Family and College officials. Trustee Greathouse so moved; Trustee Barton seconded the motion, and it passed unanimously.

President Wyatt thanked the Trustees and mentioned once a formal name for the facility in Richfield has been chosen by the Sorensens, he will present the proposal to the Board. He will do the same, he said, if a donor for the TBSI House is secured.

Campus Master Plan

Vice President Dodge provided copies of the newly-updated master plan for the Ephraim Campus. While there aren't significant changes to the master plan, VP Dodge did point out additions since the last master plan (including the old Ephraim Elementary School, the TBSI House, and the Ephraim Canyon property) and noted future buildings as well. The focus of this master plan update, he reminded the Trustees, has been on housing. And, that, he said lead to his next agenda item. Before entertaining a motion on this agenda item, Chair Cox asked if there were questions. Trustee Greathouse asked for an update on the possible land swap with the LDS Church, which was discussed in a previous meeting. VP Dodge said the swap would not take place. Faculty Association President Ted Olson noticed the Ephraim Co-op on the master plan and said he has heard concerns with the historical preservation of the building. A brief discussion ensued, and President Wyatt provided copies of the College's proposal to City officials regarding the Co-op. Hearing no more discussion, Chair Cox asked for a motion on the "Campus Master Plan" action item. Trustee Willmore made a motion to accept and approve the master plan as presented. Vice Chair Alder seconded the motion and it passed unanimously.

Proposed Bonding for New Student Dormitory

As noted, a new student dormitory has been the focus of the campus master plan efforts. VP Dodge proposed the College move forward with the project and secure a revenue bond for construction. He explained the College will use the rent from the facility to pay back the bond and said \$15 million was the maximum bond amount he'd feel comfortable with at this time. He said he would work with the Attorney General's Office, a financial advisor, and the Legislature to get the best possible rate. The necessary timeline – which will be closely watched – would have students in the new dorm in August, 2012, VP Dodge said. VP Dodge said the next step, if the Trustees grant permission to seek the revenue bond, would be a presentation to the State Building Board, with design work taking place during the winter months. Construction would begin in the spring of 2011, and VP Dodge said he anticipated a fourteen month project.

Chair Cox asked if there were questions. Trustee Greathouse asked about the design of the new housing, and VP Dodge said the administration and architects had done a great deal of research and found this style has been helpful in student success and retention rates. Vice Chair Alder asked about parking, to which VP Dodge said he was working on details with City officials. Hearing no other comments, Trustee Barton made a motion to approve the College's request to seek a revenue bond for a new student dormitory. Trustee Pace seconded the motion, and it passed unanimously.

Bad Debt Account Write-Offs

Vice President Marvin Dodge shared the timeline the College uses for writing-off bad debt (see document provided) and noted the following three points: 1) the used "finders" program tags individual social security numbers and intercepts tax returns to satisfy unpaid state debts; 2) approximately 30% of the original estimated bad debts written off are ultimately collected; and 3) the bad debt will be written-off for accounting purposes after the Board of Trustee discussion/approval.

A listing of individual names for FY10 was provided, and Vice President Dodge asked if there were questions. Hearing none, Vice Chair Alder made a motion to approve the report as given and authorize the College to write-off the proposed bad debt. Trustee Barney seconded the motion, and it passed unanimously.

Report from the Chair

Chair Cox thanked the administration for their work and specifically mentioned how much he enjoys and appreciates receiving the Badger Buzz e-newsletter. He also congratulated Trustee Barton and his family for their Distinguished Alumni award from the College. To conclude, he mentioned he had met with the Board Chairs from all of the other schools and noted plans to continue meeting as a group.

Report from the Student Body President

President Tucker Smith gave an update on his three goals to the group. First, in his efforts to promote the service and leadership transcript, he said information is given to each student involved in a committee and registered for a service-learning class. Secondly, to increase awareness of the SBOs, President Smith told the Trustees of a new texting service which has increased attendance at many events. The third goal, to leave one tangible difference, is a work in progress. President Smith is doing a trial run to see what will work and attract students. President Smith also told the group he had been invited to participate in a world youth leadership conference in Russia. Tucker was commended for his strong leadership and thanked for the time and energy he spends in behalf of all students.

Report from the Audit Committee

Vice President Dodge reported Matt Dixon, Snow's Internal Auditor, had recently passed away. He mentioned what a loss this was for the College and said he will eventually begin the process to hire a new internal auditor. There were no audit findings or activities to report on at this time.

Report from the President

President Wyatt gave a brief report on enrollment, which – overall – looks flat. In looking closer at the numbers, President Wyatt said post high school enrollments are up significantly, and he noted a concern for the decreased high school enrollments. Trustee Pace said she too is concerned with the changes in high school graduation requirements, which limit students' electives and opportunity to enroll in college classes. President Wyatt said he has visited with this Cabinet about the concern and plans to research state-wide trends and options.

For the remainder of his report, President Wyatt turned the time to Dr. Gary Smith, the newly-hired Vice President for Academic Affairs. President Wyatt again told the group how pleased he is with Dr. Smith and asked him to introduce himself and share his vision for Academic Affairs at Snow. Dr. Smith did as he was asked and first told of his work history and then provided a document that outlined his top sixteen projects and initiatives for 2011. (The document is filed with the archived minutes of this meeting.) Dr. Smith said he

and his wife, Barb, are thrilled to be at Snow and expressed appreciation for the “unconditionally warm welcome” they have received.

College Highlight/Adjournment

The meeting was declared adjourned as most of the group left to attend the kick-off event for the TBSI project.