



Board of Trustees Meeting Minutes June 27, 2014

Individuals in Attendance

Trustees: Theresa Alder, Doug Barton, Regan Bolli, Scott Bushnell, Brent Davis, Chris Jenkins, Leslie Keisel, Michael McLean, Jeff Olson
College Personnel: Phil Allred (partial), Gary Carlston, Spencer Hill, Steve Hood, Marci Larsen (recording secretary), Craig Mathie

Welcome

Chair Alder welcomed the group and called the meeting to order.

Meeting Minutes

Chair Alder entertained a motion to approve the meeting minutes from March 17, 2014, April 8, 2014, and April 11, 2014. Trustee Bolli so moved. Trustee Davis seconded the motion, and it passed unanimously.

Amend the Agenda

Chair Alder asked if there was any objection to postponing Agenda Item #7, Strategic Plan Final Report. She said President Carlston would like to better distribute the report to employees before final action is taken. There were no objections to the request, and President Carlston expressed appreciation to the board for waiting. He said he would like to communicate directly with more individuals on campus and noted he did not want to cause people to be alarmed. He emphasized the importance of communicating directly what the intent of this final report is. He said he intends to keep fidelity with the plan, work to implement the plan, and communicate effectively to be sure the plan is understood. He reminded the board that the task force is comprised of college-wide representation who had many, many meetings with various groups. He again thanked the committee members for their work and reminded the Trustees that they had approved the goals and themes of the strategic plan during their November meeting. President Carlston mentioned that most of the top quintile priorities in the strategic plan are included in the proposed 2014-15 budget and committed to moving the college forward, as recommended in the approved plan. Trustee Olson expressed appreciation to President Carlston for his desire to clearly communicate the plan before the board takes action.

Executive Committee/Committees of the Board

Chair Alder opened the discussion of having an executive committee for the board and referred the trustees to the provided by-laws which outline the details of establishing such a committee. She said the chair and vice chair serve on the committee and asked for nominations for other members to serve. Trustee Bolli nominated Doug Barton as a member of the executive committee, and Trustee Keisel nominated Brent Davis to be a member of the executive committee. There were no objections to the nominations, and all voted in favor of the recommendations.

Chair Alder said Trustee Jorgensen has expressed a desire to no longer chair the audit committee. She said the college is entering a phase when someone is needed to serve in that capacity. She asked Trustee Davis, who has been serving as vice chair of the audit committee, to assume the chairmanship. Trustee Bolli volunteered to serve as vice chair of the audit committee, noting his involvement with the board may be limited in the future. All agreed with these assignments.

2014-15 Budget

Vice President Hill referred the trustees to Tab J and reviewed a one page summary of budget highlights. He said throughout the budget book, he has tried to communicate optimism because, he said, there is a lot to be optimistic about. President Carlston reviewed the complex issue of compensation (including starting salaries, compression, market value, etc.) and said the college will surround itself with good data and work to address major compensation holes. Trustee Olson said he thinks the college has the best faculty talent and noted he is passionate about faculty salaries. He asked if the budgeting used during the PPQ process created a use-or-lose mentality, and Vice President Hill said all departments received their three year average and could explain if there was a reason money hadn't been spent in that time frame. He said he felt comfortable with the way the funds were allocated and said there had been very few concerns surface from employees. Trustee Barton asked if the proposed three percent increase is comparative with what other schools are

doing, and President Carlston said it was as good as (or better) than what others were doing. Hearing no more questions, Trustee Davis made a motion to approve and adopt the 2014-2015 budget as presented. Trustee Barton seconded the motion, and it passed unanimously.

Employee Compensation

President Carlston spent some time talking with the trustees about employee compensation. He reviewed the memo he recently distributed to employees (Tab K) and informed the board of the process used to distribute the salary increase this year. As explained, the first 1.25 percent was given to all employees as a COLA. The other 1.75 percent, he said, had to be based on merit. He briefly discussed the four criteria used (past performance, equity adjustments, compression, and workload) and then reviewed the other sources of compensation funding including the engineering initiative, mission based funding – STEM, healthcare, etc., and organizational changes. President Carlston said he does not want to do things arbitrarily and wants to be as open as possible. He said he has committed to faculty and staff that compensation will be a priority, adding that pay for employees should not be average but should be above average to match the caliber of faculty and staff. Chair Alder thanked President Carlston for his consideration of this important issue.

Conflict of Interest Policy

President Carlston said the Board of Regents recently adopted a conflict of interest policy, which mandates a similar policy for Boards of Trustees. He briefly reviewed the provided document (Tab L) and asked those who haven't completed the associated disclosure form to do so today. Hearing no objection or discussion, Trustee Bolli made a motion to adopt the policy as presented. Trustee Keisel seconded the motion, and it passed unanimously.

Advancement and Tenure Recommendations

Dr. Hood reviewed the thorough process of advancement and tenure at the college and discussed each of the eligible faculty members. He made the following recommendations:

- ***Recommended for Tenure:*** Madeline Johnson Lebaron, Music Department; Nick Marsing, Psychology Department; Brian Newbold, Engineering Department
- ***Recommended for Advancement:*** Cindy Alder, Assistant Professor - Mathematics Department; Malynda Bjerregaard, Assistant Professor - Communications Department; Gary Chidester, Associate Professor - Communications Department; Ron Dalley, Assistant Professor - Mathematics Department; Bill Jensen, Associate Professor -Spanish/Modern Languages Department; Heidi Johnson, Assistant Professor -Biology Department; Sharon Kilmer, Associate Professor - English as a Second Language Department; Kenyon Platt, Associate Professor - Mathematics Department; Kevin Sorensen, Professor - Biology Department; Greg Wright Associate Professor - English Department/Philosophy Program

Trustee Davis made a motion to approve the recommendations. Trustee Bolli seconded the motion, and it passed unanimously. Trustee Alder commented on the high caliber of Snow's faculty members, and several trustees shared positive experiences they (or students they know) have had at the college.

IT Policies

Vice President Hill introduced Phil Allred to the group as the college's new Chief Information Officer. One of the first assignments given to Phil since his arrival in August, Vice President Hill said, was to create information security policies. Mr. Allred said he researched similar policies within the state system and presented three documents to the trustees for consideration: The Information Security Incident Response Rule, Policy 12.1: Institutional Data Management Policy, and Policy 12.4: Information Security Policy. All three documents were unanimously approved, with Trustee Davis making the motion to approve and Trustee Keisel seconding the motion. President Carlston reiterated the college's commitment to safety and security at all levels and thanked Mr. Allred for his work.

Review for Business, Music, Theatre, Dance, & Art

Pursuant to policy, Dr. Hood presented program reviews for the business, music, theatre, dance, and art programs. He told the trustees of the detailed process, noting each academic program cycles through a five-year review which includes both external and internal reviewers. He shared highlights of each program and answered questions from the board. Trustee McLean generously offered to help with the theatre program (using his professional contacts in the field) if it would be beneficial, and Dr. Hood thanked him and committed to research possibilities. President Carlston also mentioned that based on further review, the dance program would not be getting a new position as recommended in the

strategic plan. Hearing no more questions or concerns, Trustee McLean made a motion to accept the reviews as presented. Trustee Keisel seconded the motion, and it passed unanimously.

Proposal for General Education Certificate

Dr. Hood shared the general education certificate proposal and explained the purpose behind it. He said it will be helpful in accomplishing the state's "2020 goal" of increased degrees. He said the certificate would transport with students, and Vice President Mathie added it helps the college be competitive as more schools are adding stacked credentials. Dr. Hood mentioned some faculty are worried this will take away from the mission of being a two-year school, but the majority of the faculty are supportive with the General Education Committee being eager to move ahead with the proposal. Trustee Bolli made a motion to approve the proposed certificate. Trustee McLean seconded the motion, and it passed unanimously.

Report from the Student Body President

President Jenkins had nothing to report. Vice President Mathie said the student leaders have held several retreats, with another planned for July, and said the student officers have fall semester activities planned. He thanked President Jenkins for making the trustee meeting a priority in his busy, student schedule.

Report from the Chair

Chair Alder reported on a meeting she had with the chairs of other institutional boards and said some are worried about the state's 2020 goal, given the LDS mission age change. She said she may have questions, from the group of board chairs, for the trustees to consider during the next board meeting.

Report from the President

President Carlston expressed sincere appreciation to the trustees for their support and then shared several updates with the board.

- He first reported on enrollment by saying numbers are looking really good for next year. The result, he said, is classes and housing units are filling up quickly. Chair Alder asked about hiring adjuncts and providing housing for married students, and President Carlston said the college is responding as efficiently and effectively as possible.
- He mentioned some recent changes in personnel and reminded the trustees that the college is being supportive of people and their decisions. He said most employees are leaving on good terms, and he expressed appreciation to all employees for their dedicated service. He specifically mentioned his leadership team and thanked them publically for their work. He invited the trustees to give suggestions and input on personnel - and all - issues.
- He said efforts for the 2015 legislative session have begun. He mentioned three areas he wants to focus on: employee success, student success, and the science building. With the potential construction project, he said the college has devised a plan and will take a three-prong approach (political, fundraising, and programming/planning) to try to generate support. He said the college sought, and received, approval to self-fund the programming stage. President Carlston said he has received support from legislators, state employees, and donors, and he expressed thanks for their advocacy.

College Highlight: Tour of Institutional Residence

President Carlston invited the trustees to tour the institutional residence. He said it is a great family home and wondered how the board would like to see the home utilized for college purposes. He reported that President Wyatt suggested he and Janet wait to move in so that some much-needed remodeling and updating could be completed, and he again emphasized his desire to get input and then determine how to best use the house for the college. Trustee McLean made a passionate argument that the house be "modern, classy, and cool" because it symbolizes and speaks to the quality of the college as guests are entertained there. Several trustees agreed. The meeting was adjourned so the trustees could tour the institutional residence.