



## Board of Trustees Meeting Minutes January 30, 2019 • Ephraim, Utah

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### **Trustees Attending**

Scott Bushnell, Chair  
David Christensen  
Randy Cox  
Kerry Day  
Jared Devey  
Rick Robinson  
Karen Soper

### **Trustees Absent**

Leslie Keisel, Vice Chair  
Erma Kaye May  
Michael McLean

### **Others Attending**

Morris Haggerty, Legal Counsel

### **College Personnel Attending**

Wayne Bushman, Internal Auditor  
Gary Carlston, President  
Teri Clawson, Enrollment Assistant VP  
Jacob Dettinger, Finance VP  
Josh Hales, HR Director  
Steve Hood, Academic VP  
Melanie Jenkins, Academic Assistant VP  
Marci Larsen, Board Secretary  
Craig Mathie, Student Success VP

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

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

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

Chair Bushnell entertained a motion to approve the November 9, 2018; December 7, 2018; and December 21, 2018 meeting minutes. Trustee Soper so moved. Trustee Christensen seconded the motion, and it passed unanimously.

### **College Highlight and Recognition**

Chair Bushnell shared an emotional note of appreciation from the parents of a student who recently passed away. He said, "This – students – is what Snow College is all about." He thanked those who have helped to remember Melissa and supported the family. President Carlston said he thinks this practice of recognizing students and employees is an important part of the trustee meetings.

Vice President Dettinger introduced Josh Hales, Bonnie Edwards, Delvonie Kidder, Becky Welsh, and Jan Tiatia (from the Human Resources and Payroll Offices) and thanked them for their work. They were commended for their commitment to our people and for their friendly, accommodating approach to their work.

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

Committee Chair Robinson reported on the Finance and Facilities Committee meeting by taking the following action:

- He made a motion to approve the master plan, which includes three updates: the purchased property south of the library, the new athletics center currently under construction, and the changed location of the community development center in Richfield. The motion was seconded by Trustee Cox and carried unanimously.
- He made a motion to approve the investment reports for October 2018, November 2018, and December 2018. Trustee Soper seconded the motion, and it passed unanimously.
- He commended Wayne Bushman for his good work, who said he plans to add some tools for efficiencies as he continues to do audits, and he moved approval of the updated 2019 Proposed Audit Schedule. The motion was seconded by Trustee Christensen and carried unanimously.
- He moved approval of the Annual Audit Report, which summarizes the 2018 activity, and thanked Mr. Bushman again. Trustee Christensen seconded the motion, and it carried unanimously.
- He then turned the time to Wayne Bushman to review the Human Resources Audit, the Motor Vehicles Certification Letter, and the Discretionary Funds Certification Letter. After the report, Committee Chair Robinson made a motion to accept and approve the reports. Trustee Cox seconded the motion, and it passed unanimously.

Committee Chair Robinson asked Mr. Bushman to give an update on the admissions audit, which he did. He said the turn-around time for responding to admissions applications has improved. He also noted there are other areas where the Admissions Office has remediated items raised in the audit. He shared a case study and encouraged continued efforts – including a communications plan – in recruitment. Chair Bushnell invited Teri Clawson, newly-hired Assistant Vice President for Enrollment Management, to share her thoughts on what the college can do to increase enrollment. She shared a few ideas, and President Carlston added that the right people are in the right roles to see some changes. Chair Bushnell thanked Trustee Cox for his passion and reiterated the need to increase enrollment numbers.

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

Trustee Kerry Day chaired the committee meeting in Trustee May's absence. He made the following motions:

- He moved approval of the advancement and tenure list (details below), which was seconded by Trustee Soper and carried unanimously:
  - Final tenure status given to Michael Huff, David Fullmer, Matthew Gowans, and Milinda Weeks on receiving final tenure.
  - Advanced in Rank to Assistant Professor: Kade Parry
  - Advanced in Rank to Associate Professor: Sannali Dittli, Michael Huff, David Fullmer, Matthew Gowans, Greg Bosshardt, Trent Bean, Diane Hill, Mike Salitrynski, Nate Caplin, Ryan Thalman, Jed Rasmussen, Kellyanne Ure
  - Advanced in Rank to Professor: Brad Taggart, Brent Smith
- He moved approval of the Certificate of Completion and two Certificates of Proficiency in Construction Management. This motion was seconded by Trustee Devey and carried unanimously.
- He moved approval of the Social Media Policy. Trustee Soper seconded the motion, and it passed unanimously.

Trustee Day informed the trustees that the college had decided to terminate the Great Basin Station lease agreement with the Forest Service. He reminded the board of the internal audit on the facility and said a college committee had met multiple times and determined this was the best course of action. Trustee Day also said Assistant Vice President Clawson, Vice President Mathie, and Dr. Beckie Hermansen had given reports on enrollment, Snow Promise, and the 2020 accreditation visit, respectively.

#### **Update on Football Program**

President Carlston reviewed the recent happenings with football. He welcomed Coach Andrew Mitchell and Athletic Director Rob Nielson to the meeting and expressed appreciation to Coach Mitchell for being willing to stay and lead the football program. He also thanked Rob Nielson for his leadership throughout this process. Coach Mitchell said his coaching staff is currently recruiting "under developed or over-looked kids with a blue collar mentality" and will do their best to bring in students who can represent the school well. President Carlston said football is a pathway to academic success for student athletes, and he commended Coach Mitchell for his leadership and vision. Mr. Nielson updated the trustees on the possibility of joining the Kansas Jayhawk League and shared the benefits that would be associated with that change. Chair Bushnell thanked both gentlemen for their attendance and determined efforts to provide a positive experience for football players and the general student body.

#### **Report from the Alumni Association**

Trustee Day said Kay Christensen will be the Alumni Association President, effective July 1. He said the Alumni Board now has nearly 15 members and expressed appreciation to fellow trustees for the recommendations. He said the association continues to support activities both on and off campus, and he invited trustees to attend the Snow College night at the Bees game on June 22.

#### **Report from the Student Body Association**

President Devey said nominations for the Lorenzo Snow Awards Night are underway, and that the Elections Committee is meeting regularly now. He expressed his appreciation for the opportunity to serve as student body president and said it seems surreal that his year of service is about to end.

#### **Report from the Chair**

Chair Bushnell said he had the chance to go and listen to the college's presentation during College Week at one of his high schools, and he said it was fun to see blue and orange Badger Pride in their schools. He added his appreciation for the work so many at the college do and commented on the opportunity he had to visit a few classrooms before the meeting today. In a nutshell, he reported that he is proud to be associated with Snow College.

#### **Report from the President**

Due to time constraints, President Carlston quickly touched on the following items:

- He asked for permission to pursue commencement speakers, and the trustees authorized him to extend invitations for both campuses.
- He provided a 2019 legislative brochure to each trustee and briefly highlighted requests for this year.
- He reported that employees had generously reallocated nearly \$800,000 of their carry-forward department balances to meet the budget shortfall and invest in marketing and recruiting. He said this combined action is a significant compliment to the employees at Snow College, and he expressed heartfelt appreciation to those who saw the need and joined in the solution.
- He expressed his appreciation to the faculty, staff, and trustees for their commitment to Snow College. He said whatever Snow College is, it is because of its people. He said the Spirit of Snow is alive – as evidenced by the budget reallocation.

**Adjournment**

The meeting was adjourned at 2:40.

  
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Marci Larsen, Board Secretary

Date Approved: March 15, 2019

