



Board of Trustees Meeting Minutes September 20, 2019 • Richfield, Utah

Trustees

Kay Christensen
Jon 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 (partial)
Brad Cook, President
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
Jason Springer, Int. Student Affairs VP

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

Others

Diane Christensen, Guest
Morris Haggerty, Legal Counsel
Malcom Nash, Sevier County Econ Dev
David Ogden, Richfield City Mayor

Welcome and Pledge of Allegiance

Vice Chair Keisel called the meeting to order and led the group in the pledge of allegiance. Because there were new trustees in the room, she asked everyone to give a brief introduction.

Oath of Office

Morris Haggerty led Kay Christensen, Jon Cox, Jeff Kahn, and Ben Scheffner in the official Oath of Office. All present trustees also completed an updated Conflict of Interest form.

Minutes from the Previous Meeting

Vice Chair Keisel called for approval of the June 2019 minutes. Trustee May so moved, and Trustee Robinson seconded the motion. The motion carried unanimously.

Election of Board Officers

Marci Larsen, Board Secretary, gave a report on submitted nominations for board officers. Trustee May made a motion elect Leslie Keisel as chair of the board and Rick Robinson as vice chair of the board. Trustee Jon Cox seconded the motion, and it passed unanimously.

Board of Trustees' By-Laws

Chair Keisel asked for a motion to approve the modified by-laws for the Board of Trustees. Trustee Soper so moved. Trustee Robinson seconded the motion, which carried unanimously.

Appointment to Board Committees

Chair Keisel gave a brief overview of the committee assignments and asked trustees to share which committee assignment was of most interest to them. She then made the following appointments:

Academic and Student Affairs Committee: Karen Soper (Chair), Jeff Kahn, Jon Cox, Erma Kaye May, Ben Scheffner

Finance and Facilities Committee: Randy Cox (Chair), Kay Christensen, David Christensen

Audit Committee: Rick Robinson (Chair), Jon Cox, Randy Cox, Leslie Keisel

Proposed Schedule 2020

Trustee May made a motion to adopt the proposed meeting schedule. Trustee Jon Cox seconded the motion, and all voted in favor. The meeting schedule will be posted on-line to comply with the state's open meeting laws.

Great Basin Station Lease

President Cook asked the trustees to reconsider the decision to discontinue the Great Basin Station lease with the Forest Service. He said he was asked to go see the facility, and he told trustees he was impressed with the facility. He reported that several key factors (a paved road for access, the Forest Service's desire to work with the college, and changed usage

requirements) have changed since the recent decision, and he added that numerous on-campus group reported to him that they would like to use the space but also wanted to see a working business plan. The committee who recommended discontinuing the lease earlier this year was agreeable to having a group look into the financial viability of the station if there was a business plan. Trustee Kay Christensen made a motion to support the president's request to do a feasibility study that at least breaks even. Trustee Kahn seconded the motion, and all voted in favor.

Report from the Finance and Facilities/Audit Committee

Committee Chair Robinson reported on the Finance and Facilities Committee meeting by making motions to approve the following items:

- Ratifying the Executive Committee's decision to approve the college's request to refinance the callable maturities of the student fee and housing system revenue bond. Trustee Kay Christensen seconded the motion, and it carried unanimously.
- The February – July 2019 Investment Reports and associated activity. Trustee Kahn seconded the motion, and it passed unanimously.
- The Residence Life audit report, which Wayne Bushman briefly reviewed with the entire board noting the need to fill more beds and more accurately report the impact housing staff compensation has on financial aid. Trustee Jon Cox seconded the motion, and all voted in favor.
- The Audit Schedule/Consulting Engagement Agreement that guides Mr. Bushman's work and allows him to assist with the auxiliary services' policy development. Trustee Christensen seconded the motion, and it carried unanimously.
- The Institutional Business Email Communication policy, which ensures the college collects and maintains all business communications using the enterprise email system. Trustee Soper seconded the motion, and all voted in favor.
- The Hiring, Promotions, and Transfers Policy, which establishes policy, procedures, and guidelines that will promote fairness and rigor around decisions to hire, transfer, and promote employees and provide opportunities for upward mobility for current employees who are qualified for higher-level positions. Trustee May seconded the motion, and it carried unanimously.

Report from the Academic and Student Affairs Committee

Committee Chair May chaired the Academic and Student Affairs Committee meeting and asked administrators to assist with the report. Dr. Hood reviewed the changes in the advancement and tenure document and summarized the program review process. Trustee May made a motion to accept the clarification changes on the advancement and tenure policy and to approve the Agricultural Department and Allied Health/Nursing Program reviews. Trustee Kahn seconded the motion, and it carried unanimously. Trustee May acknowledged the amount of work that has gone into the program reviews and thanked the involved faculty members for their thoroughness. As an informational item, Dr. Hood said Beckie Hermansen shared accreditation materials she has compiled to prepare for the 2020 accreditation visit. Jason Springer was also asked to give an update on students' mental health and the Richfield housing project.

Strategic Enrollment Management Update

Teri Clawson joined the meeting via phone and reviewed the initiatives and tactics her office has taken to increase yield. She said her office will continue their efforts to recruit and retain students and added that the Strategic Enrollment Management (SEM) plan would be reviewed and strengthened.

Report from the Student Body President

President Scheffner said the year is off to a great start. He reported that mental health issues are a top priority and noted he meets with Wellness Center often to assess needs. Another reported priority for his team is being genuine in their invitations to events. With prior permission, he said the student leaders are making class announcements, and students seem to be responding positively to this personal touch. President Scheffner said student leaders from both campuses continue to work together, and he said they hope to periodically attend each other's events. Chair Keisel noted the recent student/pedestrian accident and asked about crosswalk safety. President Scheffner and President Cook said several student clubs led an awareness campaign, and President Cook said the administration is looking at traffic options and improved cross walks.

Report from the Alumni Association

Trustee Kay Christensen reported that the Alumni Association Board is now completely organized and ready to work. He said

they were heavily involved in Homecoming and are looking to raise money of scholarships, particularly family scholarships in the six-county area.

Report from the Chair

Chair Keisel said she is excited to be reappointed to the board and continue her service as a trustee. She invited feedback and help as she begins this assignment of board chair and said that while she feels inadequate for the position, she is strengthened by others around her.

Report from the President

President Cook thanked Chair Keisel and Vice Chair Robinson for their willingness to lead the Board of Trustees and said it will be a great era in Snow College's history. He then introduced two new cabinet members: Rob Nielson, who will add the newly created Auxiliary Services unit to his portfolio, and Josh Hales, the Human Resource Director who is an ex officio member of the cabinet.

President Cook said a top priority of his administration is effective communication that flows both ways and creates trust. He wants to foster an environment of openness and wellbeing, he said. To this end, he told the trustees that the listening tour continues and noted he has spent time in Logan all the way to St. George meeting with alumni, business owners, stakeholders, and others. Now that school is in session, he said he is focusing on campus groups, wanting to hear what others have to say so he can make the most informed decisions.

As far as legislative funding for the new building, President Cook reviewed the process and said he was frustrated with the scoring criteria, especially given the condition (cesspool and sewer challenges) with the current Home and Family Studies Building. He said he will continue to make the college's case for funding, but acknowledged the ranking list is very disappointing news.

Enrollment, President Cook said, is constantly on his mind. He explained that the college's service region isn't growing and added that rates of college-aged students in Utah are declining. He clearly declared that growth matters and affirmed the college must take control of its future by being more innovative and creative in its offerings. He said higher education is dealing with a different learner, who wants more flexible options, and he reiterated his commitment to 1) meet the needs of students, 2) explore offerings for CBE and on-line, and 3) provide accessible, affordable education for rural communities. He reviewed the upcoming legislative budget request, which includes postponing some other needs to seek funding for these new initiatives, with the trustees and answered questions they had. He said the future is bright and concluded by sharing a question he asks others: "How do we remain faithful to the past and faithful to the future, realizing these are not mutually exclusive propositions?" Chair Keisel complimented President Cook for his drive and ability to articulate his vision.

Executive Session

Trustee Robinson motion for executive session to discuss the character, professional competence, or physical or mental health of an individual. The motion was seconded by Trustee Jon Cox, and a roll call vote was taken. All voted in favor of the motion.



Marci Larsen, Board Secretary

Approved: January 10, 2020

