



SNOW COLLEGE

BOARD OF TRUSTEES MEETING AGENDA NOYES BUILDING • EPHRAIM, UTAH FRIDAY, JANUARY 10, 2020

10:00 – 10:15 AM COMMITTEE OF THE WHOLE

Location: Founder’s Hall

1. Welcome Leslie Keisel, Chair of the Board
2. Pledge of AllegianceBy Invitation

ACTION:

1. Minutes from the Previous Meetings (Tab A)Chair Keisel

10:15 – 11:00 AM MEETINGS OF THE BOARD COMMITTEES

FINANCE AND FACILITIES COMMITTEE

Trustee Randy Cox, Chair

Location: Founder’s Hall

ACTION:

1. Investment Reports (Tab B)Carson Howell, Finance & Admin Services Vice President
2. Performance Evaluation Policy (Tab C)Dr. Howell
3. Nepotism Policy (Tab D)Dr. Howell
4. Restrictions on Relationships Policy (Tab E)Dr. Howell

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Trustee Karen Soper, Chair

Location: Lorenzo & Erastus Snow Conference Room

ACTION:

1. Advancement & Tenure Recommendations (Tab F) Steve Hood, Provost
2. R401: Diesel and Heavy Duty Mechanics Technology (Tab G) Dr. Hood
3. R401: Automotive Technology (Tab H) Dr. Hood

INFORMATION:

1. Academic Affairs Update Dr. Hood
2. Student Affairs Update Dr. Hood
3. Richfield Housing Project Update Rob Nielson, Assistant to President

11:00 AM– 11:45 AM LUNCH & COLLEGE HIGHLIGHT: STAFF MEMBER OF THE SEMESTER FINALISTS

Location: Founders Hall

11:45 AM – 1:00 PM COMMITTEE OF THE WHOLE

Location: Founder’s Hall

ACTION:

1. Commencement Speakers and Honorary Degree Recipients Brad Cook, President
2. Report from the Finance and Facilities Committee Trustee Cox
3. Report from the Academic and Student Affairs CommitteeTrustee Soper
4. Report from the Audit Committee..... Trustee Robinson
 - a. Action Items
 - i. Internal Audit Letter- R541 Investment Reports (Tab I)
 - ii. Board of Trustees Audit Committee Charter (Tab J)
 - iii. Internal Audit Charter (Tab K)
 - b. Informational Items
 - i. Preliminary Audit Schedule 2020 (Tab L)

INFORMATION:

1. Accreditation Update (Tab M) Dr. Hood
2. Report from the Student Body Association Ben Scheffner, Student Body President
3. Report from the Alumni Association..... Kay Christensen, Alumni Association President
4. Report from the Chair..... Chair Keisel
5. Report from the PresidentPresident Cook

1:00 – 1:30 PM EXECUTIVE SESSION (IF NEEDED)

Location: Founder’s Hall

Closed Meeting may be held to discuss any one of the matters allowed by Utah Code § 52-4-205, including: (1) discussion of the character, professional competence, or physical or mental health of an individual; (2) strategy sessions to discuss pending or reasonably imminent litigation; (3) strategy sessions to discuss the purchase, exchange, lease, or sale of real property, including water rights or shares; (4) discussion regarding deployment of security personnel, devices, or systems; or (5) investigative proceedings regarding allegations of criminal misconduct.

CALENDAR ITEMS:

January 24	USHE Safety Forum (U of U)
February 14	Higher Ed Day on the Hill & Regular Board Meeting (Salt Lake City) *This may change, depending on system-wide plan
March 18	Board of Trustees Meeting (Ephraim)
May 1	Commencement Ceremony (Richfield)
May 2	Commencement Ceremony (Ephraim)
June 26	Board of Trustees Meeting (Richfield)

Projected times for the various meetings are estimates only. The Board Chair retains the right to take action at any time. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the board secretary (435-283-7013 or /marci.larsen@snow.edu), at least three working days prior to the meeting.



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 Kiesel 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 Kiesel 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

Pending Approval: January 10, 2020



Board of Trustees Meeting Minutes November 6, 2019 • Ephraim, Utah

Trustees

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

College Personnel

Brad Cook, President
Carlie Fowles, Accountant (partial)
Steve Hood, Provost
Carson Howell, Finance VP
Marci Larsen, Board Secretary

Welcome

Chair Keisel called the meeting to order and thanked everyone for making time to meet via phone.

Non-Capital Asset Policy

Dr. Hood reviewed the history of the policy and shared some of the frustrations employees had with this "unfunded mandate." He said the College Council's vote to approve the policy was not unanimous, but added the implementation of the policy is long overdue. Chair Keisel said there is a responsibility to take care of state property and noted it will take work. She expressed her confidence in the policy content and called for a motion to approve the proposed policy. Trustee Kay Christensen so moved and Trustee Kahn seconded the motion. The motion passed unanimously. Trustee Kahn asked about liquidating state property, and the process was explained.

President Cook shared context of needing to approve this policy now to comply with the state audit and gave a brief update on that project. He said meeting the deadlines was a daunting task that didn't seem possible with the current team. He reported that he pushed the team, added a project manager to lead the group, and said it looks like the deadline will be met.

Naming Badger Stadium

President Cook welcomed Rick Wheeler to the meeting and thanked him for his good work in the Advancement Office. Mr. Wheeler told how he found Terry and Nancy Foote and shared a little of their story with the board. Terry, he said, played football at Snow and had a successful real estate business. He and his wife, Nancy, have created a charitable remainder trust that will fund scholarships for students in need. To recognize them, President Cook asked that the Badger Stadium bear the Foote name. Trustee Robinson so moved. Trustee Soper seconded the motion, and it passed unanimously. President Cook said the athletic compound will now include the Terry Foote Stadium, the Robert Stoddard Field, the Horne Activity Center, and the Eric and Chandra Bergeson Athletic Center. The announcement of the Foote's donation and name on the stadium will be made during President Cook's inauguration on November 7, 2019.

Scholarship Capital Campaign

President Cook said he has met with the Foundation Board and expressed a desire to increase the amount of need-based student scholarships. He said he wanted to announce a scholarship capital campaign during the inauguration and asked the trustees for input on what the goal should be. The trustees had a short conversation, and Trustee Kay Christensen made a motion to approve the launch of a one-year, \$5 million scholarship campaign, focusing on need-based scholarships. Trustee Kahn seconded the motion, and all voted in favor. President Cook agreed with the trustees' goal and committed to get to work.

Adjournment

Trustee Scheffner made a motion to adjourn. The motion was seconded by Trustee Soper, and the meeting adjourned.


Marci Larsen, Board Secretary



Funds Invested Separately
Current Market Value
August 31, 2019

<u>Stock Name</u>	<u>Total Shares</u>	<u>Original Source</u>	<u>Investment Date</u>	<u>Current Market Price</u>	<u>Current Market Value</u>
AT&T	1,976	Gift	-	\$ 35.26	\$ 69,673.76
				Total Current Market Value	\$ 69,673.76

To the best of my knowledge, the investment activities of Snow College, comply in every respect with the State Money Management Act, the Rules of the State Money Management Council, and the policies of the State Board of Regents.


Carson Howell
VP of Finance and Administration

Monthly Investment Performance Report

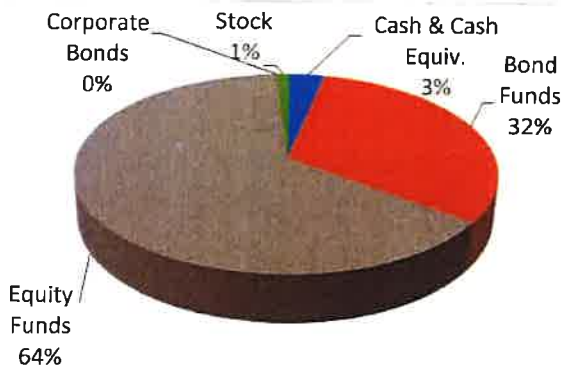
OVERVIEW

Snow College's Endowment Pool grows with support by Snow College friends and alumni. Distributions from the Endowment Pool play a significant role in funding scholarships for Snow College students and help the College achieve its core mission themes of: Tradition of Excellence, Culture of Innovation, and Atmosphere of Engagement.

The investment management of endowment assets requires balancing portfolio risks and expected returns to meet long-term objectives. The goal of the Endowment is to provide a steady stream of income to fund scholarships for Snow College students while preserving the purchasing power of the assets for the benefit of future generations.

INVESTMENT ALLOCATION

The asset allocation includes a diverse mix of investments with the following target allocation: 58% fixed income, 40% global marketable equities, and 2% cash and cash equivalents. Actual holdings for the current period ended are:

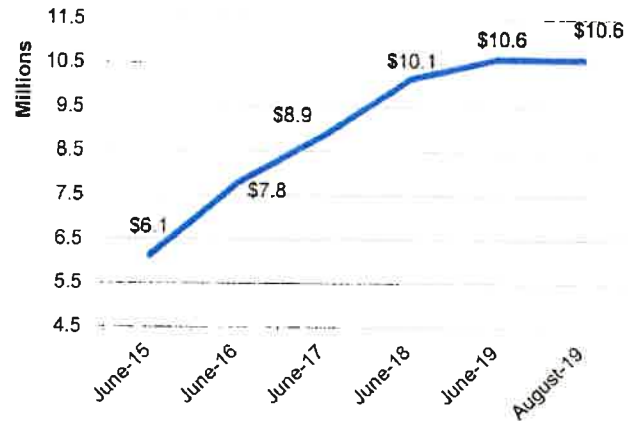


Cash & Cash Equiv.	3.2%	334,863
Bond Funds	31.7%	3,352,723
Equity Funds	64.1%	6,782,393
Corporate Bonds	0.0%	-
Stock	1.1%	116,568
Endowment		8,343,704
Quasi-Endowment		2,242,843
Total Endowment		10,586,546

ACTIVITY

No Activity

RETURNS



Market over Book Value:

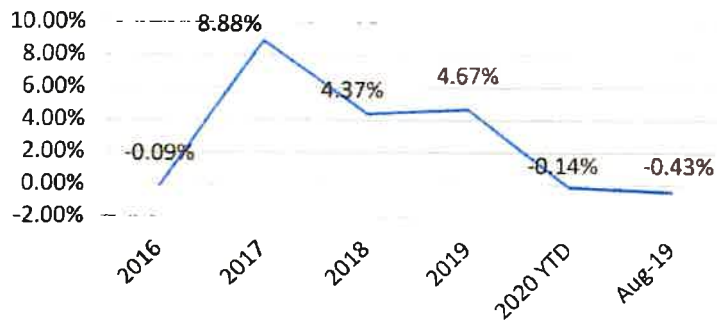
	Aug-19	FY '19	FY '18
Book Value	9,890,846	9,737,182	9,389,770
Market Value	10,586,546	10,601,725	10,141,955
Unrealized Gain/(Loss)	7.0%	8.9%	8.0%

The tone of the month was set on its first day with a tweet from the US president announcing an intention to impose a 10% tariff on the remaining approximately USD 300 billion of Chinese imports that were not yet subject to tariffs. This decision took markets by surprise as China and the US had agreed a ceasefire in their trade dispute at the G20 in May. The announcement of new tariffs triggered retaliatory measures from China, which announced three weeks later that it would also increase tariffs on roughly USD 75 billion of US imports, including agricultural goods, crude oil and cars. This led the US president to tweet that the existing and planned tariff rates will both rise by 5 percentage points. -JPMorgan

Endowment Returns:

	Period Ending: 8/31/2019		
	Aug-19	FY '20 YTD	FY '19
Income	6,010	19,726	397,643
Unrealized Gain/(Loss)	(51,592)	(34,362)	76,300
Rate of Return	-0.43%	-0.14%	4.67%

	FY '18	FY '17	FY '16
Income	160,616	173,383	151,988
Unrealized Gain/(Loss)	226,595	516,339	(157,488)
Rate of Return	4.37%	8.88%	-0.09%

Monthly Investment Performance Report
RETURNS (continued)
Rate of Return

MARKET OUTLOOK

August 2019 marks the 122nd month of uninterrupted economic expansion. Although that breaks the previous record, a number of warning lights highlight the vulnerabilities confronting the economy today.

Two developments since our July monthly outlook have had a pronounced impact on financial markets: The Fed cut rates for the first time in over a decade and the trade war has expanded to include 10% tariffs on an additional \$300 billion of goods coming in from China effective September 1.

Despite the hand-wringing these events have caused in financial markets, we make the case here that the direct effects on economic growth are not terribly consequential. That said, turmoil in financial markets, should it continue, could sap consumer and business confidence. These "second order" effects on the economy could cause us to be less sanguine.

Regular readers will note the sharp downward revision for full year growth for 2019 to 2.3% from 2.6% previously. This is largely a function of the annual revisions to the GDP numbers; the trend growth and underlying details of our forecast for the rest of this year and 2020 are more incremental than the full-year growth estimates would otherwise suggest.

We suspect the Fed has at least one more rate cut in store and have pulled forward the timing of that cut to September. The new front in the trade war and market volatility suggest that if there is risk to our call it would be even greater Fed easing. – Wells Fargo Advisors

	Month	AVERAGE ANNUAL RETURN			
		Fiscal YTD	FY '19	FY 3 Years	FY 5 Years
Total Endowment	-0.43%	-0.14%	4.67%	17.15%	30.93%
S&P 500	-1.81%	-0.52%	8.22%	40.16%	50.07%
ACWI Index	-2.21%	-2.14%	3.64%	31.09%	22.32%
Dow Jones Industrial A	-1.72%	-0.74%	9.59%	48.35%	58.08%

UNITS

To be added.

DONATIONS

	August # of Donations	Aug-19	FY '20 YTD	Total Balances
Restricted Donations				
Endowment Donations	9	50,470	61,540	10,586,546
Scholarship Donations	63	5,185	9,808	1,777,029
Other Donations	33	4,374	11,384	*
Unrestricted Donations				
Donations to Foundation	45	3,039	4,223	338,830
Total Restricted & Unrestricted	150	63,068	86,956	12,702,405

* These donations are donated to various fund budgets and are mingled and spent with other sources of those fund budgets

Total Donations

External Donations	47	61,391	83,566
Employee Donations	103	1,677	3,389
Total Donations	150	63,068	86,956

IN-KIND DONATIONS

August Donations: \$0

FY '20 YTD: \$0



CASH MANAGEMENT POOL UPDATE

Monthly Investment Performance Report

August 31, 2019

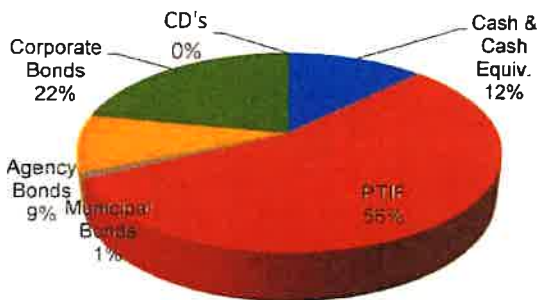
OVERVIEW

The College manages the Cash Management Pool according to the following objectives:

- Investments are made in accordance with the Utah State Money Management Act as well as other applicable laws, rules, policies, and regulations
- Protection and safety of principal
- Liquidity or availability of funds
- Maximization of the rate of return consistent with objectives stated above
- And with the exercise of judgment, care, and due diligence.

INVESTMENT ALLOCATION

Target allocations are 20-25% immediate liquidity (Cash & Cash Equivalents, PTIF), 30% agency bonds, 45% corporate bonds. Actual holdings for the current period ended are:

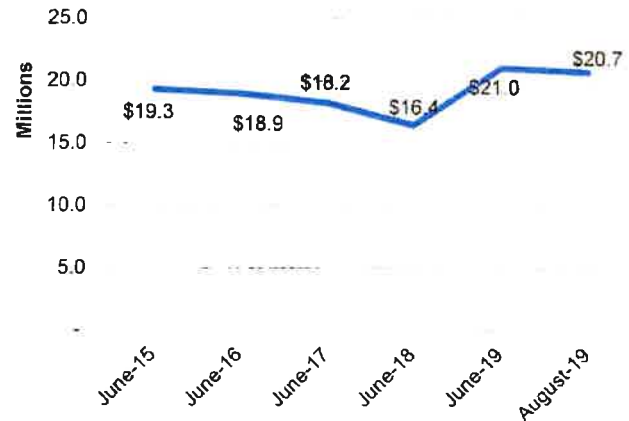


Cash & Cash Equiv.	12.3%	2,542,594
PTIF	55.3%	11,429,511
Municipal Bonds	1.0%	200,770
Agency Bonds	9.2%	1,900,182
Corporate Bonds	22.2%	4,577,486
CD's	0.0%	-
Total Investment		20,650,543

ACTIVITY

No activity

RETURNS



Market over Book Value:

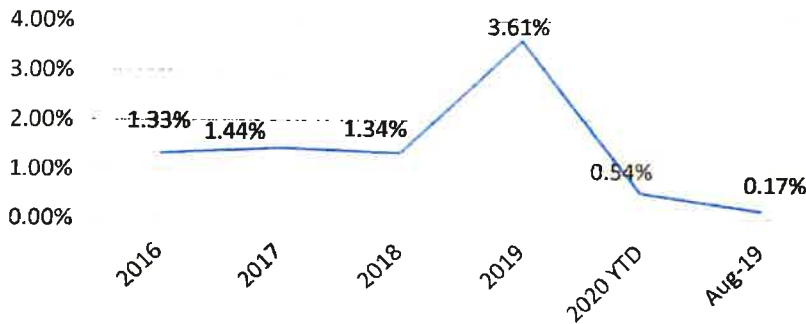
	Aug-19	FY '19	FY '18
Book Value	20,643,091	20,996,967	16,229,393
Market Value	20,650,543	21,005,073	16,391,001
Unrealized Gain/(Loss)	0.0%	0.0%	1.0%

The tone of the month was set on its first day with a tweet from the US president announcing an intention to impose a 10% tariff on the remaining approximately USD 300 billion of Chinese imports that were not yet subject to tariffs. This decision took markets by surprise as China and the US had agreed a ceasefire in their trade dispute at the G20 in May. The announcement of new tariffs triggered retaliatory measures from China, which announced three weeks later that it would also increase tariffs on roughly USD 75 billion of US imports, including agricultural goods, crude oil and cars. This led the US president to tweet that the existing and planned tariff rates will both rise by 5 percentage points. -JPMorgan

Investment Returns:

	Period Ending: 8/31/2019		
	Aug-19	FY '20 YTD	FY '19
Income	33,956	89,301	536,299
Unrealized Gain/(Loss)	2,399	(654)	55,024
Rate of Return	0.17%	0.54%	3.61%

	FY '18	FY '17	FY '16
Income	324,970	272,697	261,916
Unrealized Gain/(Loss)	(80,719)	(1,083)	(32,297)
Rate of Return	1.34%	1.44%	1.33%

Monthly Investment Performance Report
RETURNS (continued)
Rate of Return

PTIF

"The Utah Public Treasurers Investment Fund (PTIF), or the 'Pool,' invests to maintain safety of principal, liquidity and a competitive return on short term investments."

The current PTIF 360 day rate is 2.68889145

The allocation of PTIF funds as of 6/30/19 is:

- 94.05% Corporates
- 2.46% Commercial Paper
- 3.35% Money Market
- 0.13% CD's

MARKET OUTLOOK

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Two developments since our July monthly outlook have had a pronounced impact on financial markets: The Fed cut rates for the first time in over a decade and the trade war has expanded to include 10% tariffs on an additional \$300 billion of goods coming in from China effective September 1. Despite the hand-wringing these events have caused in financial markets, we make the case here that the direct effects on economic growth are not terribly consequential. That said, turmoil in financial markets, should it continue, could sap consumer and business confidence. These "second order" effects on the economy could cause us to be less sanguine.

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We suspect the Fed has at least one more rate cut in store and have pulled forward the timing of that cut to September. The new front in the trade war and market volatility suggest that if there is risk to our call it would be even greater Fed easing. — Wells Fargo Advisors

AVERAGE ANNUAL RETURN

	Month	Fiscal YTD	FY '19	FY 3 Years	FY 5 Years
Total Investments	0.17%	0.54%	3.61%	4.30%	5.59%
S&P 500	-1.81%	-0.52%	8.22%	40.16%	50.07%
ACWI Index	-2.21%	-2.14%	3.64%	31.09%	22.32%
Dow Jones Industrial A	-1.72%	-0.74%	9.59%	48.35%	58.08%

LIQUIDITY OF INVESTMENTS


	0-3 Months	3-12 Months	1-3 Years	3-5 Years
Investment Types				
Cash & Cash Equiv.	2,542,594	-	-	-
PTIF	11,429,511	-	-	-
Municipal Bonds	-	-	-	200,770
Agency Bonds	-	-	249,981	1,650,201
Corporate Bonds	-	437,818	3,888,094	251,574
CD's	-	-	-	-
	13,972,105	437,818	4,138,075	2,102,545
Percent of Total	67.66%	2.12%	20.04%	10.18%



Funds Invested Separately
Current Market Value
September 30, 2019

Stock Name	Total Shares	Investment Date	Current Market Price	Current Market Value
AT&T	1,976	Gift	\$ 37.84	\$ 74,771.84
Total Current Market Value				\$ 74,771.84

To the best of my knowledge, the investment activities of Snow College, comply in every respect with the State Money Management Act, the Rules of the State Money Management Council, and the policies of the State Board of Regents.


Carson Howell
VP of Finance and Administration

Monthly Investment Performance Report

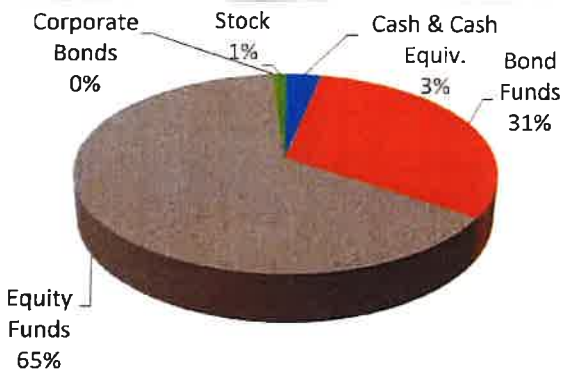
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INVESTMENT ALLOCATION

The asset allocation includes a diverse mix of investments with the following target allocation: 58% fixed income, 40% global marketable equities, and 2% cash and cash equivalents. Actual holdings for the current period ended are:



Cash & Cash Equiv.	3.2%	339,493
Bond Funds	31.1%	3,334,254
Equity Funds	64.5%	6,916,098
Corporate Bonds	0.0%	-
Stock	1.2%	124,743
Endowment		8,471,745
Quasi-Endowment		2,242,843
Total Endowment		10,714,588

ACTIVITY

No Activity

RETURNS



Market over Book Value:

	Sep-19	FY '19	FY '18
Book Value	10,026,884	9,737,182	9,389,770
Market Value	10,714,588	10,601,725	10,141,955
Unrealized Gain/(Loss)	6.9%	8.9%	8.0%

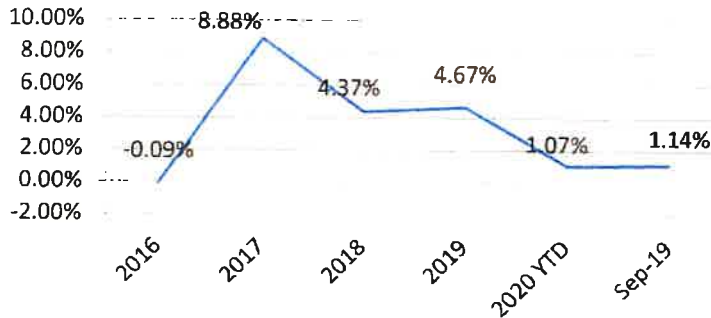
Just last month, we mentioned that about \$14 trillion of debt around the world has a negative yield. Today, that number is about \$17 trillion. So far, this new investment phenomenon of negative rates has not caught the interest of U.S. investors.

The closer bond yields get to zero percent, the more volatile bond prices become. Longer bonds are more volatile than shorter bonds. The risk reward profile for bonds is bent out of shape. To help control this distortion, we are looking to keep the maturity of new bond purchases to five years or less. – Bell Bank

Endowment Returns: Period Ending: 9/30/2019

	Sep-19	FY '20 YTD	FY '19
Income	41,647	61,373	397,643
Unrealized Gain/(Loss)	79,202	51,850	76,300
Rate of Return	1.14%	1.07%	4.67%

	FY '18	FY '17	FY '16
Income	160,616	173,383	151,988
Unrealized Gain/(Loss)	226,595	516,339	(157,488)
Rate of Return	4.37%	8.88%	-0.09%

Monthly Investment Performance Report
RETURNS (continued)
Rate of Return

MARKET OUTLOOK

As the current economic expansion continues into record-duration territory, signs that growth is flattening out are coming from a number of different angles.

The yield curve continues to flirt with inversion and while an inverted yield curve is not a perfect recession predictor, it bears watching. The Leading Economic Index (LEI) has begun to plateau. Such a flat-lining in the LEI signaled it was late in prior cycles. The ISM manufacturing index slipped further into contraction territory and, more ominously for the much-larger service sector, the non-manufacturing ISM slipped to 52.6 in September—the slowest pace of expansion since 2016. We are still not forecasting a recession, but we do anticipate a moderation in GDP growth in the second half of 2019.

We still maintain our expectation for another rate cut from the FOMC in the fourth quarter and while policy makers are not on a pre-set course, the timing for that cut is tilted more toward the October 29 & 30 meeting at present. After that, another 25 bps cut by early next year will put the top end of the fed funds target range at 1.50%. By then, we expect PCE inflation to be closer to the Fed's 2.0% target and with conditions still tight in the labor market and economic growth improving incrementally, the Fed can reasonably leave short-term interest rates unchanged for several quarters. The most visible threat to the economy continues to be the trade war, which has gone from a worry for manufacturing, to an oft-cited factor in waning sentiment in the service sector and in various measures of consumer sentiment. — Wells Fargo Advisors

AVERAGE ANNUAL RETURN

	Month	Fiscal YTD	FY '19	FY 3 Years	FY 5 Years
Total Endowment	1.14%	1.07%	4.67%	17.15%	30.93%
S&P 500	1.72%	1.19%	8.22%	40.16%	50.07%
ACWI Index	2.25%	0.05%	3.64%	31.09%	22.32%
Dow Jones Industrial /	1.95%	1.19%	9.59%	48.35%	58.08%

UNITS

To be added.

DONATIONS

	September # of Donations	Sep-19	FY '20 YTD	Total Balances
Restricted Donations				
Endowment Donations	8	20,940	82,480	10,714,588
Scholarship Donations	64	2,165	11,974	1,739,731
Other Donations	30	435	11,819	*
Unrestricted Donations				
Donations to Foundation	54	3,332	7,555	335,320
Total Restricted & Unrestricted	156	26,872	113,827	12,789,639
* These donations are donated to various fund budgets and are mingled and spent with other sources of those fund budgets				
Total Donations				
External Donations	53	25,235	108,801	
Employee Donations	103	1,637	5,027	
Total Donations	156	26,872	113,827	

IN-KIND DONATIONS

September Donations: \$0

FY '20 YTD: \$0



CASH MANAGEMENT POOL UPDATE

September 30, 2019

Monthly Investment Performance Report

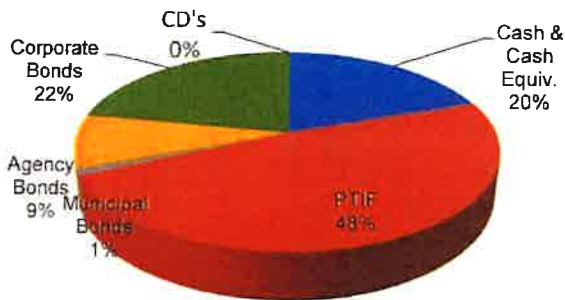
OVERVIEW

The College manages the Cash Management Pool according to the following objectives:

- Investments are made in accordance with the Utah State Money Management Act as well as other applicable laws, rules, policies, and regulations
- Protection and safety of principal
- Liquidity or availability of funds
- Maximization of the rate of return consistent with objectives stated above
- And with the exercise of judgment, care, and due diligence.

INVESTMENT ALLOCATION

Target allocations are 20-25% immediate liquidity (Cash & Cash Equivalents, PTIF), 30% agency bonds, 45% corporate bonds. Actual holdings for the current period ended are:

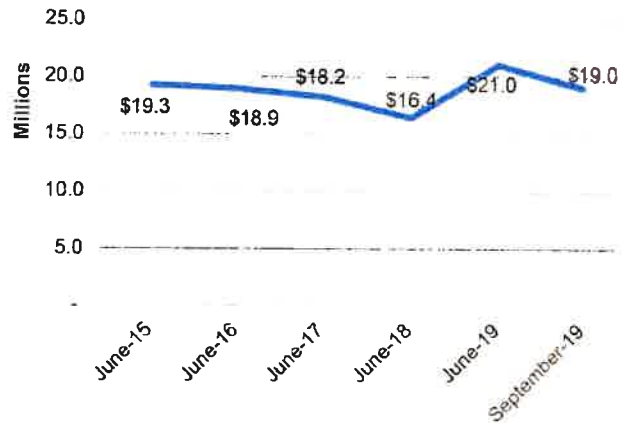


Cash & Cash Equiv.	19.5%	3,704,060
PTIF	48.5%	9,204,391
Municipal Bonds	1.1%	200,420
Agency Bonds	8.7%	1,648,378
Corporate Bonds	22.3%	4,236,381
CD's	0.0%	-
Total Investment		18,993,630

ACTIVITY

No activity

RETURNS



Market over Book Value:

	Sep-19	FY '19	FY '18
Book Value	18,989,437	20,996,967	16,229,393
Market Value	18,993,630	21,005,073	16,391,001
Unrealized Gain/(Loss)	0.0%	0.0%	1.0%

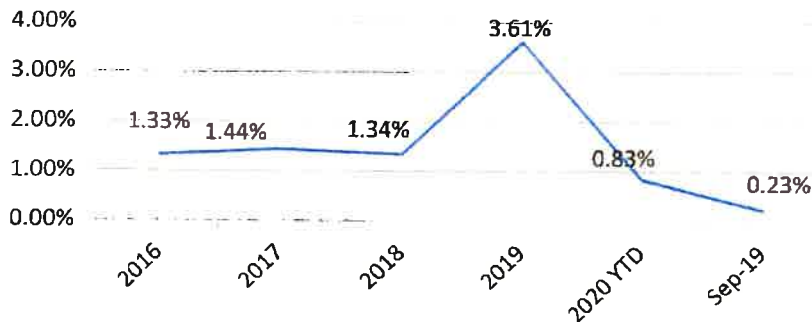
Just last month, we mentioned that about \$14 trillion of debt around the world has a negative yield. Today, that number is about \$17 trillion. So far, this new investment phenomenon of negative rates has not caught the interest of U.S. investors.

The closer bond yields get to zero percent, the more volatile bond prices become. Longer bonds are more volatile than shorter bonds. The risk reward profile for bonds is bent out of shape. To help control this distortion, we are looking to keep the maturity of new bond purchases to five years or less. – Bell Bank

Investment Returns:

	Period Ending: 9/30/2019		
	Sep-19	FY '20 YTD	FY '19
Income	49,827	139,128	536,299
Unrealized Gain/(Loss)	(2,985)	(2,984)	55,024
Rate of Return	0.23%	0.83%	3.61%

	FY '18	FY '17	FY '16
Income	324,970	272,697	261,916
Unrealized Gain/(Loss)	(80,719)	(1,083)	(32,297)
Rate of Return	1.34%	1.44%	1.33%

Monthly Investment Performance Report
RETURNS (continued)
Rate of Return

PTIF

"The Utah Public Treasurers Investment Fund (PTIF), or the 'Pool,' invests to maintain safety of principal, liquidity and a competitive return on short term investments."

The current PTIF 360 day rate is 2.56578664

The allocation of PTIF funds as of 6/30/19 is:

- 90.05% Corporates
- 2.46% Commercial Paper
- 3.35% Money Market
- 0.13% CD's

MARKET OUTLOOK

As the current economic expansion continues into record-duration territory, signs that growth is flattening out are coming from a number of different angles.

The yield curve continues to flirt with inversion and while an inverted yield curve is not a perfect recession predictor, it bears watching. The Leading Economic Index (LEI) has begun to plateau. Such a flat-lining in the LEI signaled it was late in prior cycles. The ISM manufacturing index slipped further into contraction territory and, more ominously for the much-larger service sector, the non-manufacturing ISM slipped to 52.6 in September—the slowest pace of expansion since 2016. We are still not forecasting a recession, but we do anticipate a moderation in GDP growth in the second half of 2019.

We still maintain our expectation for another rate cut from the FOMC in the fourth quarter and while policy makers are not on a pre-set course, the timing for that cut is tilted more toward the October 29 & 30 meeting at present. After that, another 25 bps cut by early next year will put the top end of the fed funds target range at 1.50%. By then, we expect PCE inflation to be closer to the Fed's 2.0% target and with conditions still tight in the labor market and economic growth improving incrementally, the Fed can reasonably leave short-term interest rates unchanged for several quarters. The most visible threat to the economy continues to be the trade war, which has gone from a worry for manufacturing, to an oft-cited factor in wilting sentiment in the service sector and in various measures of consumer sentiment. – Wells Fargo Advisors

AVERAGE ANNUAL RETURN

	Month	Fiscal YTD	FY '19	FY 3 Years	FY 5 Years
Total Investments	0.23%	0.83%	3.61%	4.30%	5.59%
S&P 500	1.72%	1.19%	8.22%	40.16%	50.07%
ACWI Index	2.25%	0.05%	3.64%	31.09%	22.32%
Dow Jones Industrial	1.95%	1.19%	9.59%	48.35%	58.08%

LIQUIDITY OF INVESTMENTS

	0-3 Months	3-12 Months	1-3 Years	3-5 Years
Investment Types				
Cash & Cash Equiv.	3,704,060	-	-	-
PTIF	9,204,391	-	-	-
Municipal Bonds	-	-	-	200,420
Agency Bonds	-	-	249,981	1,398,397
Corporate Bonds	-	437,524	3,546,937	251,920
CD's	-	-	-	-
	12,908,451	437,524	3,796,918	1,850,737
Percent of Total	67.96%	2.30%	19.99%	9.74%

SUBJECT: PERFORMANCE EVALUATION (FACULTY AND REGULAR STAFF) POLICY

1.0 PURPOSE

- 1.1. A culture of accountability is necessary for Snow College to continue its tradition of excellence. Regular feedback on performance facilitates that culture of accountability and helps employees with their own professional development.
- 1.2. This policy sets forth the minimum requirements for performance evaluations at Snow College.

2.0 DEFINITIONS

- 2.1. Tenure-Track Faculty: Faculty who are eligible for advancement and tenure as outlined in their Memorandum of Understanding.
- 2.2. Professional Track Faculty: Faculty members who are neither Tenure-Track nor Adjunct.
- 2.3. Adjunct Faculty: A person who is not Faculty but who is employed to teach classes. All Adjunct Faculty are considered At-will Employment Employees.
- 2.4. Administration Employee: Officers of the administration whose primary responsibilities are management and general business operations including the President, Provost, Associate Provosts, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, and other administrative employees as designated by the employee's MOU. All Administration Employees are considered At-will Employment Employees.
- 2.5. Regular Staff Member: a staff member whose employment is of a continuous nature, initially funded for a non-temporary period, who has successfully completed the probationary period. This includes exempt and non-exempt employees not covered by a similar faculty procedure, but excludes Probationary Regular Staff Employees, At-will Employment Employees, Administration Employees, Part-time Staff Employees, Temporary Employees and Adjunct Faculty. Normally, a Regular Staff Member is one assigned to work 75% or more in a position expected to last more than 6 months that is a full-time benefits eligible position and defined as a Regular Staff Member in an employment MOU. May also be referred to as Regular Staff Employee
- 2.6. Probationary Regular Staff Employees: Regular Staff Members during their initial period in which they are considered in At-will Employment status and under evaluation. At the sole discretion of the College, the probationary period for Probationary Regular Staff Employees may be extended with approval from Human Resources with or without prior Corrective Action or Discipline in accordance with Policy 323 - Probationary Period
- 2.7. Part-time or Temporary Staff Member: a Staff Member assigned to work less than full-time, or in a position considered temporary or expected to be of short duration. Normally, a Part-Time Staff Member is one assigned to work

less than 75%. A Temporary Staff Member is an Employee in a position that is not expected to last more than 9 months. All Part-time and Temporary Staff Employees are considered At-will Employment Employees.

- 2.8. Formal Performance Evaluation: An evaluation where a manager follows a set evaluation process and assigns the employee a rating that indicates the extent to which the employee is meeting the expectations of their position.

3.0 POLICY

- 3.1. Managers and supervisors shall regularly assess the performance of their employees and use that assessment to help employees improve their performance.
- 3.2. Managers and supervisors shall hold a Formal Performance Evaluation with each of their employees at least once per fiscal year, or more often as determined by the process established by the College through its Office of Human Resources. The Evaluation shall use the forms and criteria provided by Human Resources, the Advancement and Tenure Committee, or the Professional Track committee, as applicable, which may be customized by Human Resources for a particular Department.
- 3.2.1. The Formal Performance Evaluation may be used in determining eligibility for salary increases, promotions, training needs and other purposes.
- 3.3. The process for evaluating Tenure-Track Faculty is governed by Policy 410 – Advancement and Tenure Policy
- 3.4. The process for evaluating Professional-Track Faculty is governed by Policy 411 – Professional Track, Non-Tenure Promotion
- 3.5. The process for evaluating all other Faculty, including Adjunct Faculty, is maintained and monitored by the Office of Academic Affairs, in consultation with the Office of Human Resources.
- 3.6. The process for evaluating Administration Employees, Regular Staff, Part-Time Staff, and Temporary Staff is maintained and monitored by the Office of Human Resources.
- 3.7. The process for evaluating Probationary Regular Staff Employees is governed by Policy 323 – Probationary Period
- 3.8. Each employee will have an opportunity to review and discuss their performance evaluation before it is finalized and recorded.

SUBJECT: PREVENTION OF NEPOTISM POLICY (ALL EMPLOYEES)

1.0 PURPOSE

- 1.1. Snow College abides by the nepotism laws of the State of Utah. This Policy emphasizes and clarifies that compliance.

2.0 DEFINITIONS

- 2.1. Relative—a father, mother, husband, wife, legal domestic partner, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather, stepbrother, stepsister, stepson, and stepdaughter and equivalent relationships.
- 2.2. Household member—a person who resides in the same residence as the public officer.
- 2.3. Employee— Faculty, Regular Staff, Probationary Staff, Part-time staff, Administration and Adjunct Faculty.
- 2.4. Public Officer— Members of the Board of Trustees, and employees of Snow College.
- 2.5. Indirectly Supervise—an Employee in the chain of supervision such as a Vice President of a Department.
- 2.6. Employment Opportunity: Any opportunities or privileges associated with employment at Snow College. This includes, but is not limited to: work assignments, compensation, benefits, promotions, and job titles.

3.0 POLICY

- 3.1. Employees shall be appointed or employed on the basis of qualifications and merit. Therefore, all employee positions shall be filled in accord with College Policies, Procedures and the rules administered by Human Resources.
- 3.2. A public officer may not employ, appoint, or vote for or recommend the appointment of a prospective employee if the prospective employee will be directly or indirectly supervised by a relative or household member, unless one or more of the following applies:
 - 3.2.1. the Prospective Employee is eligible or qualified to be employed by a department or agency of the College as a result of the Prospective Employee's compliance with civil service or merit system laws or regulations;
 - 3.2.2. the Prospective Employee will be compensated from funds designated for vocational training;
 - 3.2.3. the Prospective Employee will be employed for a period of 12 weeks or less during an academic year;
 - 3.2.4. the Prospective Employee is a volunteer as defined by the employing entity; or

- 3.2.5. the President of the College or his or her designee determines in writing that the Prospective Employee is the only or best person available, qualified, or eligible for the position.
- 3.3. A public officer may not directly or indirectly supervise a Prospective Employee or Employee who is a Relative or Household Member of the public officer, unless one of the following exceptions applies. If an exception applies, Human Resources shall determine if direct supervision is appropriate and, in most cases, should provide for direct supervision by a non-relative or Household Member:
 - 3.3.1. the Employee was appointed or employed before the public officer assumed the public officer's supervisory position, if the Employee's appointment did not violate the provisions of this chapter in effect at the time of the Employee's appointment;
 - 3.3.2. the Prospective Employee is eligible or qualified to be employed by the College as a result of the Prospective Employee's compliance with civil service or merit system laws or regulations;
 - 3.3.3. the Prospective Employee will be compensated from funds designated for vocational training;
 - 3.3.4. the Prospective Employee will be employed for a period of 12 weeks or less during an academic year;
 - 3.3.5. the Prospective Employee is a volunteer as defined by the employing entity;
 - 3.3.6. the President of the College or his or her designee determines in writing that the public officer is the only individual available or best qualified to perform supervisory functions for the Prospective Employee or Employee.
- 3.4. A part-time, temporary, or student employee cannot be hired to work in a department where a Relative or Household Member is currently employed full-time unless Human Resources approves the hiring and arranges for direct and indirect supervision by a nonrelative or non-household member.
- 3.5. Relatives and Household Members should not be hired or assigned to work as full-time employees in the same department. Exceptions may be made only by Human Resources for sufficient justification.
- 3.6. No employee shall use their position at the college to influence the employment or employment opportunities of a Relative or Household Member. To prevent undue influence, the following rules apply:
 - 3.6.1. If an employee directly or indirectly supervises a Relative or Household Member, he/she may not evaluate the Relative or Household Member's job performance or recommend a pay increase or other compensation for the Relative or Household Member.
 - 3.6.2. Any time an employee has a Relative or Household Member in their reporting chain, that employee must be recused from any employment decision that impacts the Relative or Household member.

- 3.6.3. No employee shall serve on a hiring committee when a Relative or Household Member is a candidate for the position. Even a relationship that is not defined as a Relative or Household Member should be disclosed to Human Resources and others on the hiring committee; if that relationship may create actual, or reasonably perceived, bias from the employee.
- 3.6.4. An employee should not otherwise use their position to unduly influence the employment opportunities of a relative or household member.
- 3.7. A violation of this policy may result in college discipline regardless of whether state law has been violated as well.

**SUBJECT: RESTRICTIONS ON RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS
OR OTHER EMPLOYEES**

1.0 PURPOSE

- 1.1. Voluntary consent in amorous relationships where one party has the real or perceived ability to evaluate or influence the educational or employment opportunities of the other is difficult to determine because of the asymmetric nature of the power structure in the relationship.
- 1.2. Because any employee can have a perceived, if not an actual, ability to influence the educational opportunities of a student, amorous relationships between employees and students are discouraged, and in most cases, prohibited. In all cases, employees should guard their own reputation and the reputation of the College. All conduct between employees and students should be above reproach.
- 1.3. Employees should be cautious when engaging in amorous relationships with another employee to ensure that the relationship does not interfere with the meritocratic learning and work environment for which Snow College strives.
- 1.4. This policy is intended to match or exceed the standards restricting relationships with students found in Regent's Policy R842 and will thus be interpreted as matching or more restrictive than that policy.

2.0 DEFINITIONS

- 2.1. Amorous Relationship – Any romantic relationship or sexual conduct outside of a marriage, or an attempt to commence a romantic relationship or sexual conduct.
- 2.2. Romantic Relationship – A relationship between two individuals that is sexual and/or involves a strong attraction towards another person and who mutually and consensually agree to the relationship. This includes a dating relationship.
- 2.3. Sexual conduct – Any intentional touching for sexual gratification (including intentional contact with the breasts, buttocks, groin, or genitals, including touching another with an object or any of these body parts, or making another touch you or themselves), however slight, by any person upon any other person. This definition excludes consensual conduct occurring within a preexisting marital relationship. This includes sharing any sexually explicit or lewd communication, image, or photograph.
 - 2.3.1. Sharing sexually explicit or lewd communication, image or photograph does not include any communication, image, or photograph that faculty shares with students as part of a legitimate academic exercise, such as pedagogical requirements for health, science, literature, or art courses.
- 2.4. Employee – For purposes of this Policy an Employee is any member of the College who is paid by or volunteers for the College including but not limited

to Faculty, Regular Staff, Probationary Staff, Part-time staff, Administration and Adjunct Faculty. Student employees are not considered Employees in this policy unless they are Special Trust Employees under Section 2.8 of this policy or otherwise noted in this policy.

- 2.5. Faculty - A person who is a member of the College's full-time Faculty as defined in Policy.
- 2.6. Adjunct Faculty – A person who is not Faculty but is employed or volunteers to teach classes.
- 2.7. Administration Employee – For purposes of this Policy an Administration Employee is any employee with general, higher level duties at the College. This includes the President, Provost, Associate Provosts, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents.
- 2.8. Special Trust Employee - An employee of a higher education institution who is in a Position Of Special Trust, as defined in Utah Code 76-5-404.1 with a higher education Student. This includes the following employees at Snow College:
 - 2.8.1. Athletic Managers
 - 2.8.2. Coaches
 - 2.8.3. Counselors
 - 2.8.4. Advisors
 - 2.8.5. Athletic Trainers
 - 2.8.6. Faculty and Adjunct Faculty including Lecturers, Instructors, Assistant Professors, Associate Professors, Professors
 - 2.8.7. Teaching Assistants
 - 2.8.8. Supervisors (including direct supervisors, indirect supervisors in the chain of supervision, and those with significant influence over student employees)
 - 2.8.9. Recreational leaders (including those who work in summer camps)
 - 2.8.10. Any employee with religious leadership outside of the college
 - 2.8.11. Any individual in a position of authority, other than those individuals listed above, which enables the individual to exercise undue influence over a student
- 2.9. Student – Anyone taking, or enrolled in, classes at the college for credit. This includes all concurrent enrollment students.
- 2.10. Educational Opportunities - a student's admission to an institution or programs within an institution; receipt of financial aid; assessment of academic performance (grades); placement in academic opportunities such as internships, assistantships; and graduation.
- 2.11. Subordinate Student - a Student of a higher education institution whose educational opportunities could be adversely impacted by an Employee including those Employees who have academic or other professional responsibilities towards that Student.

- 2.12. Teaching Assistant – A student employed to assist instructors and professors in their teaching, grading, and grade reporting responsibilities.
- 2.13. Evaluative Authority – The perceived or actual ability to impact the outcomes of professional or educational evaluations or opportunities
- 2.14. Marriage -A legal relationship between two persons as defined by and entered into pursuant to state law or an equivalent relationship where two persons are cohabitating; have mutually assumed marital rights, duties, and obligations; and who hold themselves out as in a committed, mutual relationship; and where the Marriage occurred before one or both of the persons became a student or employee of the College.

3.0 POLICY

3.1. Relationships between Employees and Students

- 3.1.1. Nonconsensual sexual conduct and sexual harassment between and Employee and Student is expressly prohibited.
- 3.1.2. The following amorous relationships between employees and students are prohibited:
 - 3.1.2.1. Between special trust employees and subordinate students. This includes Faculty and Adjunct Faculty towards Students in their classes. This includes a prohibition against the sharing of any sexually explicit or lewd communication, image, or photograph, consensual or nonconsensual, between a Special Trust Employee and Subordinate Student.
 - 3.1.2.2. Between Administration Employees and Students
 - 3.1.2.3. Between any student and an employee who has a reasonably perceived influence over the Educational Opportunities of that student, or any employee who has direct or indirect supervisory authority over someone with perceived influence over the Educational Opportunities of that student such as Department Chairs or Deans.
 - 3.1.2.4. Any Sexual Conduct or Amorous Relationship, consensual or nonconsensual, between an Employee and a Student under the age of 18 or otherwise not legally capable of consent.
- 3.1.3. All other Amorous Relationships between employees and students are discouraged. Prior to continuing an Amorous Relationship that preexists this Policy or beginning, engaging in, or reciprocating an Amorous Relationship after enactment of this Policy it must be disclosed in writing to the Human Resources Office. The Human

Resources Office, in consultation with the employee, student, and Title IX office, will develop a written management plan to ensure the relationship is consensual and does not appear to violate policy or state or federal law.

3.1.4. Student employees who abuse their real or reasonably perceived authority to enter into an Amorous Relationship will be terminated, and their case will be referred to the Title IX office for student discipline as well.

3.2. Relationships between employees

3.2.1. No employee may have supervisory or evaluative responsibility over someone with whom that employee is engaged in or was formally engaged in an amorous or married relationship. Consistent with this rule:

3.2.1.1. No employee shall be hired or transferred into a position for which the current manager is, or was, engaged in an amorous or married relationship unless approved by the College President or designee.

3.2.1.2. If two employees wish to begin an amorous or married relationship, and one of those employees has existing supervisory or evaluative authority over the other, the employees must contact Human Resources.

3.3. Any use of actual, or reasonably perceived, authority to willfully exercise undue influence over a student or employee in regards to an amorous or nonconsensual sexual relationship is considered a violation of this policy regardless if it is prohibited elsewhere in this policy.

4.0 ENFORCEMENT

4.1. The college will thoroughly investigate all reports of potential violations of this policy according to procedures established by the Human Resources office.

4.2. Discipline up-to and including termination will be administered if it is determined that a violation of this policy has occurred.

4.2.1. If it is determined that the employee used their position to willfully exercise undue influence over a student or another employee in regards to an amorous relationship, the presumed discipline is termination.

Final Tenure Recommendations 2019-2020

April Anderton (Nursing)

Andrew Bahlmann (English)

Bridget Bennett (Nursing)

Udambor Bumandalai (ESL)

Kathy Fellers (English)

Steve Hart (Math)

Diane Hill (Math)

Bryant Jones (Chemistry)

Philip Kuehn (Music)

Kade Parry (English)

Adrian Peterson (Biology)

Kyle Rowley (Engineering)

Dennis Schugk (Criminal Justice/Social Work)

Kellyanne Ure (English)

Appendix G: Abbreviated Template

Instructions:

- The Abbreviated Template should be used for those items identified as needing the Abbreviated Template in R401-4 and R401-5 and listed as possible items to check on the Cover/Signature Page below.
- **An Abbreviated Template consists of a Cover/Signature Page – Abbreviated Template and Program Request – Abbreviated Template.**
 - **Cover/Signature Page – Abbreviated Template:** Complete the items requested at the top of the page, INCLUDING SELECTING A CIP CODE. Check which type(s) of item(s) apply.
 - **Program Request – Abbreviated Template:** Complete the sections requested, removing the descriptive italics and replacing them with the content of the proposal.
- Prepare the Abbreviated Template per R401-6 instructions **as a Word document** (no PDF formats). Begin each of the two sections (Cover/Signature Page and Program Request) at the top of a new page. When *descriptions of the content required for each section appear in this font color*, the descriptive italics are to be removed and replaced with the institutional content before the institution submits the proposal to the OCHE.
- The CAO or his/her designated representatives should e-mail the completed Abbreviated Template (including electronic signature) to academicaffairs@utahsbr.edu.
- The institution is responsible for maintaining a record of the submission as the OCHE Academic Affairs office is not responsible for storing electronic copies of submitted proposals.

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Snow College

Proposed Title: N/A

Currently Approved Title: AAS in Diesel and Heavy Duty Mechanics Technology
 Certificate of Proficiency in Diesel Drivetrains and Climate Control
 Certificate of Proficiency in Diesel Chassis and Electrical Systems
 Certificate of Proficiency in Diesel Engines and Hydraulics
 Certificate of Proficiency in Diesel Engine Performance

School or Division or Location: Business and Applied Technologies Division

Department(s) or Area(s) Location: Transportation Technology, Diesel and Heavy Duty Mechanics Program

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs):

Current Classification of Instructional Programs (CIP) Code (for existing programs): 47.0605 Diesel Mechanics Technology/Technician

Proposed Beginning Date (for new programs): Fall 2020

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

SECTION NO.		ITEM
Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
5.1.1	<input type="checkbox"/>	Minor*
5.1.2	<input type="checkbox"/>	Emphasis*
5.2.1	<input type="checkbox"/>	Certificate of Proficiency*
5.2.3	<input type="checkbox"/>	Graduate Certificate*
5.4.1	<input type="checkbox"/>	New Administrative Unit
	<input type="checkbox"/>	Administrative Unit Transfer
	<input type="checkbox"/>	Administrative Unit Restructure
	<input type="checkbox"/>	Administrative Unit Consolidation
5.4.2	<input type="checkbox"/>	New Center
	<input type="checkbox"/>	New Institute
	<input type="checkbox"/>	New Bureau
5.5.1	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2	<input type="checkbox"/>	Program Transfer
	<input checked="" type="checkbox"/>	Program Restructure
	<input type="checkbox"/>	Program Consolidation
5.5.3	<input type="checkbox"/>	Name Change of Existing Programs
5.5.4	<input type="checkbox"/>	Program Discontinuation
	<input type="checkbox"/>	Program Suspension
5.5.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
	<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date:

Printed Name:

¹ CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

**Program Request - Abbreviated Template
Snow College**

Modify:

AAS in Diesel and Heavy Duty Mechanics Technology
Certificate of Proficiency in Diesel Drivetrains and Climate Control
Certificate of Proficiency in Diesel Chassis and Electrical Systems
Certificate of Proficiency in Diesel Engines and Hydraulics
Certificate of Proficiency in Diesel Engine Performance

Section I: Request

Modification of AAS degree and Certificates

We propose to remove MTT 1350, Related Machine Shop Practices, and WELD 1030, Related Oxy-Acetylene and Arc Welding, from the required core courses in the Diesel and Heavy Duty Mechanics Technology AAS Degree and Certificates of Proficiency. We also propose to remove AT 1715, Applied Technical Math, and BUS 2200, Business Communications, as requirements from the remaining Certificates of Proficiency. Students may choose to take these courses as electives.

Section II: Need

In an effort to streamline the requirements for the Diesel and Heavy Duty Mechanics Technology AAS degree and Certificates, as well as take advantage of the concurrent enrollment opportunities offered to students, we wish to reduce the credit hour requirements in the core diesel courses. With the removal of MTT 1350, Related Machine Shop Practices, and WELD 1030, Related Oxy-Acetylene and Arc Welding, as core courses we free up five credit hours that can be filled by related and relevant electives. Certificates of Proficiency do not require GE courses and with the removal of AT 1715, Applied Technical Math, and BUS 2200, Business Communications, we accomplish the same goal in the remaining certificates. This helps the college and students take advantage of concurrent enrollment credits they have received in other programs at Snow College or from other USHE institutions. There are no adverse effects of these credit hour reductions, we still meet the credit hour requirements for AAS Degrees and Certificates, as well as maintaining the contact hour requirements of our Accrediting Body, ASE Education Foundation.

The Diesel and Heavy Duty Mechanics Technology degree and certificates are already in place at Snow College and several other USHE institutions. Included below are statistics related to the job opportunities and employment outlook for students completing our degree and certificates.

The Bureau of Labor Statistics (BLS) indicates that the overall labor market for the Occupational Title of "bus and truck mechanics and diesel engine specialists" estimates that nationally the sector will grow by

a projected 21,600 annual openings between now and 2022, a growth range up to 9% annually. In addition, the related diesel fields of “heavy vehicle and mobile equipment service technicians and mechanics”, “farm equipment mechanics and service technicians”, and “mobile heavy equipment mechanics” will grow by a combined total of 31,900 annual openings between now and 2022.

Occupational Title	SOC Code	Employment, 2012	Projected Employment, 2022	Change, 2012-22	
				Number	%
Automotive service technicians and mechanics	49-3023	701,100	761,500	60,400	9
Bus and truck mechanics and diesel engine specialists	49-3031	250,800	272,500	21,600	9
Heavy vehicle and mobile equipment service technicians and mechanics	49-3040	176,300	192,500	16,200	9
Farm equipment mechanics and service technicians	49-3041	35,800	39,200	3,400	10
Mobile heavy equipment mechanics, except engines	49-3042	119,300	131,600	12,300	10

The report from the Bureau of Labor Statistics further indicates that:

As more freight is shipped across the country, additional diesel-powered trucks will be needed to carry freight wherever trains and pipelines are not available or economical. In addition, diesel cars and light trucks are becoming more popular, and more diesel technicians will be needed to maintain and repair these vehicles. Workers who have completed post-secondary education should have the best job opportunities, followed by graduates of accredited high school automotive programs. Workers without postsecondary education often require more supervision and on-the-job instruction than others. These untrained workers will face stronger competition for jobs because training is an expensive and time-consuming process for employers.

In addition to the national data from the BLS, the Utah State DWS also indicates a growth pattern for these same occupations. Although the Utah data shows a lower growth rate, these rates convert to annual openings that are real job openings for prepared students. The following chart is the Utah Job Outlook Statewide: **Utah Statewide Occupational Projections**

SOC Code	Occupation	Stars	Employment Estimates		Average Annual Growth Rate	Annual Openings	
			2012	2022		Growth	Total
49-3023	Automotive Service Technicians and Mechanics	4	6,890	8,500	2.3%	330	330
49-3031	Bus and truck mechanics and diesel engine specialists	4	3,360	4,050	2.1%	140	140
49-3041	Farm equipment mechanics and service technicians	3	230	290	2.2%	10	10
49-3042	Farm equipment mechanics and service technicians	5	2,130	2,550	1.9%	100	100

Section III: Institutional Impact

This proposal is not expected to change administrative, faculty, or staff in any way. There is no need for any additional administrative personnel. There is no need for any additional faculty or staff. The physical facilities currently available to the program are sufficient to accommodate these changes.

Section IV: Finances

No additional funds are needed due to these changes. Current equipment, facilities, faculty, etc. will be used after implementation.

Section V: Program Curriculum

*****THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY*****

All Program Courses (with New Courses in Bold)

AAS Degree

Course Prefix and Number	Title	Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
DMT 1600	Electrical & Electronics		5
AUTO 1601	Electrical and Electronics I**		4
AUTO 1605	Electrical and Electronics I Lab**		1
AUTO 2601	Electrical and Electronics II	4	
AUTO 2605	Electrical and Electronics II Lab	2	
DMT 1101	Diesel Engine Repair	2	
DMT 1105	Diesel Engine Repair Lab	3	
DMT 1301	Transmissions and Drivetrains	3	
DMT 1305	Transmissions and Drivetrains Lab	3	
DMT 1401	Steering and Suspension	2	
DMT 1405	Steering and Suspension Lab	2	
DMT 1501	Brakes	2	
DMT 1505	Brakes Lab	2	
DMT 1801	Computerized Engine Controls and Fuel Systems	2	
DMT 1805	Computerized Engine Controls and Fuel Systems Lab	2	
DMT 2311	Hydraulics and Pneumatics	2	
DMT 2315	Hydraulics and Pneumatics Lab	2	
DMT 2701	Heating and Air Conditioning	2	
DMT 2705	Heating and Air Conditioning Lab	2	
DMT 2801	Emissions Control Systems	2	
DMT 2805	Emissions Control Systems Lab	2	
MTT 1350	Related Machine Shop Practices	2	Moved to electives
WELD 1030	Related Oxyacetylene and Arc Welding	3	Moved to electives
BUS 1020	Computer Technology Applications	3	

Course Prefix and Number	Title	Credit Hours	Change
GNST 1200	GE Foundations OR	3	
BUS 1170	Human Relations in Organizations		
AT 1715	Applied Technical Math OR	3/4	
MATH 1050	College Algebra		
ENGL 1010	Introduction to Writing OR	3	
BUS 2200	Business Communication		
Sub-Total		64/65	59

Elective Courses	Choose a minimum of 4 credits	Credit Hours	
AUTO 1001	Basic Automotive Technology I	5	
AUTO 1002	Basic Automotive Technology II	5	
DMT 1001	Intro to Diesel Technology I	5	
DMT 1002	Intro to Diesel Technology II	5	
AUTO 1509	Hot Rods and Performance Vehicles	2	
MTT 1000	Survey of Machine Tool	2	
MTT 1350	Related Machine Shop Practices	2	
WELD 1012	Oxy-Acetylene Welding	2	
WELD 1015	Cutting Processes	2	
WELD 1030	Related Oxy-Acetylene and Arc Welding	3	
MANF 2332	Mechanical CAD Drafting	4	
CMP 1000	Composite Basics	3	
Sub-Total		4+	
Total Number of Credits		63+	

Certificate of Proficiency in Diesel Drivetrains and Climate Control

The following are changes to the courses for this certificate.

Course Prefix and Number	Title	Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
DMT 1301	Transmissions and Drivetrains	3	
DMT 1305	Transmissions and Drivetrains Lab	3	
DMT 2701	Heating and Air Conditioning	2	
DMT 2705	Heating and Air Conditioning Lab	2	
MTT 1350	Related Machine Shop Practices	2	Moved to electives
WELD 1030	Related Oxyacetylene and Arc Welding	3	Moved to electives
Sub-Total		16	11
Elective Courses	Choose a minimum of 5 credits		
AUTO 1001	Basic Automotive Technology I	5	
AUTO 1002	Basic Automotive Technology II	5	
DMT 1001	Intro to Diesel Technology I	5	
DMT 1002	Intro to Diesel Technology II	5	
AUTO 1509	Hot Rods and Performance Vehicles	2	
MTT 1000	Survey of Machine Tool	2	
MTT 1350	Related Machine Shop Practices	2	
WELD 1012	Oxy-Acetylene Welding	2	
WELD 1015	Cutting Processes	2	
WELD 1030	Related Oxy-Acetylene and Arc Welding	3	
MANF 2332	Mechanical CAD Drafting	4	
CMP 1000	Composite Basics	3	
BUS 1020	Computer Technology Applications	3	
GNST 1200	GE Foundations OR	3	
BUS 1170	Human Relations in Organizations		
AT 1715	Applied Technical Math OR	3/4	
MATH 1050	College Algebra		
ENGL 1010	Introduction to Writing OR	3	
BUS 2200	Business Communication		
Sub-Total		5+	
Total Number of Credits		16+	

Certificate of Proficiency in Diesel Chassis and Electrical Systems

The following are changes to the courses for this certificate.

Course Prefix and Number	Title	Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
DMT 1401	Steering and Suspension	2	
DMT 1405	Steering and Suspension Lab	2	
DMT 1501	Brakes	2	
DMT 1505	Brakes Lab	2	
AUTO 2601	Electrical and Electronics II	4	
AUTO 2605	Electrical and Electronics II Lab	2	
AT 1715	Applied Technical Math OR	3	Moved to elective
BUS 2200	Business Communications		Moved to elective
Sub-Total		18	15
Elective Courses	Choose a minimum of 2 credits		
AUTO 1001	Basic Automotive Technology I	5	
AUTO 1002	Basic Automotive Technology II	5	
DMT 1001	Intro to Diesel Technology I	5	
DMT 1002	Intro to Diesel Technology II	5	
AUTO 1509	Hot Rods and Performance Vehicles	2	
MTT 1000	Survey of Machine Tool	2	
MTT 1350	Related Machine Shop Practices	2	
WELD 1012	Oxy-Acetylene Welding	2	
WELD 1015	Cutting Processes	2	
WELD 1030	Related Oxy-Acetylene and Arc Welding	3	
MANF 2332	Mechanical CAD Drafting	4	
CMP 1000	Composite Basics	3	
BUS 1020	Computer Technology Applications	3	
GNST 1200	GE Foundations OR	3	
BUS 1170	Human Relations in Organizations		
AT 1715	Applied Technical Math OR	3/4	
MATH 1050	College Algebra		
ENGL 1010	Introduction to Writing OR	3	
BUS 2200	Business Communication		
Sub-Total		2+	
Total Number of Credits		17+	

Certificate of Proficiency in Diesel Engines and Hydraulics

The following are changes to the courses for this certificate.

Course Prefix and Number	Title	Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
DMT 1600	Electrical & Electronics		5
AUTO 1601	Electrical and Electronics I		4
AUTO 1605	Electrical and Electronics I Lab		1
DMT 1101	Engine Repair	2	
DMT 1105	Engine Repair Lab	3	
DMT 2311	Hydraulics and Pneumatics	2	
DMT 2315	Hydraulics and Pneumatics Lab	2	
AT 1715	Applied Technical Math OR	3	Moved to elective
BUS 2200	Business Communications		Moved to elective
Sub-Total		17	15
Elective Courses	Choose a minimum of 2 credits		
AUTO 1001	Basic Automotive Technology I	5	
AUTO 1002	Basic Automotive Technology II	5	
DMT 1001	Intro to Diesel Technology I	5	
DMT 1002	Intro to Diesel Technology II	5	
AUTO 1509	Hot Rods and Performance Vehicles	2	
MTT 1000	Survey of Machine Tool	2	
MTT 1350	Related Machine Shop Practices	2	
WELD 1012	Oxy-Acetylene Welding	2	
WELD 1015	Cutting Processes	2	
WELD 1030	Related Oxy-Acetylene and Arc Welding	3	
MANF 2332	Mechanical CAD Drafting	4	
CMP 1000	Composite Basics	3	
BUS 1020	Computer Technology Applications	3	
GNST 1200	GE Foundations OR	3	
BUS 1170	Human Relations in Organizations		
AT 1715	Applied Technical Math OR	3/4	
MATH 1050	College Algebra		
ENGL 1010	Introduction to Writing OR	3	
BUS 2200	Business Communication		
Sub-Total		2+	
Total Number of Credits		17+	

Certificate of Proficiency in Diesel Engine Performance

The following are changes to the courses for this certificate.

Course Prefix and Number	Title	Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
DMT 1600	Electrical & Electronics		5
AUTO 1601	Electrical and Electronics I		4
AUTO 1605	Electrical and Electronics I Lab		1
DMT 1801	Computerized Engine Controls & Fuel Systems	2	
DMT 1805	Computerized Engine Controls & Fuel Systems Lab	2	
DMT 2801	Emissions Control Systems	2	
DMT 2805	Emissions Control Systems Lab	2	
AT 1715	Applied Technical Math OR	3	Moved to elective
BUS 2200	Business Communications		Moved to elective
Sub-Total		17	14
Elective Courses	Choose a minimum of 2 credits		
AUTO 1001	Basic Automotive Technology I	5	
AUTO 1002	Basic Automotive Technology II	5	
DMT 1001	Intro to Diesel Technology I	5	
DMT 1002	Intro to Diesel Technology II	5	
AUTO 1509	Hot Rods and Performance Vehicles	2	
MTT 1000	Survey of Machine Tool	2	
MTT 1350	Related Machine Shop Practices	2	
WELD 1012	Oxy-Acetylene Welding	2	
WELD 1015	Cutting Processes	2	
WELD 1030	Related Oxy-Acetylene and Arc Welding	3	
MANF 2332	Mechanical CAD Drafting	4	
CMP 1000	Composite Basics	3	
BUS 1020	Computer Technology Applications	3	
GNST 1200	GE Foundations OR	3	
BUS 1170	Human Relations in Organizations		
AT 1715	Applied Technical Math OR	3/4	
MATH 1050	College Algebra		
ENGL 1010	Introduction to Writing OR	3	
BUS 2200	Business Communication		
Sub-Total		3+	
Total Number of Credits		16+	

Program Schedule

The AAS degree and certificates of proficiency all follow the same course schedule.

Core Diesel Courses		
Course	Credits	Change
Fall Semester		
AUTO 1000 Safety and Basics*	1	
AUTO 1601 Electrical and Electronics I**		4
AUTO 1605 Electrical and Electronics I Lab**		1
DMT 1801 Computerized Engine Controls & Fuel Systems	2	
DMT 1805 Computerized Engine Controls & Fuel Systems Lab	2	
DMT 2801 Emissions Control Systems	2	
DMT 2805 Emissions Control Systems Lab	2	
Total Credits	14	
Spring Semester		
DMT 1301 Transmissions and Drivetrains	3	
DMT 1305 Transmissions and Drivetrains Lab	3	
DMT 2701 Heating and A/C	2	
DMT 2705 Heating and A/C Lab	2	
MTT 1350 Related Machine Shop Practices	2	Moved to elective
WELD 1030 Related Oxyacetylene and Arc Welding	3	Moved to elective
BUS 1020 Computer Technology and Applications	3	
GNST 1200 GE Foundations OR	3	
BUS 1170 Human Relations in Organizations		
Total Credits	21	16
Fall Semester		
AUTO 1000 Safety and Basics* (If not already completed)	1	
AUTO 1601 Electrical and Electronics I** (If not already completed)		4
AUTO 1605 Electrical and Electronics I Lab**		1
DMT 1101 Diesel Engine Repair	2	
DMT 1105 Diesel Engine Repair Lab	3	
DMT 2311 Hydraulics and Pneumatics	2	
DMT 2315 Hydraulics and Pneumatics Lab	2	
Take GE courses only if AUTO 1601/1605** are completed		
ENGL 1010 Expository Writing OR	3	
BUS 2200 Business Communications		
Total Credits	15/12	
Spring Semester		
AUTO 2601 Electrical and Electronics II	4	
AUTO 2605 Electrical and Electronics II Lab	2	
DMT 1401 Steering and Suspension	2	
DMT 1405 Steering and Suspension Lab	2	
DMT 1501 Brakes	2	
DMT 1505 Brakes Lab	2	
AT 1715 Applied Technical Math OR	3/4	
MATH 1050 College Algebra		
Total Credits	14/15	

Preferred Electives – Choose a minimum of 4 credits		
AUTO 1001 Basic Automotive Technology I	5	
AUTO 1002 Basic Automotive Technology II	5	
DMT 1001 Intro to Diesel Technology I	5	
DMT 1002 Intro to Diesel Technology II	5	
AUTO 1509 Hot Rods and Performance Vehicles	2	
MTT 1000 Survey of Machine Tool	2	
MTT 1350 Related Machine Shop Practices	2	
WELD 1012 Oxy-Acetylene Welding	2	
WELD 1015 Cutting Processes	2	
WELD 1030 Related Oxyacetylene and Arc Welding	3	
MANF 2332 Mechanical CAD Drafting	4	
CMP 1000 Composite Basics	3	
Total Electives	4+	
Total Credits	63+	

*Students will need to take AUTO 1000 in their first semester no matter when they start.

**AUTO 1601 (4cr) and 1605 (1cr) will be offered every fall so students can take it in their first year.

With the exception of AUTO 1000, AUTO 1601 and AUTO 1605 all core courses are taught every other year. Courses can be taken in any order.

Appendix G: Abbreviated Template

Instructions:

- The Abbreviated Template should be used for those items identified as needing the Abbreviated Template in R401-4 and R401-5 and listed as possible items to check on the Cover/Signature Page below.
- **An Abbreviated Template consists of a Cover/Signature Page – Abbreviated Template and Program Request – Abbreviated Template.**
 - **Cover/Signature Page – Abbreviated Template:** Complete the items requested at the top of the page, INCLUDING SELECTING A CIP CODE. Check which type(s) of item(s) apply.
 - **Program Request – Abbreviated Template:** Complete the sections requested, removing the descriptive italics and replacing them with the content of the proposal.
- Prepare the Abbreviated Template per R401-6 instructions **as a Word document** (no PDF formats). Begin each of the two sections (Cover/Signature Page and Program Request) at the top of a new page. When *descriptions of the content required for each section appear in this font color*, **the descriptive italics are to be removed and replaced with the institutional content before the institution submits the proposal to the OCHE.**
- The CAO or his/her designated representatives should e-mail the completed Abbreviated Template (including electronic signature) to academicaffairs@utahsbr.edu.
- The institution is responsible for maintaining a record of the submission as the OCHE Academic Affairs office is not responsible for storing electronic copies of submitted proposals.

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Snow College

Proposed Title: N/A

Currently Approved Title: AAS in Automotive Technology
 Certificate of Proficiency in Engines and Drivetrains
 Certificate of Proficiency in Chassis and Climate Control
 Certificate of Completion in Engine, Drivetrain, Chassis, and Climate Control
 Certificate of Completion in Engine Performance, Electrical Systems, and Automatic Transmissions

School or Division or Location: Business and Applied Technologies Division

Department(s) or Area(s) Location: Transportation Technology, Automotive Program

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs):

Current Classification of Instructional Programs (CIP) Code (for existing programs): : 47.0604

Automobile/Automotive Mechanics Technology/Technician

Proposed Beginning Date (for new programs): Fall 2020

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items	
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>	
SECTION NO.	ITEM
5.1.1 <input type="checkbox"/>	Minor*
5.1.2 <input type="checkbox"/>	Emphasis*
5.2.1 <input type="checkbox"/>	Certificate of Proficiency*
5.2.3 <input type="checkbox"/>	Graduate Certificate*
5.4.1 <input type="checkbox"/>	New Administrative Unit
	Administrative Unit Transfer
	Administrative Unit Restructure
	Administrative Unit Consolidation
5.4.2 <input type="checkbox"/>	New Center
	New Institute
	New Bureau
5.5.1 <input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2 <input checked="" type="checkbox"/>	Program Transfer
	Program Restructure
	Program Consolidation
5.5.3 <input type="checkbox"/>	Name Change of Existing Programs
5.5.4 <input type="checkbox"/>	Program Discontinuation
	Program Suspension
5.5.5 <input type="checkbox"/>	Reinstatement of Previously Suspended Program
	Reinstatement of Previously Suspended Administrative Unit

¹ CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date:

Printed Name:

Program Request - Abbreviated Template
Snow College

Modify:

AAS in Automotive Technology
Certificate of Proficiency in Engines and Drivetrains
Certificate of Proficiency in Chassis and Climate Control

Discontinue:

Certificate of Completion in Engine, Drivetrain, Chassis, and Climate Control
Certificate of Completion in Engine Performance, Electrical Systems, and Automatic Transmissions

Section I: Request

Modification of AAS degree and Certificates

We propose a reduction in credit hours for AUTO 1105, Engine Repair Lab from 3 credits to 1 credit; AUTO 1405, Suspension and Steering Lab from 3 credits to 2 credits; and AUTO 1505, Brakes Lab from 3 credits to 2 credits.

Section II: Need

To fill the ever-changing needs of the automotive technology field, we have received recommendations from our advisory committee and from an external review in 2018, to modify the lab requirements of the Engine Repair Lab Course, AUTO 1105. The actual repair of internal engine components has significantly reduced in the automotive industry, yet the understanding and comprehension of the operation and theory of these components have increased. To meet this need, we propose to reduce the required internal engine lab work and retain the diagnostic, operational, and theoretical aspects of the course.

In an effort to streamline the requirements for the Automotive Technology AAS degree and Certificates as well as take advantage of the concurrent enrollment opportunities offered to students, we also desire to reduce additional credit hours. By reducing the credit hour requirements in the Engine Repair, AUTO 1105, Suspension and Steering, AUTO 1405, and Brakes, AUTO 1505, lab courses we free up 4 credit hours that can be filled by related and relevant electives. This helps the college and students take advantage of concurrent enrollment credits they have received in other programs and from other USHE institutions. There are no adverse effects of these credit hour reductions and we still meet the contact hour requirements of our accrediting body, ASE Education Foundation.

The Automotive Technology degree and certificates are already in place at Snow College and several other USHE institutions. Included below are statistics related to the job opportunities and employment outlook for students completing our degree and certificates.

The Bureau of Labor Statistics (BLS) indicates that the overall labor market for the Occupational Title of "Automotive service technicians and mechanics" estimates that nationally the sector will grow by a projected 60,400 annual openings between now and 2022, a growth range up to 9% annually.

Occupational Title	SOC Code	Employment, 2012	Projected Employment, 2022	Change, 2012-22	
				Number	%
Automotive service technicians and mechanics	49-3023	701,100	761,500	60,400	9
Bus and truck mechanics and diesel engine specialists	49-3031	250,800	272,500	21,600	9
Heavy vehicle and mobile equipment service technicians and mechanics	49-3040	176,300	192,500	16,200	9
Farm equipment mechanics and service technicians	49-3041	35,800	39,200	3,400	10
Mobile heavy equipment mechanics, except engines	49-3042	119,300	131,600	12,300	10

NOTE: Data in this table are rounded. See the discussion of the employment projections table in the Handbook introductory chapter on Occupational Information.

The report from the Bureau of Labor Statistics further indicates that:

Employment of automotive service technicians and mechanics is projected to grow 9 percent from 2012 to 2022, about as fast as the average for all occupations. As the number of vehicles in use continues to rise, more entry-level service technicians will be needed to do basic maintenance and repair, such as replacing brake pads and changing the oil. The increasing lifespan of late-model cars and light trucks will further increase demand for qualified workers.

With some employers reporting difficulty finding workers with the right skills and education, job opportunities for qualified applicants should be very good. Job seekers who have completed formal postsecondary training programs—especially candidates with training in advanced automotive technology, such as hybrid fuel or computer systems—should enjoy the best job prospects.

Those without formal automotive training are likely to face strong competition for entry-level jobs. More numerous openings will be in automobile dealerships and independent repair shops where most service technicians currently work.

In addition to the national data from the BLS, the Utah State DWS also indicates a growth pattern for these same occupations. Although the Utah data shows a lower growth rate, these rates convert to annual openings that are real job openings for prepared students. The following chart is the Utah Job Outlook Statewide: **Utah Statewide Occupational Projections**

SOC Code	Occupation	Stars	Employment Estimates		Average Annual Growth Rate	Annual Openings	
			2012	2022		Growth	Total
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49-3031	Bus and truck mechanics and diesel engine specialists	4	3,360	4,050	2.1%	140	140
49-3041	Farm equipment mechanics and service technicians	3	230	290	2.2%	10	10
49-3042	Farm equipment mechanics and service technicians	5	2,130	2,550	1.9%	100	100

Section III: Institutional Impact

This proposal is not expected to change administrative, faculty, or staff in any way. There is no need for any additional administrative personnel. There is no need for any additional faculty or staff. The physical facilities currently available to the program are sufficient to accommodate these changes.

Section IV: Finances

No additional funds are needed due to these changes. Current equipment, facilities, faculty, etc. will be used after implementation.

Section V: Program Curriculum

*****THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY*****

All Program Courses (with New Courses in Bold)

AAS Degree

Course Prefix and Number	Title	Current Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
AUTO 1101	Engine Repair	2	
AUTO 1105	Engine Repair Lab	3	1
AUTO 1201	Automatic Transmissions and Transaxles	2	
AUTO 1205	Automatic Transmissions and Transaxles Lab	3	
AUTO 1301	Manual Transmissions and Drivetrains	2	
AUTO 1305	Manual Transmissions and Drivetrains Lab	3	
AUTO 1401	Steering and Suspension	2	
AUTO 1405	Steering and Suspension Lab	3	2
AUTO 1501	Brakes	2	
AUTO 1505	Brakes Lab	3	2
AUTO 1601	Electrical and Electronics I**	4	
AUTO 1605	Electrical and Electronics I Lab**	1	
AUTO 1801	Fuel, Ignition, and Emissions Systems	3	
AUTO 1805	Fuel, Ignition, and Emissions Systems Lab	2	
AUTO 2601	Electrical and Electronics II	4	
AUTO 2605	Electrical and Electronics II Lab	2	
DMT 2701	Heating and Air Conditioning	2	
DMT 2705	Heating and Air Conditioning Lab	2	
AUTO 2801	Engine Performance, Computerized Engine Controls	3	
AUTO 2805	Engine Performance, Computerized Engine Controls Lab	2	
BUS 1020	Computer Technology Applications	3	
GNST 1200	GE Foundations OR	3	
BUS 1170	Human Relations in Organizations		
AT 1715	Applied Technical Math OR	3\4	
MATH 1050	College Algebra		
ENGL 1010	Introduction to Writing OR	3	
BUS 2200	Business Communication		
Sub-Total		63	59
Elective Courses	Choose a minimum of 4 credits from this approved list		
AUTO 1001	Basic Automotive Technology I		5
AUTO 1002	Basic Automotive Technology II		5
DMT 1001	Intro to Diesel Technology I		5
DMT 1002	Intro to Diesel Technology II		5

Course Prefix and Number	Title	Current Credit Hours	Change
AUTO 1509	Hot Rods and Performance Vehicles		2
MTT 1000	Survey of Machine Tool		2
WELD 1012	Oxy-Acetylene Welding		2
WELD 1015	Cutting Processes		2
WELD 1030	Related Oxy-Acetylene and Arc Welding		3
MANF 2332	Mechanical CAD Drafting		4
CMP 1000	Composite Basics		3
	Other Department Chair Approved Courses		
Sub-Total			4+
Total Number of Credits			63+

Certificate of Proficiency in Engines and Drivetrains

The following are changes to the credit hours for this certificate.

Course Prefix and Number	Title	Current Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
AUTO 1601	Electrical and Electronics I**	4	
AUTO 1605	Electrical and Electronics I Lab**	1	
AUTO 1101	Engine Repair	2	
AUTO 1105	Engine Repair Lab	3	1
AUTO 1301	Manual Transmissions and Drivetrains	2	
AUTO 1305	Manual Transmissions and Drivetrains Lab	3	
AT 1715	Applied Technical Math OR	3	
MATH 1050	College Algebra OR		
BUSS 1020	Computer Technology and Applications		
	Sub-Total	19	17
Total Number of Credits		19	17

Certificate of Proficiency in Chassis and Climate Control

The following are changes to the credit hours for this certificate.

Course Prefix and Number	Title	Current Credit Hours	Change
AUTO 1000	Safety and Basics*	1	
AUTO 1401	Steering and Suspension	2	
AUTO 1405	Steering and Suspension Lab	3	2
AUTO 1501	Brakes	2	
AUTO 1505	Brakes Lab	3	2
DMT 2701	Heating and Air Conditioning	2	
DMT 2705	Heating and Air Conditioning Lab	2	
AT 1715	Applied Technical Math OR	3	
MATH 1050	College Algebra OR		
BUS 1020	Computer Technology and Applications		
Sub-Total		18	16
Total Number of Credits		18	16

Program Schedule

The AAS degree and certificates of proficiency follow the same course schedule.

Core Automotive Courses		
Course	Current Credit Hours	Change
Fall Semester		
AUTO 1000 Safety and Basics*	1	
AUTO 1101 Engine Repair	2	
AUTO 1105 Engine Repair Lab	3	1
AUTO 1301 Manual Transmissions and Drivetrains	2	
AUTO 1305 Manual Transmissions and Drivetrains Lab	3	
AUTO 1601 Electrical and Electronics I **	4	
AUTO 1605 Electrical and Electronics I Lab **	1	
Total Credits	16	14
Spring Semester		
AUTO 1401 Steering and Suspension	2	
AUTO 1405 Steering and Suspension Lab	3	2
AUTO 1501 Brakes	2	
AUTO 1505 Brakes Lab	3	2
DMT 2701 Heating and A/C	2	
DMT 2705 Heating and A/C Lab	2	
GNST 1200 GE Foundations OR	3	
BUS 1170 Human Relations in Organizations		
Total Credits	17	15

Fall Semester		
AUTO 1801 Fuel, Ignition, and Emissions Systems	3	
AUTO 1805 Fuel, Ignition, and Emissions Systems Lab	2	
AUTO 2801 Engine Performance	3	
AUTO 2805 Engine performance Lab	2	
Take the following GE courses only if AUTO 1601/1605** are completed		
BUS 1020 Computer Technology and Applications	3	
ENGL 1010 Expository Writing OR	3	
BUS 2200 Business Communications		
Total Credits	16	
Spring Semester		
AUTO 1201 Automatic Transmissions and Transaxles	2	
AUTO 1205 Automatic Transmissions and Transaxles Lab	3	
AUTO 2601 Electrical and Electronics II	4	
AUTO 2605 Electrical and Electronics II Lab	2	
AT 1715 Applied Technical Math OR	3/4	
MATH 1050 College Algebra		
Total Credits	14/15	
Preferred Electives – Minimum 4 credits required		
AUTO 1001 Basic Automotive Technology I		5
AUTO 1002 Basic Automotive Technology II		5
DMT 1001 Intro to Diesel Technology I		5
DMT 1002 Intro to Diesel Technology II		5
AUTO 1509 Hot Rods and Performance Vehicles		2
MTT 1000 Survey of Machine Tool		2
WELD 1012 Oxy-Acetylene Welding		2
WELD 1015 Cutting Processes		2
WELD 1030 Related Oxyacetylene and Arc Welding		3
MANF 2332 Mechanical CAD Drafting		4
CMP 1000 Composite Basics		3
Total Credits		63

*Students will need to take AUTO 1000 in their first semester no matter when they start.

**AUTO 1601 (4cr) and 1605 (1cr) will be offered every fall so students can take it in their first year. Some courses are offered every other year; courses can be taken in any order.

September 23, 2019

To the Board of Trustees of Snow College

Internal Audit has completed the audit of *Management & Reporting of Institutional Investments* policy (“Regent Policy R541”) which is required by the Utah System of Higher Education’s R541. Following were the objectives of this audit:

- 1) Determine the accuracy and completeness of the annual Report of Cash, Cash Equivalents, and Investments as of June 30, 2018
- 2) Ensure the Report of Cash, Cash Equivalents, and Investments ties to the cash, cash equivalents, and investments balances listed on the audited Statement of Net Assets as of June 30, 2018
- 3) For the year ended June 30, 2018, determine whether Snow College was compliant with the laws and policies governing investment activity which include the Money Management Act, the Uniform Prudent Management of Institutional Funds Act, and Regent Policy R541 (“the Standards”)

The audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*. Those standards require that Internal Audit develop an audit plan that establishes objectives, a scope sufficient to satisfy those objectives, and a work program that achieves those objectives. The audit plan emphasized compliance with the Standards and focused on processes in place from July 1, 2017 through June 30, 2018, and balances as of June 30, 2018.

It is the opinion of Internal Audit, that the annual Report of Cash, Cash Equivalents, and Investments presented fairly the cash, cash equivalents, and investments position as of June 30, 2018. Snow College was compliant with the Money Management Act, the Uniform Prudent Management of Institutional Funds Act, the Rules of the Money Management Council and Regent Policy R541.

To help ensure ongoing compliance with the Money Management Act, Snow College uses an internally developed checklist to verify compliance prior to purchasing investments. This checklist was used by the Budget Director when requesting the purchase of investments. To help ensure ongoing compliance, it was recommended that the Controller’s office conduct a verification of the completed checklist and sign off on it, prior to executing the requested purchase.

Sufficient and appropriate audit procedures have been conducted and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The evidence gathered meets professional audit standards and is sufficient to provide the Board of Trustees and senior management with the proof of the conclusions derived from the internal audit.

A handwritten signature in blue ink, appearing to read "Wayne Bushman", followed by a long horizontal line extending to the right.

Wayne Bushman, CISA
Internal Audit Director
Snow College

Snow College Board of Trustees

Audit Committee Charter

I. Purpose of Audit Committee

The purpose of the Board of Trustee Audit Committee (the “Audit Committee”) is primarily to oversee Snow College internal audit activities and secondarily to provide: assistance, advice and recommendations to the Board of Trustees regarding its overseeing of financial matters particularly with regard to oversight, internal controls, and compliance with laws, regulations and policy.

II. Authority

The Audit Committee has authority to:

- Oversee the internal audit activities within the College;
- Access any and all data, information, records, and personnel to fulfill its purpose and responsibilities;
- Confer with external auditors, legal counsel, and others as necessary;
- Facilitate communications between and, if necessary resolving disagreements between College representatives and external auditors;
- Conduct or authorize investigations into any matters considered necessary to achieve its purpose;
- Consult with College representatives, the Board of Trustees, and the Regent Audit Committee concerning the adequacy of the College’s internal audit activities, staffing levels and internal controls;
- Appoint, evaluate the performance of, and, if necessary, dismiss the College’s Internal Auditor who is a direct report of the Audit Committee.
- Provide: assistance, advice and recommendations to the Board of Trustees regarding its overseeing of financial matters.

The Audit Committee is not vested with decision making authority on behalf of the Board of Trustees.

III. Audit Committee Membership

The Audit Committee shall consist of at least three but no more than five members, including at least three members of the Board of Trustees. The Board of Regents, acting as the “appointing authority” defined in Utah Code 63I-5-102(4)(c), shall appoint institution

Audit Committee members based on recommendations from the Snow College Board of Trustees. When practicable, at least one of the Audit Committee members should have financial expertise through either professional certification or experience. The Snow College Board of Trustees Chair shall appoint one member of the Audit Committee to serve as the Audit Committee Chair.

IV. Meetings

The Audit Committee shall meet at least three times a year, with additional meetings as needed. The Audit Committee may invite College administrators, auditors and others to attend meetings and provide pertinent information. Meeting agendas should be prepared and provided in advance to members, along with appropriate briefing materials. Informal minutes will be prepared after the meeting. Audit Committee meetings are not open meetings as defined by Utah law, but may be opened with a unanimous vote of the Audit Committee members present.

V. Responsibilities

The Audit Committee shall:

- Schedule meetings and correspondence as necessary to maintain regular, independent communication and information flow between the Audit Committee and internal and external auditors
- Review the College's financial statements, including significant accounting and reporting issues. This includes reviewing the management discussion and analysis portion of the annual report, along with any analysis prepared by College administration and/or external auditors setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- Review with the administration and external auditors the results of the annual financial statement audit, including audit scope and approach, any restrictions on the auditor's activities or on access to requested information, and any significant disagreements with College representatives.
- Review information regarding the College's control environment, means of communicating standards of conduct, and practices with respect to risk assessment and risk management.
- Confer with external and internal auditors regarding the quality of College systems of internal control.
- Review information regarding the activities of the College's risk committee, risk assessment results and mitigation strategies.

- Review information regarding the receipt, retention and treatment of complaints, including anonymous complaints and others received through Ethics.Point or comparable systems.
- Review with campus administrators and other institutional representatives the adequacy of the institution’s accounting personnel, staffing levels, and controls.
- Review information provided by administration regarding systems for monitoring compliance with all applicable laws and regulations.
- Obtain regular updates from College administrators and/or legal counsel regarding instances of material noncompliance that might have implications for the College.
- Review with administration and the College Internal Auditor the charter, plans, activities, staffing and organizational structure of the internal audit function.
- Review any restrictions and limitations on internal auditing activities.
- Appoint, evaluate the performance of, and if necessary, dismiss the College Internal Auditor.
- Receive and review internal audit reports, both drafts and final versions, and/or periodic summaries of internal audit activities prepared by the College Internal Auditor.
- Schedule meetings and correspondence as necessary to maintain regular, independent communication and information flow between the Audit Committee and the College Internal Auditor.

VI. Reporting

At least annually, the Audit Committee shall provide a report to the full Board of Trustees detailing the Audit Committee’s activities and recommendations.

The Board of Trustees’ Chair and the Audit Committee Chair shall meet at least annually with the Regent Audit Committee to provide updates on College activities as outlined in this charter.

The Audit Committee shall prepare an annual report summarizing internal and external audit results from the prior year and an audit plan for the upcoming year. This report shall be submitted to the Board of Regents audit director no later than five business days before the annual Board of Regents Audit Committee meeting.

Office of Internal Audit Snow College Charter

I. Mission

The mission of the internal audit activity is to provide independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of Snow College (the “College”). It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the College's risk management, control, and governance processes.

II. Role

The Internal Audit Department (Internal Audit) is established by the Board of Trustees, and its responsibilities are defined by the Audit Committee of the Board of Trustees as part of their oversight function.

III. Professional Standards

As per Utah State Board of Regents policy, Internal audit activities shall comply with the Institute of Internal Auditors Standards. Other professional standards may also apply to particular audit assignments, as determined by the Audit Committee or the Board of Regents.

IV. Authority

Internal Audit derives its authority from the Snow College Board of Trustees Audit Committee as specified in Utah Code 63I-5-302 and is authorized to access all institutional records and physical properties relevant to the performance of audits, except as prohibited by law.

- All employees are requested to assist Internal Audit in fulfilling their staff function.
- Internal Audit shall have free and unrestricted access to the Chairman of the Board of Trustees, and the Audit Committee Chair.
- The Director of Internal Audit shall be authorized to allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.
- Documents and information given to Internal Audit during a periodic review will be handled in the same prudent and confidential manner as by those employees normally accountable for them.

V. Organization

The Director of Internal Audit shall report administratively to the President and functionally to the Board of Trustees and the Audit Committee. The Vice President of Finance and Administrative Services has also made himself available in order to address situations that may arise regarding the President and his/her department or in situations where the President may not be available.

VI. Independence and Objectivity

Internal auditors shall adhere to standards of independence and objectivity outlined in IIA Standards 1100 and 1120. Any impairments to independence or perceived impairments shall be properly disclosed as required in IIA Standard 1130. Internal auditors shall not participate in institution management or operational responsibilities that would impair independence.

VII. Audit Scope

The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the College's governance, risk management process, system of internal control structure, and the quality of performance in carrying out assigned responsibilities to achieve the College's stated goals and objectives. Following are included in the scope of Internal Audit responsibilities:

- Participate in institution risk assessments at least annually and report results to the audit committee. Risks may include financial, operational, efficiency, fraud, compliance, internal control, information systems, data loss, safety reputation and political;
- Conducting operational, financial, and information systems audits, investigations, risk assessments, and researching on audit related activities;
- Ascertaining compliance with applicable standards, rules, regulations and policies and procedures;
- Evaluating programs and operations in order to improve effectiveness and efficiency of College operations;
- Developing an effective testing program to continually improve effectiveness and efficiency of College operations;
- Reporting status of financial integrity, and promoting accountability of College assets;
- Documenting findings and formulate recommendations to correct deficiencies, reduce risk and costs, and improve performance;
- Administering and facilitating the College's hotline, working with select College leaders to ensure issues are resolved;

All opportunities for improving management control, profitability, and the College's image that are identified during audits, shall be communicated to the appropriate level of management.

VIII. Audit Planning

Annually, the Director of Internal Audit shall submit to senior management and audit committee a summary of the audit work schedule and budget for the following fiscal year. The audit work schedule is to be developed based on a prioritization of the audit universe using a risk-based methodology. Any significant deviation from the formally approved work schedule shall be communicated to senior management and the Audit Committee through periodic activity reports.

IX. Reporting

A written report will be prepared and issued by the Director of Internal Audit or designee following the conclusion of each audit and will be distributed as appropriate. A copy of each audit report and a summarization will be forwarded to the President and the Chair of the Audit Committee.

The Director of Internal Audit or designee may include in the audit report the auditee's response and corrective action taken, or to be taken, in regard to the specific findings and recommendations. Management's response should include a timetable for anticipated completion of action to be taken and an explanation for any recommendations not addressed.

In cases where a response is not included within the audit report, management of the audited area should respond, in writing, within thirty days of publication to Internal Audit and those on the distribution list.

Senior management shall be responsible for implementing any audit findings or recommendations and Internal Audit shall be responsible for tracking the implementation of those audit findings and recommendations. All significant findings will remain in an open issues file until cleared by the Director of Internal Audit or the Audit Committee.

X. Other Responsibilities

Other responsibilities of Internal Audit include:

- Maintaining professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Keeping the Audit Committee informed of emerging trends and successful practices in internal auditing.
- Periodically providing a list of goals and results to the Audit Committee.
- Assisting in the investigation of significant suspected fraudulent activities within the College, and notifying senior management and the Audit Committee of the results.
- Investigating and/or following up on matters reported through the whistleblower hotline.
- Evaluating significant new or changing services, processes, operations, and control processes coincide with their development, implementation, and/or expansion.
- Providing consulting services, where needed and in conformance with the professional standards for internal auditors.

XI. Periodic Assessment

The Director of Internal Audit should periodically assess whether the purpose, authority, and responsibility, as defined in this charter, continue to be adequate to enable the internal audit activity to accomplish its objectives. The result of this periodic assessment should be communicated to senior management, the Board of Trustees, and the Audit Committee.

2020 Proposed Audit Plan

This is the proposed 2020 calendar year audit plan. As outlined in the Memorandum of Understanding (MOU) at the time of hire, one of the major duties and responsibilities of the Internal Audit Director is to “Develop an annual audit work plan and priorities for audit.”

Snow College internal audit charter states: The Institute of Internal Auditors “International Standards for the Professional Practice of Internal Auditing (Standards) shall constitute the operating procedures for the department”. The Standards, section 2010 – Planning states: “The chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization’s goals. The chief audit executive must review and adjust the plan, as necessary, in response to changes in the organization’s business, risks, operations, programs, systems, and controls.

This audit plan is based on risks identified through audit work and prior year risk assessments. Priority for these audits may change pending the results of the annual risk assessment process that is currently in progress.

Revised 2019 Calendar Year Audit Schedule

As per the IIA standard 2020: “The chief audit executive must communicate the internal audit activity’s plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations.” The following is the proposed audit plan for calendar year 2020:

#	Audit Reference#	Audit Activity Type	Audit Title / Description	Entity	Anticipated Start Date	Status / Projected Completion Date
1	2020-A01	Risk based audit	Performance and compliance audit of the Controller’s Office (will be done in collaboration with the Commissioner’s office auditors)	Controller’s Office	January 2020	In Progress – Projected completion 3/31/2020
2	2019-C02	Consulting	Finalize consulting project with Auxiliary Services Division – carry forward from 2019.	Auxiliary Services and Administration	In Progress	In Progress – Projected completion 1/31/2020
3	2020-A06	Risk based audit	Performance and compliance audit of Information Technology and Information Security	Information Technology and Information Security Office	September 2020	TBD
4	2020-A03	Required / Compliance	USHE required – Investments Audit R541	VP Finance and Administrative Services	April 2020	TBD
5	2020-A04	Required / Compliance	USHE required - Presidential Travel Audit – R212	Office of the President	May 2020	TBD
6	2020-A05	Risk based audit	Campus-wide audit of p-card issuance and use – benchmarking with other institutions and best practices on p-card policies and procedures	Campus-Wide and Purchasing Office	June 2020	TBD
7	2020-A02	Risk based audit	Performance and compliance audit of the Advancement Office – Primarily focusing on Grants and Fundraising	Advancement Office	April 2020	TBD

#	Audit Reference#	Audit Activity Type	Audit Title / Description	Entity	Anticipated Start Date	Status / Projected Completion Date
8	2020-A07	Required / Compliance	USHE required – Discretionary Funds, report certification R548	VP Finance and Administrative Services	TBD	TBD
10	2020-A08	Required / Compliance	USHE required – Motor Vehicles report certification R557	Campus Services	November 2020	TBD
11	2019-E01	Compliance / Fraud	Ethics point administration and follow-up on reports filed through the anonymous hotline	Campus-wide	Ongoing / As Needed	Ongoing
12	2019-Q01	Audit Standards Compliance	Follow-up on prior year findings from internal assessment in preparation for an external validation.	Internal Audit	TBD	TBD
13	2020-CA	Data Analytics / Continuous Auditing	Run quarterly data analytics / continuous auditing scripts. Develop 4 additional continuous auditing scripts to add to library	Internal Audit	Quarterly	Ongoing
16	2020-F01	Follow-up	Follow-up and report on status of implementations of unresolved findings and recommendations from prior audits	Prior year audits	TBD	TBD
17	2019-R01	Risk Assessment	Participate in Risk Assessment Development and Implementation (Risk Committee)	Campus-wide	November 2020	TBD

External Audits

The following audits are performed by the State of Utah on an annual basis. Internal Audit is not responsible to conduct these audits, but may be asked to provide information or assistance:

- Annual Financial Audit
- Annual Financial Aid (Single Audit)



Snow College's NWCCU Accreditation Cycle/Planning Calendar *in preparation of the Year Seven full accreditation visit*

2019—Preparation for Year Seven

- January: Institutional Portfolio and Mission Fulfillment update presented to Board of Trustees
- May: Recommendation 2 Ad Hoc Progress Update report #3 submitted to NWCCU
- June: Mission Fulfillment Scorecard and Detail report presented to Board of Trustees
- July: Year Seven Self-Study rough draft completed
- August: Institutional Annual Report submitted
- Fall Semester: Review of Year Seven rough draft. This will include faculty, staff, and student representation
- October: IR Director serves as a NWCCU evaluator to Pierce College
- November: Participation in LDS Business College's Year Seven "mock" site visit (their review is spring 2020).
- November: IR Director attends NWCCU annual meeting (Seattle, WA)

2020—Year Seven Full Accreditation Visit

- January: Institutional Portfolio and Mission Fulfillment update presented to Board of Trustees
- Spring Semester: Year Seven Self Study in Final Draft (this will include information and review by faculty, staff, and students).
- Spring Semester: Align final report information with on-line and on-site presence (i.e. policies/procedures).
- May: submit any anticipated Ad Hoc reports
- June: Mission Fulfillment Scorecard and Detail report presented to Board of Trustees
- June/July: Snow College will host a "mock" site visit in preparation of the fall semester visit.
- Summer: Finalize dates for on-site visit
- August: Institutional Annual Report submitted
- Fall semester (early): submit finalized Year Seven Self-Evaluation
- Fall semester (October?): Official on-site visit—Snow College hosts 4 to 5 on-site evaluators for a comprehensive review. Site-visit will last 3-4 days. Actual dates TBA

- Fall semester: Snow College will receive a draft report of findings for checking errors of fact only.
- November: IR Director attends NWCCU annual meeting (Seattle, WA)

2021—Preparation of Year One Mission and Core Themes *(this is the start of a new seven-year cycle)*

- January: Institutional Portfolio and Mission Fulfillment update presented to Board of Trustees
- Spring Semester: Snow College will be informed of its re-accreditation sometime during the semester.
- Spring Semester: Snow College can commence to re-evaluate its mission and core themes preparatory to submitting its Year One Mission and Core Themes report.
- Spring Semester: Snow College will merge/align/coordinate re-evaluated mission and core themes with the institution's strategic plan.
- June: Presentation of new mission and core themes to Board of Trustees
- August: Institutional Annual Report submitted
- Fall Semester: Snow College establishes its new Mission and Core Themes complete with objectives and measurable KPIs prior to submitting its Year One Mission and Core Themes report.
- January: Institutional Portfolio and Mission Fulfillment scorecard associated with re-evaluated core themes, objectives and KPIs.

2024—Mid-Cycle Report and Evaluation

2028—Year Seven Comprehensive Self Evaluation for re-accreditation

Internal reporting regarding mission fulfillment:

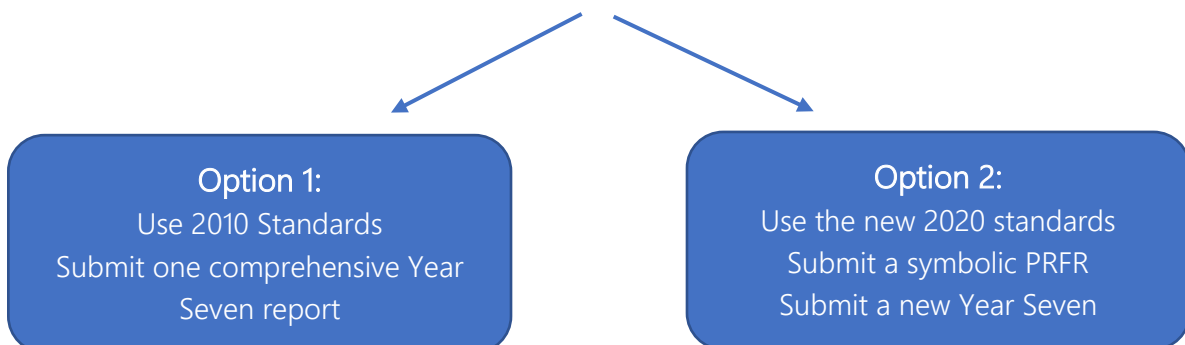
The main cycle repeats with the January Institutional Portfolio and Mission Fulfillment scorecard presented to the Board of Trustees; the June Mission Fulfillment Detail report presented to the Board of Trustees; and the August Annual Institutional report submitted to NWCCU.

- Annual Ad Hoc reports (when requested) submitted in May
- Annual Institutional report submitted to NWCCU in August
- Bi-annual reports to Board of Trustees in January and June
- Semester reports/meetings with various faculty, staff, and student leadership groups and at-large groups, including external stakeholders.

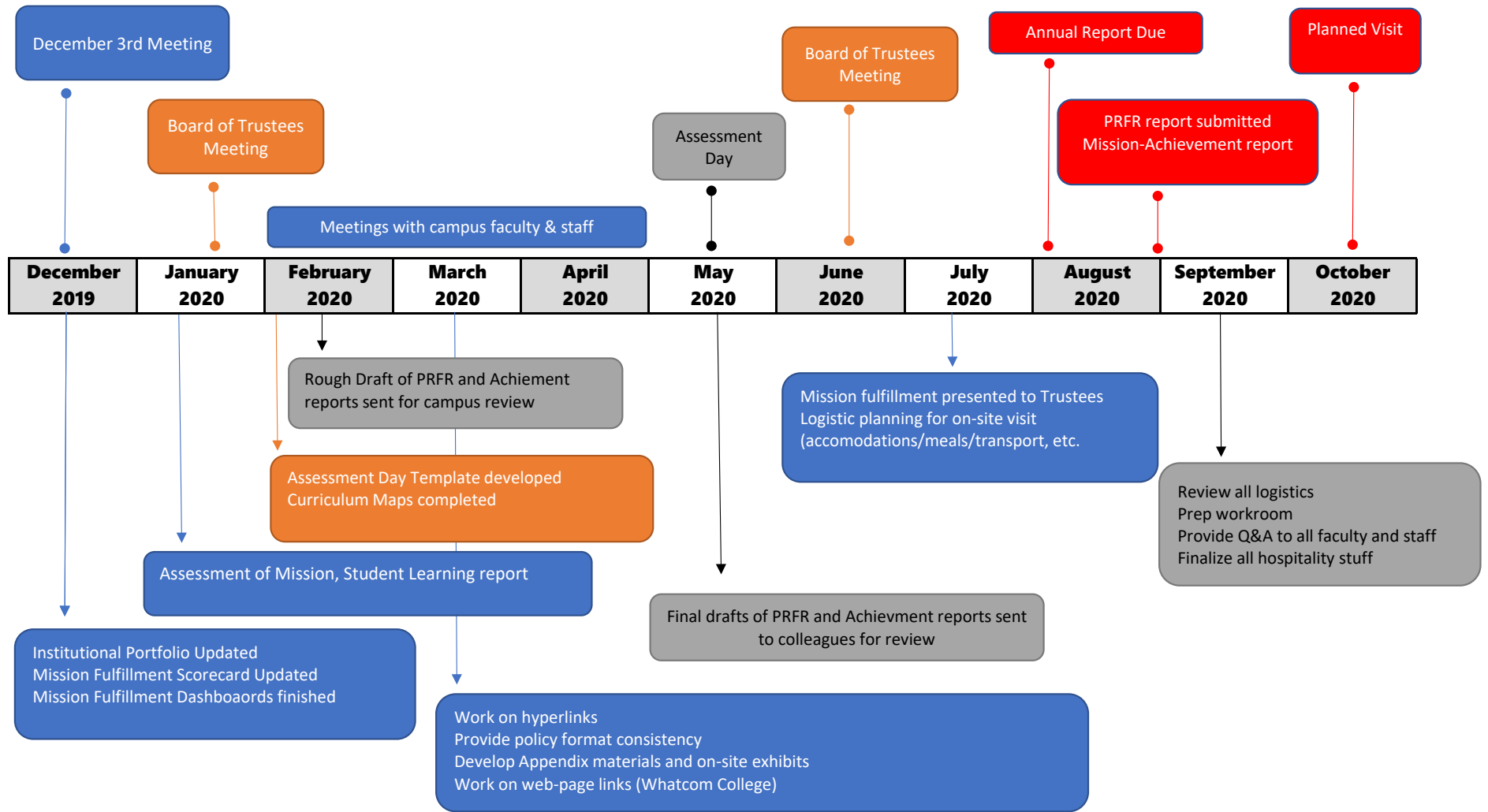
NWCCU Notes and Planning:

- Focus is on **program learning outcomes** and not so much on course learning outcomes. We have been going in the right direction on this. We need to complete curriculum maps for all programs. Drafts of all curriculum maps are done. CTE has revised and completed their maps. Other divisions and GE need to do the same (assessment day). **Completion progress = 75%**
- Changes to standards that focus on equity gaps and student learning gaps by identified populations. New dashboards presented at Assessment Day 2019 provided data to faculty on achievement gaps by under-represented groups. We need to better define these groups for Snow College (make this message consistent with Aspen and SEM). **Completion progress = 50%**
- New reporting cycle eliminates the Year One mission and core themes report. This means that we can proceed with strategic planning using our new strategic planning goals to support mission fulfillment for the next 7-8 years. It is recommended that our strategic planning work on objectives/goals to support mission fulfillment for the next accreditation cycle (consider the Pierce College example). **Completion progress = 20%**
- New Reporting Cycle has a Year 6 Policies, Regulations and Financial Review report (PRFR), which is the standards part of the current Year Seven report. The new Year Seven report focuses on the Evaluation of Institutional Effectiveness (assessment of institutional mission, student learning, and student achievement). The idea behind the Year 6 report is to give institutions time to remedy possible standard (compliance) issues/recommendations prior to the Year 7 comprehensive visit. It also implies that the Year 7 visiting team will be smaller in size (not for our 2020 visit).
- The Annual Report submitted each August will have more elements related to student achievement (retention rates, graduation rates, etc.), which are associated with IPEDS reporting.

This gives us two choices to proceed toward our 2020 visit (circa October 2020).



Option 2: Year Seven Planning Process



Board of Trustees:

A. Snow College Environmental Scan

Web address: <https://www.snow.edu/academics/ir/sem.html>

Snow College's strategic enrollment management plan achieves several critical functions in order to help the college move forward with its commitment to student success via curricular and co-curricular excellence, high-impact and innovative teaching practices, and engaged citizenship and community opportunities. Additionally, the strategic enrollment management plan assists the college in coordinating across-the-board policy and practice toward the achievement of student-centered matriculation goals and student satisfaction with the undergraduate experience.

All higher education institutions operate in environments that have a variety of external factors that influence campus goals and services. Effective enrollment planning addresses the external factors that exist today and incorporates (to the extent possible) future trends. An Environmental Scan brings all that information together in a comprehensive data package to be used to support focused recruitment and retention discussions for more effective decision-making.

An Environmental Scan is the first step in the development of a strategic enrollment management plan. Originally created spring semester 2018, this current version provides additional data and updated information on national, regional, state, and other factors influencing Snow College's recruitment and retention efforts. The Environmental Scan provides the college with a solid empirical foundation upon which the SEM plan's goals and tactics are grounded. Snow College faces steady budget pressure and increasing competition for students many of whom are underprepared for college in the areas of academics, finances, and mental health. The Environmental Scan underscores these issues so that the college can define and expand its recruitment footprint, leverage additional financial aid opportunities, and provide the personal support to help students succeed. Despite being higher than current national averages, our first-time freshmen persistence and retention rates have declined—30% of new freshmen leave the institution after the first semester and approximately half are gone by the next fall semester. All this information helps the strategic enrollment plan frame objectives, goals and tactics within the two themes of recruitment and retention.

Snow College's Environmental Scan represents data in the main areas of

- **The Potential College Population:** Demographic data on the high school population at state, regional, and national levels.
- **The Cost and Affordability of College:** National and state data on higher education appropriations, student financial aid, and tuition comparisons.
- **The College Recruiting Environment:** Information on how students seek and select college including the role of technology in communicating with students and parents.
- **Other Factors Affecting Student Recruitment and Retention:** Data on college student food insecurity and mental health.

B. Snow College Report on Institutional Effectiveness

Web Address:

<https://www.snow.edu/academics/ir/downloads/Institutional%20Portfolio%202018-2019.pdf>

This report is a collection of information relevant to the Snow College students, faculty, staff, and resources. This report addresses the College's annual progress toward mission fulfillment using data related to strategic planning goals and core theme objectives. Formerly known as the Institutional Portfolio, this document has been updated to better reflect the College's focus on mission and core theme fulfillment with metrics added that relate to USHE performance funding, space utilization, and legislative appropriations.

The publication of this document has become increasingly important as the college continues to pursue institutional effectiveness. The ongoing demand by state and federal agencies for greater institutional accountability makes the proliferation of this information throughout the college a good idea. It is the aim of this document facilitate the sharing of common information among faculty and staff and community members so that we can continue to effectively work together to achieve the college's mission and goals.

The criteria included in the Institutional Portfolio was collected from a variety of external reporting elements and internal requests. All the data are updated annually to provide both point-in-time and ten-year trend information. It is the goal that this report becomes a helpful resource for college planning and a source of information for both internal and external reporting agencies and stakeholders.

C. Progress toward Snow College's Year Seven NWCCU Visit and Mission Fulfillment

Snow College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). This regional accrediting body represents all higher education institutions in Idaho, Montana, Oregon, Utah, and Washington to the United States Department of Education. Accredited institutions qualify for federal financial aid programs (Pell, student loans, grants, and other aid), and have national degree, program, and course validation. Each institution participates in a seven-year evaluation/accreditation process as follows:

- **Year One:** Establishment of institutional mission and core themes. This also includes objectives, goals, and metrics by which each institution measures continual improvement and progress toward mission fulfillment.
- **Year Three:** Mid-Cycle Review of mission and core theme development. This involves a mission fulfillment progress report submitted to NWCCU and a site visit from two external evaluators who report institutional progress back to the Commission.
- **Year Seven:** Full Review of each institution's compliance with federal higher education standards and mission fulfillment. This involves a comprehensive report submitted to NWCCU and a site visit from a team of external evaluators. It is the Year Seven that results in compliance warnings and recommendations that must be immediately addressed to maintain accredited status.
- **Annual Reports:** Each year (August), Snow College submits an annual update report to NWCCU.

Snow College is scheduled for its Year Seven visit next fall (fall 2020). Following the updated NWCCU standards, the college will submit two distinct Year Seven reports. The first is a standards compliance report, known as the Policies, Regulations, and Financial Review report (PRFR). A draft of this report is available on-line and is being reviewed by all college personnel (<https://www.snow.edu/academics/office/pa/index.html>). The second report is an assessment of institutional mission fulfillment, student learning, and student outcome achievement, known as the Institutional Effectiveness report. A draft of this report will be available in February for review.

Snow College will submit final copies of both reports to NWCCU in July-August prior to an anticipated site visit in September-October.

Additional information regarding general changes to NWCCU's standards and review cycle and Snow College's planning process is included with this summary.

D. Mission Fulfillment Dashboards

The following interactive dashboard has been developed to provide timely and transparent information on Snow College's progress toward mission fulfillment. This dashboard is located at

<https://www.snow.edu/academics/office/pa/index.html>