

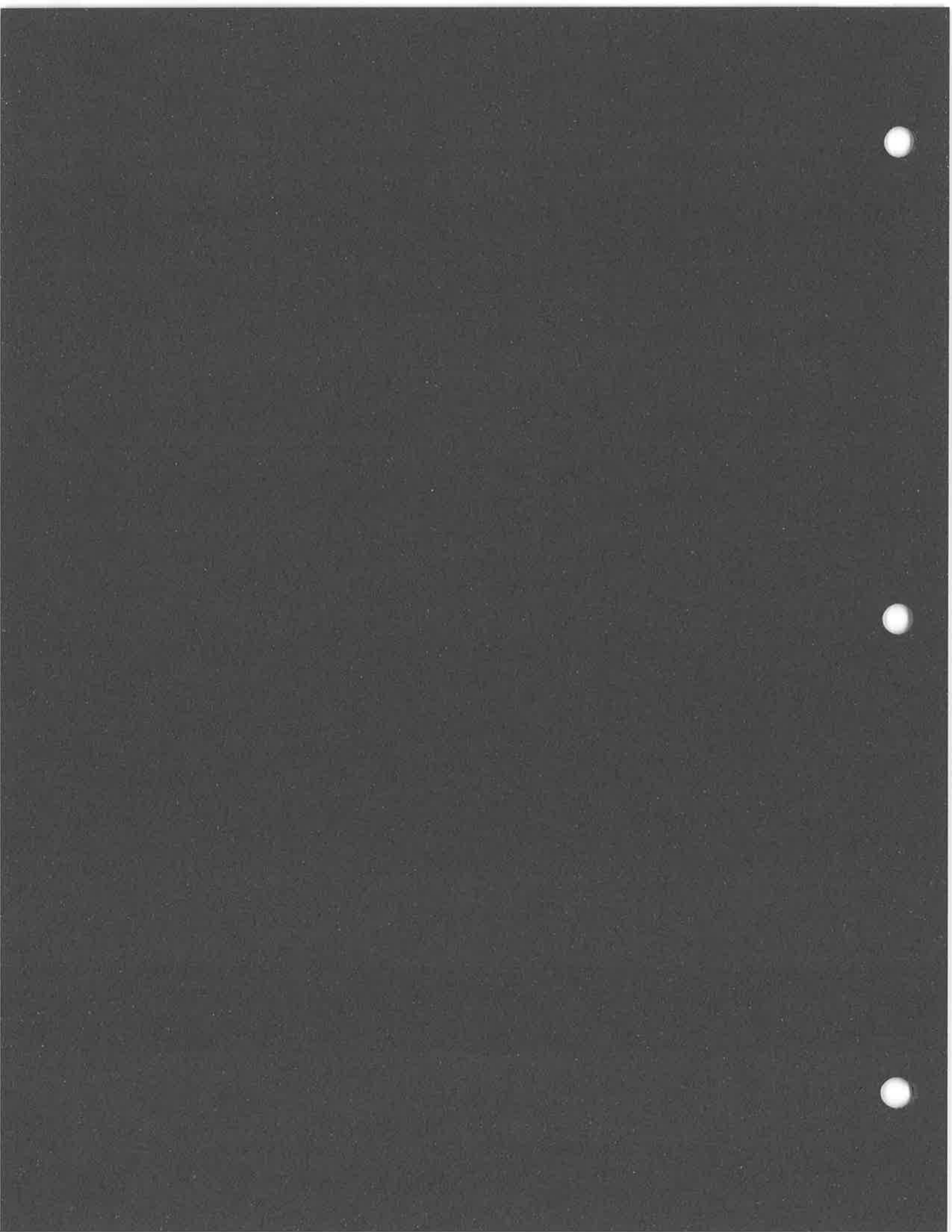


A meeting of the  
Snow College  
Board of Trustees

To be held  
Thursday, July 21, 2005  
Public Meeting at 6:00 p.m.  
Dinner with Partners at 7:15 p.m.  
Juilliard Concert with Partners at 8:00 p.m.

In the  
Lorenzo and Erastus Snow Conference Room  
Noyes Building - Snow College Campus  
Ephraim, Utah

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



# Agenda for the Snow College Board of Trustees

Noyes Building

Thursday, July 21, 2005

Meeting at 6:00 p.m.

Dinner with Partners at 7:15 p.m.

Juilliard Concert in Eccles Center at 8:00 p.m.

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- I. Welcome ..... John Willmore
- II. Action Item: Approval of Minutes (Tab R) ..... John Willmore
- III. Report from the Chair ..... John Willmore
- IV. Report from the Student Body President ..... John Vincent
- V. Report from the President ..... Michael Benson
- VI. Action Item: Investment Reports (Tab S) ..... Gary Arnoldson
- VII. Action Item: Advancement and Tenure Recommendations (Tab T) ..... Brad Winn
- VIII. Action Item: Audit Committee Report ..... Carl Albrecht
- IX. Comments from Board Members ..... Board Members
- X. Meeting Schedule ..... John Willmore

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Official Minutes of the  
Snow College Board of Trustees  
April 29, 2005 Meeting  
Ephraim, Utah

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**Members Present:** Carl Albrecht, Doug Barton, Tim Blackham, Kay Greene, Jerold Johnson, Gwen McGarry, John Willmore, Scott Wyatt

**Members Excused:** Tim Barney and Casey Dyreng

**College Personnel Present:** Gary Arnoldson, Michael Benson, Larry Christensen, Marci Larsen, Rick Wheeler, Rick White, and Brad Winn

**Others Present:** Tia Tye (attending for Casey Dyreng)

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Call to Order/Welcome

Chair Willmore called the meeting to order and again greeted the Trustees. Most board members had been together at the graduation ceremony on the Richfield campus, and Chair Willmore thanked the Trustees for their time spent in behalf of the college.

Approval of Minutes

Chair Willmore entertained a motion to approve the minutes from the February board meeting. Carl Albrecht so moved. Gwen McGarry seconded the motion, and it passed unanimously.

Report from the Chair

Chair Willmore complimented Rick White and his staff for the graduation service held earlier in the day. He expressed appreciation for the opportunity to interact with the College and see students' lives being changed.

Chair Willmore also informed his fellow Trustees that he and Vice Chair McGarry had attended an Executive Planning Council meeting at the college, and he commended Brad Winn and others for the progress they are making on pertinent accreditation matters. He noted that, while attending Snow as a student, he didn't realize the amount of work required to maintain standards. Chair Willmore reviewed the process the administration had gone through to create the mission and role statement, and he again thanked those involved in the process.

Report from the Student Body President

Tia Tye, student vice president for 2005-06, attended the meeting for Casey Dyreng. Because of other important events in his life - i.e. his wedding day! - Casey was excused from the meeting. Tia reported that the student body officers for next year are excited and ready to go.

After Tia's report, Kay Greene introduced the group to "Beans," the newest member of her family.

Report from the President

President Benson thanked Tia for representing the students, and he commended Casey Dyreng and his team for their leadership. He noted that it was a difficult year for student government, and he expressed appreciation to the student officers for their commitment to excellence.

Speaking of students, President Benson mentioned Bemate Bomboma, a student who would be recognized during commencement. He reported that Bemate came to Snow with absolutely nothing and had had a tremendous impact on the entire campus. He commented that Bemate is an impressive young man and a great representative of the student body. President Benson also noted that this will be the first time in the

College's history that a sitting governor will address the graduates during the commencement ceremony. It was also noted that President Benson would recognize faculty who are retiring, and President Benson mentioned that he planned to announce that the greenhouse would be named in Clyde Blauer's honor.

President Benson repeated that most of Snow's students - like Bemate - are exceptional, but he also reported that periodically students disappoint their peers and the administration. One such incident, he reported, happened recently in Mt. Pleasant. President Benson reported that a few student athletes had an altercation at a local bar, and he noted that disciplinary action had been taken.

Switching gears, President Benson spoke briefly of recent college happenings. He reported that the EPC (Executive Planning Council) had met, and he thanked Chair Willmore and Vice Chair McGarry for their participation. He reported that only two institutions - Snow and USU - had responded to the Regents' instruction to complete a mission statement, and he commended Brad Winn for his work on this task. He also noted that his administration had used the newly defined/refined goals of the college to guide budget decisions this year. He reported that the improved process was beneficial and commented that many on campus are talking about, believing, and living the mission and role statement.

The enthusiasm for Snow College extends beyond campus as well, President Benson reported. He informed the group that a donor, who wishes to remain anonymous, had recently committed a significant amount of scholarship money to the nursing program. He also excitedly told the Trustees that Juilliard is planning to create a partnership and use Snow as its rural site for summer camps. He commented that it was a smart thing for "Juilliard to be associated with Snow." President Benson publicly thanked Dan Jorgenson for his help in making this partnership a reality.

President Benson concluded his report by informing the Trustees that the state auditors had been on campus and were working on compiling their report. He noted that a summary of their findings should be made available to the Trustees within the next few months.

#### Investment Report

Gary Arnoldson referred the Trustees to the investment report and reviewed the investment activity for January, February, and March 2005. He noted that the portfolio seems to be consistently doing well, and he asked if there were questions. Tim Blackham asked what rate of return the College received on the investments, and Gary said that, on average, he gets 2.75-3.5 percent. He noted that this is consistent with past years' return. With that, Trustee Blackham made a motion to approve the report. Scott Wyatt seconded the motion, and it passed unanimously.

#### New Degree Proposal

Brad Winn referred the Trustees to Tab T and asked them to consider approving an Associate of Applied Science (AAS) degree in Culinary Arts. He reminded the group that they approved the Culinary Arts Certificate of Completion during the February meeting, and he explained that the new degree proposal meets all internal requirements. He thanked the culinary arts staff for their patience during the rigorous process and asked the Trustees if they had questions. Carl Albrecht noted that he had recently participated in a large banquet where the College provided the meal, and he commended the new chef for his work. Jerold Johnson also noted that staff members are pleased with the newly-hired chef. Brad Winn agreed that the Culinary Arts program is one of stellar programs offered by Snow. Hearing no further questions or comments, Chair Willmore entertained a motion to approve the AAS Degree in Culinary Arts. Jerold Johnson so moved. Carl Albrecht seconded the motion, and it passed unanimously.

#### Faculty Merger Update

Brad Winn briefly reviewed the history of the two campuses and noted that the merging of the two faculty bodies has been one of the most difficult pieces to finalize. He reported, however, that much progress had been made and that he was proud of most faculty members for their cooperation. He reported that President Benson charged a group of employees to review salary equity issues and that they were making good progress with their assignment. Brad also reported that progress was being made with the computer,

networking systems. He thanked everyone involved, and specifically recognized Rick White for his help and leadership.

### Low Property Update

Jerold Johnson had requested an update on the former Lowe property in Richfield, and Rick White shared the latest happenings with the board. He reminded the group that a private developer had purchased the property and was charging ahead with a housing complex. The primary issue now for the College is road usage and property access. Rick reported that the developer has been using the College's road, and he expressed concerns shared by several individuals including DFCM and State Risk Management. Rick communicated the College's desire to be a good neighbor, but he also expressed his responsibility to protect the interest of the College.

Jerold Johnson stated that his greatest concern is egress from the Sevier Valley Center (SVC), and many Trustees agreed that this is an issue that needs to be resolved. Rick White provided copies of a map and outlined the possible options for egress from the SVC and access for the private developer. A long discussion ensued, and after reviewing the options, Scott Wyatt made the following motion: 1) that the College build a fence and deny temporary access to the private development from Technology Drive; 2) that the College communicate to the private developer that the Trustees are not inclined to allow permanent access to their property from Technology Drive; and 3) that the College support the option which includes an in-street from 1<sup>st</sup> Avenue. Carl Albrecht seconded the motion, and it passed unanimously. Rick White agreed to follow up with the developer.

### Comments from Board Members

- Carl Albrecht congratulated Rick White on a job well done with the Richfield graduation ceremony. He also noted that Rick is very respected by the community and thanked him for his work.
- Gwen McGarry stated how impressed she was with the Richfield graduation. She said she felt like progress had been made with the two campuses and commented that she felt like she was at a Snow College event today.
- Jerold Johnson expressed his disappointment in the College's representation at the recent basketball tournaments held in the SVC. Rick White said that his staff did do their best to provide information and explained that it's not feasible to have an employee staff the table for the entire tournament. He agreed to look into other possibilities for the future.
- Kay Greene thanked the group for the opportunity to be involved with Snow. She too commented on the successful graduation ceremony.
- Tim Blackham reflected on the graduation ceremony and commented on the variety of graduates. He too commended Rick White and the Richfield staff.
- Doug Barton noted that he broadcasts basketball games in several locations, and he reported that he is treated the best by the employees of the SVC. He thanked Jason Beal and his employees and asked Rick to communicate his compliments.
- Rick White responded by informing the Trustees that the number of events held in the SVC continue to increase. He also reported that he had recently received a document which highlighted President Benson's fund-raising success while at Snow, and he complimented him for his ability to secure private money for the College.
- Brad Winn noted that it has been a successful academic year for Snow. He reminded the Trustees that the College led the system in growth and reported that just recently Snow received a sizable grant from the federal government to help fund distance education. He also praised Larry Christensen for his work and said that he has never worked with a better budget officer.
- Chair Willmore commented on Jon Judkins', head coach for the men's basketball team, decision to go to Dixie by saying that in some ways it is a compliment to lose an employee to the competition. He commended the employees for making Snow the place that it is.
- President Benson ended the meeting by thanking his staff, specifically Marci Larsen, for their work and told the Trustees how much he appreciates the friendship his cabinet shares. He agreed with Chair Willmore's comment and expressed his gratitude for the opportunity to be at Snow.

### Adjournment

Tim Blackham made a motion to adjourn the meeting. Carl Albrecht seconded the motion, and it passed unanimously.

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Official Minutes of the  
Snow College Board of Trustees  
June 16, 2005  
Meeting Held via Conference Call

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**Members Present:** Carl Albrecht, Tim Barney, Doug Barton, Tim Blackham, Kay Greene, Jerold Johnson, Gwen McGarry, John Vincent, and John Willmore

**Members Excused:** Scott Wyatt

**College Personnel Present:** Michael Benson, Larry Christensen, Claudia Jarrett, Marci Larsen, Rick Wheeler, Rick White, and Brad Winn

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Welcome

Trustees were greeted as they joined the conference call. Once everyone had connected, Chair Willmore officially welcomed the Trustees. President Benson announced that he had been asked by BYU to lead a tour to Israel in December, and he invited the Trustees to participate. He noted that more information would be available soon.

2005-06 Budget Discussion

Carl Albrecht had expressed concern about approving an annual budget over a conference call, rather than in person, and he vocalized those concerns. The group agreed to review the budget and, if sufficient information was available, to take action. If questions or concerns, which were difficult to resolve over the phone, arose the Trustees agreed to postpone action.

With that understanding, Larry reviewed the proposed budget for the 2005-06 fiscal year. He explained the increases in operational budgets and noted that all employees received a 2.5 percent increase. He also reported that salary increases ranged from 2.5 - 22 percent, and noted that only two employees were in the 20 percent range. Tim Blackham asked about the salary reduction employees took several years ago, and President Benson reported that the cut had been restored last year. Trustee Blackham also asked what the overall budget increase was, and Larry reported that the total budget increased approximately \$1,000,000.

Brad Winn explained the process used to distribute new money, and commented that items receiving new funding were agreed upon by department heads, deans, and the president's cabinet. He noted that requests for new money were tied to college goals, and top priorities received new money. A few specific questions were asked regarding budget increases, and Chair Willmore asked the Trustees if they felt like they had enough information to approve the budget. Carl Albrecht suggested that a summary sheet be prepared and distributed with the budget in the future, and college personnel agreed to do so. Jerold Johnson also suggested that, in the future, the budget be discussed in a in-person meeting rather than during a conference call. The administration also agreed that the face-to-face meeting would be scheduled next year. With these two suggestions taken into consideration, Tim Blackham made a motion to approve the budget as presented. Carl Albrecht seconded the motion, and it passed unanimously.

NOTE: A budget summary sheet was created this year and distributed to the Trustees after the meeting. Please see attached sheet for details.

Early Retirement Policy

Claudia Jarrett informed the Trustees that the Board of Regents had asked for unification in institutional early retirement policies, and she noted that Snow needed to make two minor modifications to its current policy to be in compliance. She asked the Trustees to approve the new policy, which changed 1) the stipend amount paid (the College has been paying for six years; Regents' policy mandates only five years) and 2) the length of time for medical and dental coverage (the College was ceasing medical coverage at age 65, but not dental; Regents policy mandates that both cease at age 65). Claudia reported that the changes have been delayed for one year

so that no employee at Snow will be affected. Carl Albrecht made a motion to approve the policy as presented. Tim Barney seconded the motion, and it passed unanimously.

#### New Degree Proposal

Brad Winn referred the Trustees to the documentation provided and reported that the College is constantly working to educate students in a manner which will meet the demands of employers. He noted that the recent accreditation team commended the Traditional Building Skills Institute (TBSI) and commented on the uniqueness of the program. He explained that instead of having a series of workshops, which is the current model, a full degree will now be available to students. Chair Willmore asked if there were questions. Hearing none, he entertained a motion to approve the request to offer an AAS Degree in Traditional Building Skills. Kay Greene so moved. Gwen McGarry seconded the motion, and it passed unanimously.

#### Private Development/Road Access - Richfield Campus

Rick White asked for a few minutes to update Trustees on happenings in Richfield and get guidance from the Board. The group is familiar with the road access/private development situation on the Richfield campus, and Rick reported that he continues to have discussions with the private housing developer. He noted that he is being pressured to help pay for the new road, and he expressed his concern for this proposed solution. Carl Albrecht noted that he had met with several people involved, and he concurred that the College should not pay for the road. All Trustees agreed with this position. The conversation turned to maintenance of Technology Drive, and Rick White was encouraged to check into the College's responsibilities. He reported that Sam Steed and the campus' physical facility crew take care of all maintenance, and both Carl Albrecht and Jerold Johnson indicated that that was not the original agreement when the road was constructed. Rick agreed to follow up on the issue.

#### Enrollment

Doug Barton asked about student enrollment, and Brad Winn reported that new student enrollments are up a little bit but that continuing student enrollment is down quite a bit. He reminded the group of the tuition collection/admission policy change this year and noted that the decision to require payment has affected enrollment numbers.

#### Next Meeting/Adjournment

The group agreed to meet on Thursday, July 21, at 6:00. With this meeting scheduled, Vice Chair McGarry made a motion to adjourn. Tim Barney seconded the motion, and it passed unanimously.