



Board of Trustees Meeting Minutes June 17, 2016 • Ephraim, Utah

Trustees Attending

Theresa Alder, Chair
Doug Barton
Scott Bushnell
David Christensen
Leslie Keisel
Michael McLean
Rick Robinson

Trustees Absent

Bailey Dalton
Emilee Kuchenmeister
Erma Kaye May

Others Attending

Schuyler Bradley
Morris Haggerty

College Personnel Attending

Gary Carlston, President
Jacob Dettinger, Finance VP
Steve Hood, Academic Affairs VP
Marci Larsen, Board Secretary
Craig Mathie, Student Success VP

Welcome

Chair Alder welcomed everyone to campus, called the meeting to order at 10:30 a.m., and outlined the schedule for the day. *Trustee Bushnell moved approval of the March 11, 2016 and April 29, 2016 minutes. Trustee Barton seconded the motion, and it carried unanimously.*

Assistant Attorney General Morris Haggerty conducted the oath of office for Rick Robinson, newly-appointed trustee, and the trustees attended committee meetings.

College Highlight

President Carlston explained the composition and purpose of the Board of Trustees to employees in attendance. He also explained his reasoning for inviting various departments to the meetings, indicating he wanted to create an opportunity for trustees to meet employees and employees to be recognized. For today's meeting, the Library Services staff members were honored. Chair Alder extended a special welcome to Jon Ostler and members of the Library Services staff who joined the trustees for lunch. Mr. Ostler informed the board of the services provided by the library (including a 3D printer that creates interesting products shown to the group), and Chair Alder thanked him and his staff for all they do. President Carlston noted he recently asked Mr. Ostler to supervise the Mormon Pioneer Heritage Institute and said he looks forward to the continued partnership with the Mormon Pioneer National Heritage Area and the outreach efforts associated with it. President Carlston said the libraries on both campuses have a warm, friendly atmosphere, and each vice president added his commendation as well. Library staff expressed appreciation for the opportunity to attend the meeting and excused themselves at the conclusion of lunch.

Report from the Finance and Facilities Committee

Committee Chair Barton said the Finance and Facilities Committee had met earlier and discussed several informational items, including routine audits, an ACL announcement, and an audit schedule. The following three action items were shared for board consideration.

- Investment Report. The April 2016 Investment Report was presented, and Vice President Dettinger said the returns are slightly better than they were in February. He reviewed the cash management pool and the endowment pool and asked if there were questions. *Hearing none, Committee Chair Barton made a motion to accept the investment report as presented. Trustee McLean seconded the motion, and it carried unanimously.*
- Account Write-Offs. Committee Chair Barton shared the college's process for collections and said the requested write-off amount of \$319,182.63 is less than the previous year. He said with the new procedures currently in place the amount should be even lower next year. *Trustee Barton moved approval of the request to write off the stated amount. Trustee McLean seconded the motion, and it passed unanimously.*

- Internal Audit Charter. Committee Chair Barton said the internal audit charter needed to be slightly modify to mirror the new committee name and defined scope of audits, as reflected the new internal auditor's MOU. *He made a motion to approve the presented internal audit charter, and Trustee Christensen seconded the motion. It carried unanimously.*

Report from the Academic and Student Affairs Committee

Committee Chair McLean energetically turned the time to Trustee Kiesel to review the productive Academic and Student Affairs Committee meeting. Informational items on the agenda included the Foundations GE course, math and concurrent enrollment, curriculum development and completion grants, and a student success update.

- R401: Associate of Applied Science – Machine Tool Technology. Trustee Keisel reviewed the program proposal for two new certificates in Machine Tool Technology (a Certificate of Completion in Manual Machining and a Certificate of Completion in CNC Machining), noting that the certificates will enable students to take courses that lead to employment in a shorter timeframe if they are in need of more rapid employment. *Trustee Kiesel moved approval of the R401 as presented, and Trustee Robinson seconded the motion. The motion carried unanimously.*

FY17 Budget

Vice President Dettinger reviewed the highlights of the FY17 budget booklet and answered questions from the Trustees. He shared enrollment numbers, reporting a projected slight increase for the college, and explained their link to the budgeting process. President Carlston emphasized that compensation is a key component of the current budgeting philosophy and noted that budgeting is always a projection. He said the administration has tried to balance the projected tuition revenue with the college needs in the proposed budget, and he expressed his confidence in and appreciation to Vice President Dettinger. He said this budget document is a legitimate attempt at transparency, and several trustees thanked Vice President Dettinger for his work. *Chair Alder entertained a motion to adopt the budget as presented. Trustee Barton so moved. Trustee Christensen seconded the motion, and it carried unanimously.*

Early Retirement Policy

Vice President Dettinger presented *Policy #13.5.5: Early Retirement* to the trustees. He said the original intent was to provide a three-year maximum early retirement benefit to employees, and the policy – as currently written – complicates that by stating a full retirement age rather than a time period of three years. *Trustee McLean made a motion to approve the policy as amended. Trustee Christensen seconded the motion, and it carried unanimously.*

Scholarship Policy

Vice President Dettinger outlined the policy amendments and noted this document – like all policies – has been reviewed by all employees and approved by the College Council. *Trustee Christensen made a motion to approve the modified policy as presented. Trustee Bushnell seconded the policy, and it carried unanimously.*

Open Meetings Training

Assistant Attorney General Morris Haggerty presented the mandatory annual training on the Open and Public Meetings Act, emphasizing that the idea behind this law is the public's business should be conducted in the public's view. He said the law promotes confidence in the system and it promotes accountability. Mr. Haggerty provided a printed summary of key provisions, including definitions, the need to post public notice and provide minutes and recordings, and the details of electronic meetings and closed meetings. He complimented the Trustees for complying with the law and encouraged them to continue to keep the public involved with their meetings. Chair Alder thanked Mr. Haggerty for his support and service to Snow College.

Report from the Alumni Association

Trustee Kuchenmeister asked to be excused from the meeting; therefore, no report was made.

Report from the Student Body Association

Schuyler Bradley, Student Body Vice President, attended the meeting for President Bailey Dalton and gave a report on summer student life happenings. He said the student body advocates have met several times and are working on their theme for the upcoming school year. He said the advocates will be focusing on mental health.

Report from the Chair

Chair Alder thanked the trustees for their service, and she encouraged them to attend the July training meeting hosted by the State Board of Regents, if possible.

Report from the President

President Carlston first provided copies of a football stadium brochure and highlighted the proposed changes to the facility. He thanked trustees for supporting the improvements as funds become available and said he believes the college will be able to move forward with Phase 1 (added lighting) at the end of the calendar year. He said reliable donors have made substantial commitments, and he will continue to work with the steering committee and state agencies to ensure a successful project. He thanked DFCM for their help with the infrastructure improvements, and he reiterated the important role football has in the college experience. He also reported that the Badgers are currently ranked #1 in the pre-season polls. Chair Alder commended the football team, and she thanked President Carlston for his approach to improving the stadium.

Next, President Carlston updated the board on the soccer program. He said the hope is that this sport will also enhance the experience for Snow College students. He said the men's and women's teams will begin their inaugural season this fall and reported that the college is working on upgrades at the field west of the tennis courts in Ephraim. He said the college will also continue to seek outside funding to help with incurred costs.

Alex Peterson, Director of the Center for Global Engagement (CGE), joined the meeting, and President Carlston invited Dr. Hood to introduce Mr. Peterson to the group. Vice President Hood commended Mr. Peterson for his work with the CGE and shared some of the Center's recent successes, including a significant 100,000 Strong in America grant, requests for partnerships, and Michigan State's printed case study, "In Case of Snow: The Business of Rural Community College Internationalization" where Snow College was featured. Mr. Peterson answered trustees' questions and was quick to give credit to his predecessors and former administrations – as well as the current leaders and staff – for their commitment to serving international students. He said 34 countries were represented on campus during the 2015-16 school year, and he shared students' experiences with the 100,000 Strong in America exchange program. President Carlston thanked Alex for his work and for how well he interacts with students. Vice President Mathie complimented the current international students for their contributions to the college and said they weave nicely into the fabric of campus life.

Updating the trustees on the master plan was the next discussion point for President Carlston. He said construction on the Graham Science Center is moving along nicely and said choosing brick and stone are the current top priorities for the project. He reiterated his commitment to the architectural character of the west end of campus and said they will continue to work with the contractors and architects to find the right material for the building. In Richfield, he said master plan priorities include completing the property purchase, initiating discussions to explore the feasibility of having food services and housing on the Richfield Campus, and working with city leaders to improve wayfinding signage.

To conclude his report, President Carlston expressed appreciation to the college's leadership team and all of the trustees for their service.

Executive Session

Chair Alder entertained a motion to meet in executive session for one of the topics allowed by the Open and Public Meetings Act (Section 52-4-104). Trustee Barton so moved. Trustee Bushnell seconded the motion, and a roll call vote was taken. Each trustee voted in favor of the motion.

Consider Real Estate Transactions

Trustee Robinson made a motion to authorize the president to proceed with real estate transactions as they become available. Trustee Christensen seconded the motion, and it carried unanimously.

Adjournment

The meeting adjourned at 2:15 p.m.