



Board of Trustees Meeting Minutes October 28, 2016 • Richfield, Utah

Trustees Attending

Theresa Alder, Chair
Scott Bushnell
David Christensen
Bailey Dalton
Erma Kaye May
Michael McLean
Rick Robinson

Trustees Absent

Doug Barton
Leslie Keisel
Emilee Kuchenmeister

Others Attending

France Davis
Morris Haggerty
Bob Prince

College Personnel Attending

Wayne Bushman, Internal Auditor
Gary Carlston, President
Patsy Daniels, Assistant to President
Jacob Dettinger, Finance VP
Steve Hood, Academic Affairs VP
Marci Larsen, Board Secretary
Craig Mathie, Student Success VP

Welcome

Chair Alder welcomed those in attendance. A special welcome was extended to Board of Regents Vice Chair France Davis, Regent Bob Prince, and general education faculty members Heidi Johnson, Janalee Jeffery, Adam Flinders, and Kevin Holdsworth.

Approval of Minutes

Chair Alder entertained a motion to approve the August 26, 2016 minutes. Trustee Christensen so moved. Trustee Kiesel seconded the motion, and it carried unanimously.

Committee Meetings

Members of the board met in committee meetings and reconvened for lunch and the college highlight.

College Highlight – General Education Faculty

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, all of the general education faculty members working on the Richfield Campus were invited. Vice President Hood thanked the faculty for their commitment to students and told the trustees how happy the college is to be able to increase academic offerings in Richfield. Chair Alder thanked the faculty members in attendance, and she thanked the administration for their commitment to the college's entire service region.

Regent Davis and Regent Prince were on campus today to conduct their annual evaluation and thanked everyone for the hospitality. They both expressed their confidence in President Carlston and in Snow College and pledged their continued support and advocacy. President Carlston and Chair Alder thanked them for their leadership and friendship.

Report from the Finance and Facilities Committee Report

Trustee Robinson chaired the committee meeting in Trustee Barton's absence, and said reports were made on the adult literacy audit, the audit schedule, and the audit recommendation follow-up plan. The following action was taken:

- Vice President Dettinger presented the investment reports. Trustee McLean made a motion to approve the August and September 2016 investment reports. Trustee Christensen seconded the motion, and it carried unanimously.
- Chair Alder said the employment policy discussion would be tabled and reviewed at a future meeting.
- Vice President Dettinger reviewed the tuition reduction policy. Trustee Christensen made a motion to approve the policy as presented. Trustee McLean seconded the motion. The motion carried.

Report from the Academic and Student Affairs Committee

As the only song-writer in the room, Committee Chair McLean entertained as he summarized the committee meeting with titles of Beatles songs

- “With a Little Help From My Friends” – The Student Success division is doing well and busily serving students
- “Love Me Do” – Enrollment is up, and the administration is pleased to be one college with two campuses
- “We Can Work it Out” – Divisions are going through their five-year program reviews and will need to be responsive to the received recommendations
- “The Long and Winding Road” – Workload continues to be a discussion among the faculty; progress is being made
- “Revolution Number 9” – Significant progress has been made with the four-year software engineering program, and the Board of Regents will take action on the agenda item during their November meeting.

B.S. Degree in Software Engineering and College

President Carlston reviewed the journey of the four-year software engineering degree, noting there was some initial resistance to the college proposing another bachelor degree. He reminded the trustees that Commissioner Buhler and Associate Commissioner Hitch came to Ephraim for a meeting, and he then went to Salt Lake and had another meeting with them. The Program Review Committee (PRC) has now approved the proposal, and it will go before the full board on November 18.

President Carlston said that during the meeting in Ephraim, he and Vice President Hood shared a PowerPoint presentation to better explain the requested proposal, and Dr. Hood shared that same presentation (which had been slightly modified to be more informational rather than persuasive) with the trustees. President Carlston invited feedback and comments. He said the college needs to maintain the “traditional base” and remain true to key aspects (e.g. open enrollment, affordable, completion, residential, and economic development). He said online, summer school, degrees, concurrent enrollment, and CTE are all important and noted that the college will continue to find ways to stay true to its mission while responsibly growing. Trustee Bushnell asked President Carlston to share his vision of Snow’s future, and he said his goal is to have the college be successful within the definition of R312. Trustee Bushnell applauded the administration’s effort to assess the needs of the students and economic development and respond accordingly.

Report from the Alumni Association

Trustee Kuchenmeister was unable to attend.

Report from the Student Body President

President Dalton said homecoming was successful, and she thanked her team for their hard work. She also informed the trustees that some of her fellow student body presidents had written a letter to declare a “mental health crisis” on their respective campuses and said she instead chose to create a committee and not sign the letter. She said she wanted to work with the administration to address concerns with students’ mental health, and she said they are headed in the right direction as they discuss ways to better help students in this regard. Vice President Mathie commended Bailey for her wisdom, professionalism, and leadership.

Report from the Chair

Chair Alder shared the 2017 proposed meeting schedule and asked everyone to make meetings attendance a priority. She also encouraged trustees to attend one of the upcoming Christmas concerts and said efforts will be made to invite regents, legislators, and stakeholders to the events. She said these performances will be an opportunity to showcase the students, and Trustee McLean generously offered to assist with the performance which will be held in Salt Lake.

Report from the President

President Carlston said his administration has been working to analyze tuition revenue and review the process for distribution of tuition waivers. He said there has been an increase on accepted awards and said he wanted to keep the trustees informed of the situation.

Sharing an update on the master plan was next in the president’s report. He said the purchase of the three houses on 200 North had been approved by the Building Board and would now be presented to the legislature for consideration. With the stadium project, he said donors have generously raised \$400,000+ and the poles for the new lights will be installed by Thanksgiving. The state has also approved turf and track improvements and assigned a project manager to assist with the project as it moves forward. The transaction to close on the Richfield property has not yet happened, and President Carlston said he will continue to work with all parties to complete the purchase. The housing feasibility

study for Richfield is just getting underway, and initial research from the food service feasibility study is helping guide that discussion. President Carlston said currently the college is looking at using community partners to provide on-campus food options and clarified that this isn't a discussion of reinstating the culinary arts program, as some have thought. The goal is to find a way for food services to be available on-campus for employees and guests.

President Carlston informed the trustees of the resignation of Wayne Squire, Director of Human Resources, and wished him well. He concluded his report by sharing his appreciation for all employees and thanking the trustees and regents for their support.

Executive Session

It was moved by Trustee Bushnell and seconded by Trustee McLean to meet in Executive Session for the sole purpose of "discussing the character, professional competence, or physical or mental health of individuals" as allowed by state law. A roll call vote was taken, and the motion carried.

Adjournment

The meeting adjourned at 3:40.