



Board of Trustees Meeting Minutes November 5, 2015 • Ephraim, Utah

Trustees Attending

Theresa Alder, Chair
Doug Barton
David Christensen
Brent Davis
McCall Grajek
Leslie Keisel
Emilee Kuchenmeister
Erma Kaye May

Trustees Absent

Scott Bushnell
Michael McLean

Others Attending

Morris Haggerty, Assistant AG

College Personnel Attending

Gary Carlston, President
Jacob Dettinger, Finance VP
Steve Hood, Academic Affairs VP
Marci Larsen, Board Secretary
Craig Mathie, Student Success VP
Jay Olsen, Farm and Ranch Faculty
Kendra Sagers, Farm and Ranch Faculty

Welcome

Chair Alder called the meeting to order at 1:15 p.m. and welcomed everyone. Erma Kaye May was introduced to the group as the newest member of the Board of Trustees, and Mr. Haggerty conducted the Oath of Office for her. Trustee Davis informed the board that this would be his final meeting, and Chair Alder presented a gift of appreciation to him for his service. She also recognized President Carlston for his leadership on the successful groundbreaking ceremony for the new science building.

College Highlight

Vice President Hood introduced Jay Olsen and Kendra Sagers from the Farm and Ranch Management Program. He shared some of their successes, noting specifically their work with community ranchers and farmers, their willingness to search for grants, their hosting 1,000+ high school students for FFA day, and their growing rodeo team. Chair Alder and President Carlston added their appreciation for the quality work taking place in this program, and Mr. Olsen and Ms. Sagers thanked the Trustees for the opportunity to attend the meeting and be recognized.

Investment Report

Before presenting the investment report, Vice President Dettinger informed the trustees that he had hired Meagan White as the new controller. He reminded the group that Meagan has been serving as the college's internal auditor and noted that position – and the budget director position – would soon be filled. Vice President Dettinger then referred the trustees to Tab L and reviewed investment reports from August and September, 2015. There were no questions, and Trustee Keisel made a motion to accept and approve the reports. Trustee Christensen seconded the motion, and it passed unanimously.

Account Write-Offs

Vice President Dettinger explained the college's process for collections and asked the board to consider writing off the \$432,627.49 detailed behind Tab M in the agenda. He noted that efforts will still be made to collect the money and indicated this write-off is to assist with accounting and bookkeeping. Vice President Dettinger said this amount is larger than he wants it to be, and he reminded the board that last year trustees asked the Business Office to look into current practices and explore options for decreasing the write-off amount. He said the Business Office has implemented several changes that should help and added that the accounts under review today pre-date the modified practices. Trustees thanked Vice President Dettinger for his efforts to minimize the write-off number and again encouraged the Business Office to find the best practices and do what is reasonable to prevent large write-off amounts. After a brief discussion, Trustee Barton made a motion to approve the FY14 write-offs for bad debt as presented. Trustee Christensen seconded the motion, and it passed unanimously.

Ethics Point Reviewer

Vice President Dettinger informed trustees of the anonymous hotline, Ethics Point, where people can report any concern with the college. In the past, he said, the Audit Committee Chair has received copies of the submissions. Since Dan Jorgensen's term expired, he recommended that another trustee be chosen to serve in this capacity. Given Trustee Davis' earlier announcement, Chair Alder asked Trustee Barton to serve as chair of the board's Finance and Facilities Committee. There was no objection, and it was decided that in his role of committee chair, Trustee Barton would also be the Ethics Point reviewer for the board.

Registration Policies

Vice President Mathie presented three registration policies to the trustees for consideration: Section 5.2 *Semester Course Schedule*, Section 5G.1 *Graduation Requirements*, and Section 5R *Residency*. A short discussion ensued, and Vice President Mathie answered questions. The following action was then taken: Trustee Kiesel made a motion to approve Section 5.2 *Semester Course Schedule*. Trustee Kuchenmeister seconded the motion, and it passed unanimously. Trustee Christensen made a motion to approve Section 5G.1 *Graduation Requirements*. The motion was seconded by Trustee Barton and carried unanimously. Trustee Christensen moved approval of Section 5R *Residency*, and Trustee Kiesel seconded the motion. It carried unanimously.

Science Division Program Review

Dr. Hood told trustees that all academic programs rotate through an external review process. Every five years programs are assessed, and he said the Science Division recently completed their review. Dr. Hood said the reviewers were astonished at the quantity and quality of work completed by the departments. At the conclusion of the discussion, Trustee Kuchenmeister moved approval of the Mathematics Program Review, the Physical Sciences Program Review, and the Life Science Program Review. Trustee Christensen seconded the motion, and it passed unanimously. Chair Alder thanked Dr. Hood for his work and asked him to thank the Science Division faculty members for their work as well.

Men's and Women's Soccer Proposal

President Carlston reminded trustees of the genesis of this proposal, noting that a group of faculty and students initiated the conversation. He said individuals from various constituencies have written letters of support, and he indicated that there seems to be agreement that soccer should be the next added sport. President Carlston reviewed the details found behind Tab O and recommended that a men's and women's soccer program begin Fall Semester, 2016. Trustee Christensen made a motion to accept the recommendation and approve the addition of a men's and women's soccer program. Trustee Barton seconded the motion, and it passed unanimously. Trustees were enthusiastic about this addition and wished the athletic department well with the inaugural season.

Theater Naming Opportunities: Main Stage and Seats

President Carlston referred trustees to Tab P and recommended that the board approve naming the main theater stage in honor of Dr. Kim Christison's dedicated service to the theater program. He said the Fine Arts Division supports this proposal. In addition to naming the stage, President Carlston recommended that the board approve seat-naming opportunities for the theater where theater patrons and friends have an opportunity to have seats in the theatre named for a specified donation amount. Trustee Barton made a motion to accept the president's recommendation and approve the naming opportunities in the theater. Trustee Kuchenmeister seconded the motion, and it passed unanimously.

Report from the Alumni Association

Trustee Kuchenmeister said Homecoming was a success, and she thanked those who planned and participated in the activities. She also said the alumni board is pleased to inform others that the alumni scholarship fund has generated enough money to award a scholarship this year. Chair Alder expressed appreciation to Trustee Kuchenmeister for her efforts to connect with alumni and lead the alumni association.

Report from the Student Body President

President Grajek summarized the goals of the legislative advocates and said her team is working diligently to make a difference for students. Current goals, she said, include working on a new school spirit song, evaluating tests before finals, and partnering with Campus Compact for service opportunities. President Grajek was thanked for her leadership and emphasis on helping all students feel welcome.

Report from the Chair

Chair Alder thanked trustees for attending today's groundbreaking ceremony and meeting. She said it was an important, historical day for the college, and she looks forward to the completion of the new Robert M. and Joyce S. Graham Science Building.

Report from the President

President Carlston echoed Chair Alder's comments and thanked the trustees for their support. He said it was a very nice day today, and, although the temperature was cold, there was a warm feeling. President Carlston commended President Grajek and Chair Alder for their remarks during the ceremony, noting they both did an excellent job. He also thanked Rosie Conner for her fundraising efforts for the new building and added that there are a few budget challenges with increasing construction costs. Marci Larsen was also thanked by President Carlston and Chair Alder for organizing today's events. President Carlston said as he saw the number of people who came to the science building groundbreaking events, he thought about how much people love Snow College. Several trustees agreed with the comments made, and, again, President Carlston thanked board members for their friendship, advocacy, and support.

Meeting Adjournment

The meeting adjourned at 2:57 p.m.