



Board of Trustees Meeting Minutes

March 20, 2015

Individuals in Attendance

Trustees: Theresa Alder, Doug Barton, Scott Bushnell, David Christensen, Brent Davis, Chris Jenkins, Dan Jorgensen, Leslie Keisel, Jeff Olson
College Personnel: Gary Carlston, Jacob Dettinger, Spencer Hill, Steve Hood, Marci Larsen (as recording secretary), Craig Mathie, Michael Medley, Mike Nelson, Robert Nielson, Codi Ramsey, Brett Sawyer, Natalie Visger, Rick Wheeler, Meagan White
Others: Caden Birch, McCall Grajek, Morris Haggerty, Marlin Jensen, Michelle Medley, Bob Prince

Welcome

Chair Alder called the meeting to order and introduced each person in attendance.

Introduction of New Trustees

After personally introducing each person around the table, Chair Alder asked McCall Grajek, recently elected Student Body President, and David Christensen, recently appointed Trustee, to share a little bit about themselves with the group. They kindly obliged, and they were welcomed to the board.

Administration of the Oath of Office

Chair Alder administered the Oath of Office to Student Body President Grajek and Trustee Christensen, as required by state statute. Copies of the signed oaths are on file in the Office of the President.

Meeting Minutes

Chair Alder referred the Trustees to Tab R and entertained a motion to approve minutes from the previous two meetings. Trustee Keisel moved approval of the December 11, 2014 minutes. Trustee Barton seconded the motion, and it passed unanimously. Trustee Davis then entertained a motion to approve the minutes from February 17, 2015. Trustee Olson seconded the motion, and it passed unanimously.

Snow College Highlight

As has become a tradition with President Carlston's leadership, employees were invited to the Board meeting to be recognized for their accomplishments. Michael Medley, Dean of the Business and Applied Technologies Division, was recently chosen as the top CTE educator in the state, and Women's Head Basketball Coach Natalie Visgar again was recognized for having the team with the highest grade point average in the nation. They both received a small gift and were asked to share a few comments. Supervisors and spouses joined the trustees in thanking Dean Medley and Coach Visgar for their great work.

Report from the Regents

Regent Prince and Regent Jensen were on campus for their semi-annual Resource and Review visit, and they took a few minutes to commend the leadership team – particularly President Carlston – and the employees of the college. Regent Prince said the college is in exceptionally good hands and recalled the words of Dr. Chase Peterson: the college's purpose is to "preserve the good, promote the better." Regent Jensen shared his gratitude for the opportunity to serve in his current role. He also complimented President Carlston, noting he has met a lot of great people, but few better than Gary Carlston. He encouraged trustees and employees to maintain and share the current "Spirit of Snow," and added that he is trying to do his part as he encourages his family members to attend this great college.

Report from the Academic Committee

Committee Chair Bushnell turned the time to Vice President Hood to detail the items from the Academic Committee meeting. Vice President Hood said the committee discussed the new math competency law, and he explained how that will impact incoming college students. As an additional informational item, he said the committee had discussed the internal process for proposing new four-year degrees and reported that a small committee had recently listened to program proposals from various faculty members.

Trustee Bushnell reported that the Academic Committee had reviewed the details of the Certificate of Completion in Cosmetology/Barbering Technology and the AAS degree in Salon Business Technology R-401 proposal. He read the following from the documentation to explain the degree to the full board:

“The Cosmetology/Barbering Technology program is designed to prepare students for direct employment in various types of salons, and/or to prepare for transfer to a Bachelor’s degree program. The program is designed under a stackable credential model, allowing students to exit the program at two levels, namely, a Certificate of Completion in Cosmetology/Barbering Technology, and the AAS degree in Salon Business Technology. The Cosmetology/Barbering Technology program prepares students to meet requirements for taking the state licensing examinations and prepares the student to work in a salon, spa or barber shop. This program provides extensive hands-on training using current technology in the art of hairstyling, men and women’s haircutting, haircoloring, chemical texture, straight razor shaving, nail enhancements, skin care, and hair extensions.”

After noting the proposed programs replace current programs recognized by the Board of Regents, Trustee Bushnell moved approval of the proposed R-401: *Certificate of Completion in Cosmetology/Barbering Technology, AAS in Salon Business Technology*. Trustee Christensen seconded the motion, and it passed unanimously.

Report from the Audit Committee

Committee Chair Davis said the recently-hired internal auditor, Meagan White, had been working to update documents related to her work, specifically an audit plan, CPE credits, a budget plan, and an independence confirmation. All of these documents were provided to the full board behind Tab U as informational items.

Trustee Davis said Ms. White has also been working on audits, in addition to creating the aforementioned office guiding documents. He referenced the previously-distributed financial audit and statement for FY2014. He said it was a perfectly clean audit with no findings. Vice President Hill commended Jacob Dettinger, who has recently been promoted, for his diligent work on the audit. President Carlston added his appreciation to Mr. Dettinger and Vice President Hill, noting it is important to pass the audit but more important to conduct business as we should. Trustee Davis made a motion to accept and approve the audit. Trustee Barton seconded the motion, and it passed unanimously.

The next committee agenda item presented to the full board was the Internal Audit Charter. Trustee Davis referred the group to Tab T in the agenda packet and briefly reviewed the slight modifications made by Ms. White. He said the internal auditor standards had been added to the document and a change of reporting had been made. Trustee Davis made a motion to approve the updated internal auditor charter as presented. Trustee Jorgensen seconded the motion, and it passed unanimously.

Trustee Davis said Ms. White had also conducted an audit on presidential travel, as required by policy (Tab T). He informed the trustees of the approval process for presidential expenditures, noting that Chair Alder does review and approve all of President Carlston’s travel expenses and p-card transactions. Trustee Davis said the college is in compliance with the governing laws and policies and noted no major findings were revealed. Trustees thanked Ms. White for her work, and Chair Alder expressed appreciation to Trustee Davis for his involvement with the Internal Auditor Office and Audit Committee.

Investment Report

Vice President Hill referred the trustees to Tab V and asked Mike Nelson, Snow College Treasurer, to review the investment reports for November 2014, December 2014, and January 2015. Mr. Nelson explained his investment strategy and said he hopes to increase returns. He also informed the trustees that he is in the process of selecting a new company to serve as discretionary financial advisors for the college. Regent Jensen asked the total amount in the endowment, and when Mr. Nelson said there was approximately \$6 million, Regent Jensen said that’s an impressive amount for the size of the school. Hearing no questions, Chair Alder entertained a motion to accept and approve the investment report. Trustee Kiesel so moved. Trustee Olson seconded the motion, and all trustees voted in favor. Mr. Nelson thanked the trustees for their support and said he is glad to be at Snow College and have the trust of the board.

Truth and Tuition

Vice President Hill directed the trustees' attention to Tab W and reviewed the tuition summary sheet prepared for the Truth-in-Tuition hearing. He briefly explained the difference between tier one and tier two tuition dollars and reported that the tuition hearing, where students are invited to comment on the tuition proposal, was held on March 16. Vice President Hill said the administration is proposing a three percent tuition increase, which is the first-tier amount, set by the State Board of Regents, and no second-tier increase.

Vice President Hill then asked Trustee Jenkins to comment on the process and the proposed changes in student fees. Trustee Jenkins said the students were appreciative of the administration's efforts to keep tuition costs as low as possible. To report on changes in student fees, Trustee Jenkins reminded the group of the Student Fee Board and said that group had met and discussed the usage of fees. It is their recommendation that fees be increased by \$3 and that current fees be reallocated to accommodate requests for additional fee increases. The fee increase, Trustee Jenkins said, would be used to improve the weight room and give students more access to free weights.

Trustee Jorgensen asked how Snow compares to other schools, and President Carlston said Snow is one of the most affordable colleges and noted that he hopes to keep it that way. Hearing no other questions, Trustee Jorgensen made a motion to approve the proposed tuition and fee changes. Trustee Bushnell seconded the motion, and it passed unanimously.

Economic Development and Workforce Development Committee

President Carlston reminded the group of the Trustees' responsibility to appoint members to the college's Economic Development and Workforce Development Committee. He noted that the committee had recommended Andrew Hill to replace Don Hancock as the industrial representative. President Carlston noted the important role the college plays in economic development, and Trustee Olson made a motion to appoint Mr. Hill to the committee. Trustee Barton seconded the motion, and it passed unanimously.

Proposed Student Housing

Vice President Hill referred the trustees to Tab XYZ and shared the details of a proposal (a request to purchase college property for private housing) he received from a local business man. Vice President Hill asked the board for feedback, and a healthy discussion ensued. Several trustees expressed the opinion of keeping housing on the perimeter – rather than the center - of campus, and the majority felt like it would be wise to revisit the master plan before proceeding with the proposal on the table. President Carlston said the question, in his mind, is how much the college should do to meet the current housing demands and how much the college should lean on the private sector to house students. Regent Jensen said he is a proponent of reviewing the master plan to best determine future developments; that was the consensus of the group. Chair Alder thanked the administration for asking for input and encouraged them to consider the feedback received when making a decision.

Legislative Report

President Carlston asked Rick Wheeler to stand and be recognized. He reminded the trustees of Mr. Wheeler's assignment to be the college's legislative liaison, and he noted how well respected he is on the hill. Trustees joined in a round of applause for the successful work Mr. Wheeler conducted during the session.

A handout summarizing the legislative session was provided, and President Carlston and Mr. Wheeler briefly discussed compensation, mission-based funding, performance funding, and other appropriations received. The biggest accomplishment of the session was the funding for a new science center. The legislature appropriated \$19,937,000 to construct a new facility on the Ephraim Campus, and – as reported and expected – the entire community and college is elated with this significant success. President Carlston said the design and construction process will start soon with plans to be using the new building in 2017.

Mr. Wheeler said he felt like the board should know how good President Carlston is on the hill with the legislators. He said he is so respected and values relationships, and people want to work for those they trust. These attributes, Mr. Wheeler said, make him successful and are the reasons the science building was funded. President Carlston humbly accepted the compliments and quickly shared the credit with many others, including Representative Jon Cox,

Representative Kay McIlff, Senator Ralph Okerlund, and Lt. Governor Spencer Cox. Overall, the trustees agreed that this was a very good legislative session for Snow College, and Chair Alder expressed appreciation to everyone involved.

Report from the Alumni Association

Trustee Olson said Emilee Kuchenmeister has been elected as the new Alumni Association President and will begin her term on July 1. He also said the alumni association reached the goal of raising \$50,000, and he shared the alumni board's interest in finding ways to bring alumni back to campus. To conclude his report, he thanked Codi Ramsey for her work with the alumni association. Ms. Ramsey is leaving the college to further her education, and Trustee Olson commended her for a job well done.

Report from the Student Body President

Trustee Jenkins expressed appreciation for the opportunity to be a member of the board. He said participating in these meetings has been a learning experience for him, and he expressed his confidence in the new student leadership team. Chair Alder presented Trustee Jenkins with a thank you gift, and complimented him for his commitment to his role as a trustee. Vice President Mathie and President Carlston added their commendation as well and wished President Jenkins the best as he transfers to Utah State University.

Report from the Chair

Chair Alder thanked the trustees, employees, and guests for attending the meeting. She asked members of the board to plan to attend President Carlston's inauguration on April 16 and the commencement exercises on May 1 and 2.

Report from the President

President Carlston informed trustees of a meeting he had with Vice President Hill and Mayor Ogden from Richfield. He said the college has been invited to participate in a discussion regarding a pool and rec center partnership. He said the discussions will continue, and he noted he will keep the board informed of the conversations.

Next, President Carlston updated the trustees on the request to implement a collegiate soccer program. He said there is still a lot of interest and noted the decision was placed on hold until after the legislative session concluded. President Carlston said he promised the proponents that he would get back to this discussion in the fall, and he said the intent would be to add soccer teams in fall of 2016. The trustees continued to offer their support of the idea and said they looked forward to learning of the administration's decision.

Commencement was the next topic addressed by President Carlston. He said Vice President Hill, who will retire at the end of June, had been asked to speak in Richfield, and he said Governor Michael Leavitt accepted the invitation to address graduates in Ephraim. President Carlston also announced that Governor Leavitt and Bob Graham, an alum from Fairview who serves on the Eccles Foundation Board of Directors, would receive honorary degrees, as authorized by the board.

To conclude his report, President Carlston extended his thanks to Regent Prince and Regent Jensen for their support and advocacy. He also thanked Chair Alder for her leadership and expressed appreciation to all of the trustees for their service to this wonderful college. He again acknowledged the employees in attendance and said they, and their colleagues, are the heart and soul of Snow College.

Adjournment

The meeting was adjourned.