



## Board of Trustees Meeting Minutes March 23, 2018 • Ephraim, Utah

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### **Trustees Attending**

Scott Bushnell, Chair  
David Christensen  
Kerry Day  
Leslie Keisel, Vice Chair  
Erma Kaye May  
Seth Robertson  
Rick Robinson  
Karen Soper

### **Trustees Absent**

Randy Cox  
Michael McLean

### **Others Attending**

Madi Allinson, SBVP  
John Dougall, State Auditor (partial)  
Morris Haggerty, Legal Counsel  
State Auditors (partial)

### **College Personnel Attending**

Wayne Bushman, Internal Auditor  
Gary Carlston, President  
Ethan Devey, Student Intern  
Jacob Dettinger, Finance VP  
Steve Hood, Academic VP  
Marci Larsen, Board Secretary  
Craig Mathie, Student Success VP  
Rob Nielson, Athletic Director (partial)  
Zeb White, Student Life Asst. Dir (partial)

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### **Pledge of Allegiance**

Chair Bushnell asked Trustee Soper to lead the group in the Pledge of Allegiance.

### **Welcome**

Chair Bushnell called the meeting to order at 10:10 a.m. and welcomed everyone. President Carlston asked Rob Nielson to introduce the 2018 National Champion Cheerleaders, and they took a few minutes to share their experience with the competition prior to leading the trustees in a school-spirited cheer. The trustees congratulated the cheerleaders. Next, Zeb White, Assistant Director for Student Life, thanked Seth Robertson and Madi Allinson for their leadership during the school year and welcomed Jared Devey as the new student body president. Trustees also thanked the student leaders.

### **Approval of Minutes**

Chair Bushnell entertained a motion to accept and approve the minutes from the January 26, 2018, and March 14, 2018 meetings. Trustee Day so moved. Trustee Soper seconded the motion, and it carried unanimously.

### **Commencement Speakers and Recognitions**

During the last meeting, the trustees gave approval to invite individuals to participate in the ceremonies. President Carlston recommended that Theresa Alder speak during the Richfield commencement ceremony and Ralph Okerlund be presented with an honorary degree. For the Ephraim ceremony, he recommended Sharon Eubank as the speaker and recipient of an honorary degree. He also recommended Theresa Alder receive an honorary degree and Bart Nelson be given a special recognition in Ephraim. Trustee Robinson made a motion to accept the recommendation and moved approval. Trustee Christensen seconded the motion, and all voted in favor.

### **Legislative Report and Conversation with Legislators**

President Carlston shared a bit of the college's history with the group and said how unusual it is for a legislator outside of the area to support a specific initiative. The funding of the quality and equity request, totaling over \$8.2 million, is a significant time in the college history, President Carlston said. He sincerely thanked Representative Keith Grover, Senator Evan Vickers, Representative Derrin Owens, Representative Carl Albrecht, and Representative Francis Gibson, along with leadership and the taxpayers of the state of Utah, for their support. Representative Owens thanked President Carlston for his kind words and said, "President Carlston is gracious, and we appreciate that. He says all of the stars aligned just right for this to happen, but in reality all of the stars point back to President Carlston." Representative Owens also thanked Representative Grover, who chairs the Higher Education Subcommittee, for stepping up and making this funding a priority. Representative Grover said the funding was possible because of what Snow College is and does. He said because the college is being true to its unique mission and providing outcomes that others, "saw the validity of what is going on and were committed to keeping Snow at the top of the list because

your president is awesome. “ President Carlston was quick to share credit with others, and the trustees joined in a round of applause to express appreciation to those behind this historic funding. After President Carlston reviewed the numbers and details, noting how each tied to the strategic plan that was already in place, he asked everyone to understand why this report is about much more than numbers. He shared a story of near-closure during the depression and told how faculty and staff rallied around to save the college before saying, “The legacy of this institution’s past is an important part of the accomplishments we see today. We need to thank the people of the past and look forward to a bright future.”

Trustee Day asked that a formal resolution of appreciation honoring Representative Keith Grover, Senator Evan Vickers, Representative Derrin Owens, Representative Carl Albrecht, Representative Francis Gibson, and President Gary Carlston be noted in the minutes. Trustee Keisel seconded the motion, and all trustees joined in favor of the resolution.

### **Report from the Financial and Facilities Committee**

Committee Chair Robinson reviewed the agenda items discussed during the committee meeting; action taken is recorded below:

**Financial Statement Audit:** State auditors joined the committee meeting, shared their process, and reported one repeat finding with Banner approval. Trustee Keisel made a motion to accept and approve the report as presented. Trustee May seconded the motion, and it passed unanimously.

**2018-19 Proposed Tuition and Fees:** The Board of Regents will likely approve a 1.5% increase and, because there will not be a second tier or fee increase, no action was needed. Vice President Dettinger said a truth-in-tuition hearing was held and students supported this recommendation.

**Investment Reports:** Trustee Soper made a motion to accept and approve the January 2018 investment report. Trustee Kiesel seconded the motion, and it passed unanimously.

**Contracting and Signing Authority Policy:** Vice President Dettinger clarified that the authority to contract and sign comes from the trustees to the Vice President for Finance and the President. President Carlston added that the policy also restricts signing authority. Trustee Robinson made a motion to approve the policy. Trustee Day seconded the motion, and it passed unanimously.

**Foundation Gift In-Kind Policy:** The amendments to this policy are made to better define values for in-kind gifts. Chair Bushnell made a motion to accept the policy. Trustee Kiesel seconded the motion, and all voted in favor.

**Internal Audit Schedule:** Internal Auditor, Wayne Bushman, reviewed Tab G and said he sets his schedule based on risk. Trustee Robinson said he, Mr. Bushman, Chair Bushnell, Vice President Dettinger, and President Carlston met with the Board of Regents’ audit committee and commended Wayne for his good work. He then made a motion to approve the schedule as presented. Trustee Christensen seconded the motion, and it passed unanimously.

**Audit Report - Scholarship Office:** Mr. Bushman highlighted the audit, its findings, and recommendations. Trustee Day asked about departmental scholarships and the scholarship office not having oversight of them. Mr. Bushman clarified, and Trustee Robinson made a motion to approve. Trustee May seconded the motion, and it carried unanimously.

**Audit Report – Travel and Purchasing Card Use:** Trustee Robinson said this topic was not addressed in the committee meeting and invited Mr. Bushman to introduce Ethan Devey, his student intern. Mr. Bushman told of his need for additional help and his decision to hire Ethan Devey. He said he asked Ethan to do this audit and check controls because of some concerns he had found in prior audits. Chair Bushnell asked Ethan to share his perspective of doing an audit and what he learned. Mr. Devey said he was nervous but has learned a lot. He reviewed his report with the trustees. Trustee Robinson motioned that the report be accepted and approved. Trustee Soper seconded the motion, and all voted in favor.

### **Report from Academic and Student Affairs Committee**

Committee Chair May reviewed the agenda items from the Academic and Student Affairs Committee.

**Faculty Workload Policy:** Trustee May said this is a very well-written policy that has been worked on for quite some time. Trustee Kiesel asked about the pre-approval process, and Dr. Hood said the academic deans and faculty worked on it for about 4.5 years and that College Council had approved the policy as well. Trustee May made a motion to approve the policy as presented. Trustee Robinson seconded the motion, and it passed unanimously.

**2018 Candidates for Graduation:** Trustee May made a motion to accept and approve the candidates for graduation, noting that some names may slightly change depending on course completion. Trustee Day seconded the motion, and it passed unanimously.

**Advancement and Tenure Recommendations:** President Carlston said faculty members who have met the required criteria are eligible to apply for rank advancement and tenure status. He said in addition to peer interviews, the college uses standard teaching evaluations as well as classroom visits when considering applications. Dr. Hood reviewed the current model in place and then presented the following names and actions for consideration:

- Bryant Jones (Chemistry) advanced to Assistant Professor
- Trent Hanna (Music) advanced to Associate Professor
- Brad Young (Political Science) advanced to Assistant Professor

Trustee May made a motion to approve the administration's recommendation. Trustee Christensen seconded the motion, and it passed unanimously.

**Advancement and Tenure Document Update:** Vice President Hood thanked the trustees for their interest in this document and for encouraging it through the approval process. He said the document will now go to all deans and department chairs for review. He thanked Morris Haggerty and Sheryl Bodrero for their work on the document and said he thinks it will help the college have a more unified faculty. President Carlston said this document and the Workload Policy are significant. He added that the process has been democratic and thorough, and he recognized the leadership of Dr. Hood.

**Admissions Report:** Vice President Mathie reviewed the recent admissions' activities and highlighted the Badger Power Lunches, which have been successful. He asked if there were questions and committed to keep the trustees informed with admission and enrollment activities.

#### **Housing in Richfield Update**

Vice President Mathie shared a draft RFP for a private partnership for housing on the Richfield Campus and said a finalized document will be presented at a future meeting for trustee consideration.

#### **Report from the Alumni Association**

Trustee Day said new members have been appointed to the alumni board and added that he is excited about the quality of people volunteering to help. He invited trustees to attend the "Snow College Days with the Bees" on June 9 and said the board is considering an alumni panel and exploring ways to keep people involved. He noted that it is sometimes difficult for alumni to give financially, but added they are willing to give of their time. Trustee Day said one of the biggest things alumni can do is be ambassadors for the college and rekindle positive feelings. To conclude his report, Trustee Day showed the group the alumni honor cords students can purchase for \$20.18 for commencement to help support the alumni scholarship fund. Chair Bushnell thanked Trustee Day for his report and work with the alumni.

#### **Report from the Student Body Association**

President Robertson shared the "Look up" campaign poster, which included a fun picture of President Carlston dunking a basketball that encouraged students to put their electronic devices away and engage in conversations with each other. He also reported on Engineering Week, an "escape room" activity, and final plans for the year. He said the new student advocate team had been selected and thanked the trustees for the opportunity to serve with him. Trustee Day thanked President Robertson for his collaboration in nicely connecting the alumni association and the student association. Chair Bushnell presented President Robertson with a gift of appreciation and wished him well in his future endeavors.

#### **Report from the Chair**

Chair Bushnell referred the trustees to Tab K and reviewed the demographics of the candidates for graduation. He reminded the group that each one of the students has a name and a story, and said the stories are never known when only data is the only aspect reviewed. He added that each faculty and staff member also has a story, and he shared his experience of arriving early today and meeting with employees. He said it was an incredible opportunity to meet

with the employee who was at work today when her father had passed away three days ago, the interdisciplinary department meeting with three faculty, the art faculty who proudly showed their work, and a Faculty Senator who is passionate about the college. In summary, he said Snow College is a pretty great place because of the personal touch. He said it's the stories that make the place, "second to none." Chair Bushnell thanked everyone in attendance, noting specifically President Carlston and Marci Larsen, and said he believes the current leadership team is here at the right time.

#### **Report from the President**

President Carlston first reported on facilities. He said the college continues to work to finish the Graham Science Center up to expectations. He noted he had a meeting with the architect, contractor, and DFCM, all of whom are interested in completing the finish work correctly. He said the college is getting better service and a higher quality of work. He said the \$5 million appropriated for the stadium is for more than the stadium and said the college is looking at developing a new fitness center with locker rooms, storage, and offices. He added that once renovation begins, state codes will need to be met.

President Carlston informed the trustees that Auditor Dougall reminded him and the Finance and Facilities Committee that the historic funding discussed at the beginning of the meeting comes from tax-payers and citizens. President Carlston said he wanted to be sure to note that the college recognizes and appreciates the support of the public.

Next, for informational purposes, President Carlston provided copies of the recent Executive Order that prohibits state agencies from feeding legislators, and said he wanted everyone to have a copy and know the limitations.

To conclude, President Carlston thanked the trustees, Marci Larsen, Seth Robertson, Madi Allinson, and the Vice Presidents, whose portfolios are full, for their service and dedication.

#### **Property Acquisition**

Trustee Kiesel made a motion to approve the pursuit of acquiring unidentified property adjacent to campus, if it be in the best interest of the college. Trustee Soper seconded the motion, and it passed unanimously.

#### **Adjournment**

Commencement protocol and details were shared and the calendar was reviewed prior to Trustee Robertson making a motion to adjourn at 3:19. The motion was seconded by Trustee May, and it passed unanimously.