



Agenda for the Snow College Board of Trustees
Thursday, October 9, 2008 * Noyes Building
Public Meeting at 10:00 a.m. * Executive Session May Follow

- I. Welcome (2 minutes) Eddie Cox
- II. Action Item: Approval of Minutes (3 minutes) Eddie Cox
- III. Report from the Chair (5 minutes) Eddie Cox
- IV. Report from the Audit Committee (5 minutes) Dan Jorgensen
- V. Report from the Student Body President (5 minutes) Dan Anderson
- VI. Report from the President (10 minutes) Scott Wyatt
- VII. Budget Discussion (60 minutes) Scott Wyatt
- VIII. Next Meeting

**Official Minutes of the
Snow College Board of Trustees
August 26, 2008 Meeting
Noyes Building**

Members Present: Theresa Alder, Dan Anderson, Tim Barney, Doug Barton, Eddie Cox, Mary Greathouse, Dan Jorgensen, Jessie Pace, John Willmore

Members Excused: Tim Blackham

College Personnel Present: Marvin Dodge, David Dyches, Doug Dyreng, Marci Larsen, Rick Wheeler, Brad Winn, Scott Wyatt

Welcome

Chair Cox welcomed the group and extended a special welcome to Doug Dyreng and David Dyches.

Approval of Minutes

Chair Cox entertained a motion to approve the minutes from the previous two meetings. Trustee Greathouse made a motion to approve the minutes from the April 4, 2008, Board meeting. Trustee Alder seconded the motion, and it passed unanimously. Trustee Alder then made a motion to approve the minutes from the July 29, 2008, conference call. Trustee Barney seconded the motion, and it passed unanimously.

Report from the Chair

Chair Cox apologized for having to sign off of the July conference call a bit early. He thanked Vice Chair Alder for covering for him and leading the meeting in his absence.

Report from the Audit Committee

Committee Chair Jorgensen commented on the search process for an Internal Auditor and then asked Vice President Marvin Dodge to give a detailed report. VP Dodge reported that the committee had accepted applications, conducted interviews, and had several conversations with one candidate. The committee agreed to contract someone to craft and complete a sound set of policies and procedures prior to filling the position, VP Dodge noted. Trustee Jorgensen suggested he may have contacts who would be willing to take on the project pro bono. The Trustees and administration were appreciative of his offer to coordinate contacts.

Report from the Student Body President

Dan Anderson reported that the student leaders are working hard and were excited to welcome an energetic freshman class this week. He told the group that one of his goals this year is to unite students in the Greenwood Student Center. Chair Cox thanked President Anderson for his good work and for attending the meeting.

Personnel Policies

Upon request, David Dyches, Snow's newly-hired Human Resource Director, introduced himself to the group before reviewing the proposed changes to the personnel policies. President Wyatt and VP Dodge commended David for his work and expressed their satisfaction in his decision to leave the private sector and come to Snow.

With that, David referred the group to their agenda packets and, with the assistance of President Wyatt, reviewed the policies listed below:

- Policy 13.5.5, Early Retirement: President Wyatt reminded the group of the history of this policy. He then noted that in the proposed changes, the age for "eligibility" had increased from 57 to 62 and that employees now must have 20, not 10, years of service. The changes also now involve a form that must be completed - and approved by supervisors - and allow for more flexibility in terms of "benefits" offered. David noted that the Attorney General's Office had approved the policy, and Trustee Jorgensen suggested that he get a written document of support from Tom Anderson. After clarifying the process of changing the policy and ensuring that the college

- committees had accepted the changes, Trustee Willmore made a motion to accept and approve the recommended policy. Trustee Barton seconded the motion, and it passed unanimously.
- Policy 13.5.6, Phased Retirement: President Wyatt reported that this policy was simply codifying what is already taking place. Trustee Alder moved approval. Trustee Greathouse seconded the motion, and it passed unanimously.
 - Policy 13.6.7, Solicitation of Employees: David noted the minor changes to this policy and explained that the primary purpose was to promote a happy, uninterrupted workplace. Trustee Barney made a motion to accept and approve the policy as presented; Trustee Jorgensen seconded the motion. All voted in favor.
 - Policy 13.2.1, Employment Policies: The significant change to this policy, David noted, was the addition and definition of at-will employees. He mentioned that there had been some comments of concern regarding deans being at-will and added that most of the concerns had been addressed. Trustee Barney made a motion to approve the changes. Trustee Barton seconded the motion, and it passed unanimously.

Business Office Policies

Vice President Dodge asked the Trustees to consider two policies, both of which effect bid limits. The first policy, as explained by the Purchasing Office, "increases the legal advertising of bids to \$50,000," which has had a cap of \$20,000. VP Dodge suggested that the limit be tied to the State's policy, but it was decided that the administration would seek Trustee approval before going beyond \$50,000. With this condition, Trustee Greathouse made a motion to increase the limit to \$50,000. Trustee Willmore seconded the motion, and it passed unanimously.

The second requested change would increase bid limits from \$2,000 to \$3,000 for single transactions. Employees would still need to get informal bids for items costing between \$2,000 - \$3,000, and the Purchasing Office would do formal bids for \$3,000+ items/orders. Trustee Jorgensen stated that this change seemed reasonable and made a motion to approve VP Dodge's request. Trustee Willmore seconded the motion, and it passed unanimously.

At the conclusion of the policy change discussion, VP Dodge briefly reviewed the Cash and Investment Report dated June 30, 2008, and asked the Trustees to consider approving it. He noted that he is working with his staff to make the report more reader-friendly and to review investment practices at other institutions. Trustee Jorgensen suggested that the college look at what BYU does, and Chair Cox cautioned VP Dodge to make sure all of the College's accounts are insured by the FDIC. With that, Trustee Barton made a motion to accept the report. Trustee Greathouse seconded the motion, and it passed unanimously.

Business Division Program Review

Dr. Brad Winn reviewed the process the Regents have outlined for program reviews and noted that they would like the Trustees to be more involved. He reported that the goal of the program review is to protect and improve the image of Snow's academic quality. Dr. Winn then shared the year-long process, which included the creation of a self-study and a visit by the review team. He then turned the time to Doug Dyreng, Dean of the Business Division, to review the findings and responses. (Document is on file w/ archived minutes.) Dr. Winn thanked Doug and his faculty for their work, and Dean Dyreng thanked President Wyatt for his interest in their programs and for reviewing compensation concerns. Chair Cox also thanked Dean Dyreng and his division for their work. Trustee Willmore made a motion to accept and approve the Business Division's program review. Trustee Barton seconded the motion, and it passed unanimously.

In light of this discussion, Chair Cox reviewed membership of the Academic Committee of the Board. It was decided that Vice Chair Alder would chair the committee and Trustees Pace, Greathouse, and Blackham would serve as committee members.

Report from the President/International Student Update

President Wyatt quickly highlighted a few points of interest. Specifically, he mentioned the following:

- **Physical Facilities:** He reported that the library project is slowly moving forward. He said that the project should go out to bid soon and that the committee work for the artwork (1%) had begun. He also assured Trustees that the plans to make changes to the football field/surrounding area will not go forward until funding from the donor is secured.
- **Business Office:** He commended Marv, John, and the entire Business Office for their work. He noted that most of the employees are new and are doing a good job of implementing Marv's vision.
- **Enrollment Team:** It was announced that Greg Dart has been assigned to lead the aggressive marketing efforts. President Wyatt reported that Greg has a new team in place – complete with Admission Advisors who can “close the deal.” With the increased focus on enrollment, President Wyatt shared highlights of the new “It’s SNOWing” image campaign with the Trustees.
- **Alumni Office:** Attention was drawn to increased efforts in this office as well. President Wyatt mentioned the hiring of a new director and invited the group to participate in the Science Alumni Reunion on September 13. He noted that several retiring and emeriti professors will be recognized.

President Wyatt concluded his report by sharing pictures of his recent alumni and recruiting trip to Asia. He informed the Board that his administration has a goal to have 10 percent of the total student body be international students and noted that this trip was one of the first steps to increasing enrollments. He reported that many former and prospective students met at various events and that several key relationships were initiated. Chair Cox asked about efforts to increase the enrollments of students from the Six-County area, and President Wyatt indicated that the local area was also a focus of new marketing plans.