



**Board of Trustees Meeting Minutes  
November 9, 2018 - Ephraim, Utah**

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**Trustees Attending**

Scott Bushnell, Chair  
David Christensen  
Randy Cox  
Kerry Day  
Jared Devey  
Leslie Keisel, Vice Chair  
Erma Kaye May  
Michael McLean  
Rick Robinson  
Karen Soper

**Trustees Absent**

None

**Others Attending**

Morris Haggerty, Legal Counsel

**College Personnel Attending**

Wayne Bushman, Internal Auditor  
Gary Carlston, President  
Jacob Dettinger, Finance VP  
Carlie Fowles, Accountant  
Steve Hood, Academic VP  
Melanie Jenkins, Academic Assistant VP  
Marci Larsen, Board Secretary  
Craig Mathie, Student Success VP  
Heidi Stringham, Asst to President

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**College Highlight and Reception**

Trustees had the opportunity to mingle with students on the President's Leadership Team (PLTs). They thanked them for the work they do to support the college, and the students shared their experiences with trustees. Everyone seemed to enjoy the time spent together, and Trustee Bushnell thanked the administration for facilitating the gathering.

**Welcome and Pledge of Allegiance**

Chair Bushnell called the meeting to order and asked Trustee Devey to lead the group in the pledge of allegiance.

**Minutes from the Previous Meetings**

Chair Bushnell entertained a motion to approve the September 14, 2018 meeting minutes. Trustee Day so moved. Trustee McLean seconded the motion, and it passed unanimously.

**2019 Proposed Meeting Schedule**

Chair Bushnell entertained a motion to approve the proposed meeting schedule for 2019. Trustee Day made the motion, and Trustee McLean seconded the motion which passed unanimously.

**Report from the Finance and Facilities Committee**

Committee Chair Robinson reported on the Finance and Facilities Committee meeting by taking the following action:

- He made a motion to approve the proposed audit schedule as presented. Trustee Christensen seconded the motion, and it passed unanimously.
- He made a motion to accept and approve the investment presentation, made by Soltis. Trustee Soper seconded the motion, and it passed unanimously.
- He made a motion to approve the investment reports for August and September 2018 as presented. Trustee Cox seconded the motion, and it passed unanimously.

Trustee Robinson asked Vice President Dettinger to give a budget update as an informational item. Vice President Dettinger said the college expected a \$300,000 shortfall because of over-projected enrollment growth. He said the administration is looking for solutions, including asking departments to share excess funds, use the reserve, or mandate a return of carry-over funds. President Carlston said people have stepped forward to help as this information has been shared and added this is a tribute to those who work here. President Carlston and Trustee Robinson thanked Vice President Dettinger for his work on resolving the budget situation, and Chair Bushnell commended the employees who have offered to be part of the solution.

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

Committee Chair May reported on five informational items:

- She said there has been additional work on the Advancement and Tenure document and said the trustees could expect to see the final policy in early-2019.
- She said the Forest Service has offered to work with the college on the Great Basin Station and added that State Risk is sending two representatives to assess what the next steps would be, should the college stay in the relationship with the Forest Service. She said additional information will be shared after the meeting with State Risk Management.
- She said there was a decline in FTE enrollment and a modest increase in students on the Richfield Campus and added that administration hopes the new reorganization model, which includes an Assistant Vice President for Enrollment Management, will help with progressive, smart enrollment growth.
- No one responded to the RFP for housing in Richfield; next steps are being considered she said.

### **Ratification of Executive Committee Meeting – Purchase of Property**

Chair Bushnell reviewed the board by-laws and highlighted the authority of the Executive Committee. He then informed the trustees that the Executive Committee had met and approved the purchase of the John Meade rental home. He said there were two appraisals, an agreed upon price, and the purchase was made. He noted that the seller, a former faculty member, wanted the college to have the first opportunity to purchase the property and reported that the funds came from the previously-appropriated landbank money to buy properties adjacent to college housing. President Carlston added that the college had permission to use this money for the purchase and said additional one-time money was also used. Chair Bushnell entertained a motion to ratify the action of the Executive Committee's decision to purchase the property located at 188 East Center Street in Ephraim. Trustee Christensen so moved. Trustee May seconded the motion, and all voted in favor.

### **Naming Rights for the Social Science Building**

President Carlston shared the relationship Snow College has had with Mark and LeAnn Stoddard over the years and asked the trustees to consider naming the currently-proposed Social Science Building in their honor. He said their financial contributions to the college are significant and said this recognition is about more than that. He said the Stoddards are modest and humble and have given generously of their resources and time. President Carlston said – if the trustees agree to this proposal – the official name for the building will be chosen by the Stoddards. Trustee McLean made a motion to give naming rights for the Social Science Building to Mark and LeAnn Stoddard. Trustee Cox seconded the motion, and it carried unanimously.

### **Strategic Enrollment Management Plan**

Vice President Hood led the Strategic Enrollment Management plan discussion and emphasized that this plan calls every employee to action to be a part of the recruitment process. He said future recruitment activities will be data-driven and there will be more of an emphasis on purposeful collaboration across departments. Trustee Cox asked if the college should be focused on raising funds for scholarships instead of buildings, and Trustee McLean shared his thoughts on marketing by suggesting a “this place changed my life” sell rather than “this is inexpensive.” Chair Bushnell suggested asking parents and students what they want. President Carlston thanked the trustees for their input and committed again to make admissions, marketing, and enrollment top priorities.

### **Institutional Metrics**

Vice President Hood briefly reviewed the metrics created for USHE and said they would be helpful to review goals and articulate the college's vision.

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

Trustee Day reported on a successful Homecoming and said Maria O'Mara and Dr. Boyd Beck were both honored to be recognized. He said the alumni board will continue to work to fill the seats on the board.

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

Trustee Devey said nearly 25% of students attended the Halloween event and said most schools get 5-10% of the student body to activities. He also said preparations for 2019-2020 student officer elections are underway.

### **Report from the Chair**

Chair Bushnell said he enjoyed listening to the Carlstons yesterday during Convocation and thanked them for their leadership and for exemplifying the Spirit of Snow. He again thanked the PLTs and Marci Larsen for their work and noted that visiting the campuses and interacting with students is a highlight of being a trustee for him personally.

**Report from the President**

President Carlston gave the following report:

- Because of the terrible tragedy that happened at the U with a student being murdered, President Carlston said the college is relooking at safety coverage and procedures. He said it is likely that the college will hire an additional part-time safety officer.
- He said work on the new Athletics Center is progressing slowly. Excavation should take place in the next few weeks, he said, and then settle until the first part of March when the pre-cast building will be constructed. He said the goal is to have the facility ready to use by August 30.
- The Community Development Center in Richfield was the next topic addressed. He said current discussions have focused on the college's role in the project, and he said – because of the benefit to students – the college has agreed to provide the property. He said the city may promote the project with the legislature next year and added there could be a request that the college be given an appropriation for the building. At this point, he said, the college does not have any capital development money or operational money to go towards the project. He said he will keep the trustees informed and invited comments or insights.
- Legislative Audits on the Board of Regents will result in changed tuition-setting procedures, President Carlston said. He informed the trustees that regents will hear proposals from each institution and then act independently on them. There will no longer be Tier 1 and Tier 2 tuition rates, he said.
- The college will host a K-16 Summit before the end of the year to learn what students and parents want. He said the college is fighting a perception that some may feel like Snow isn't recruiting them as much as others, and he shared the college's intention of having a candid discussion with local education partners.
- He expressed his appreciation to members of the Cabinet (Steve Hood, Craig Mathie, Jake Dettinger, Melanie Jenkins, Heidi Stringham, and Marci Larsen) for their work and support. He also thanked the trustees for their leadership.

**Executive Session**

Trustee Robinson made motion to go into an executive session to discuss one of the topics allowed by the Open and Public Meetings Act (Section 52 – 4-104) for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals. Trustee Devey seconded the motion, and by roll call vote, the motion passed unanimously.

**Adjournment**

Chair Bushnell declared the meeting adjourned.

  
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Marci Larsen, Board Secretary

Date Approved: January 30, 2019