



Board of Trustees Meeting Minutes June 26, 2020 • Richfield, Utah

Trustees

David Christensen
Kay Christensen
Jon Cox
Randy Cox
Matt Griffin
Jeff Kahn
Leslie Keisel, Chair
Erma Kaye May
Rick Robinson, Vice Chair
Karen Soper

Teri Clawson, Enroll Assistant VP
Brad Cook, President
Beckie Hermansen, IR Director (partial)
Josh Hales, HR Director
Carson Howell, Finance VP
Melanie Jenkins, Academic Assoc
Provost
Marci Larsen, Board Secretary
Stacee McIff, Interim Assoc Provost
Derrin Owens, Econ Dev Dir (partial)
Larry Smith, Faculty Senate President
Jason Springer, Interim Assoc Provost
Heidi Stringham, Richfield Exec Dir
Bryce Warby, Accountant
Meagan White, Controller

Others

Hollie Andrus (partial)
Matt Bowman (partial)
John Dougall (partial)
Morris Haggerty, Legal Counsel
Stan Lockhart (partial)
Roger LaMarca (partial)
Chantel Wixon (partial)

College Personnel

Wayne Bushman, Internal Auditor
Tim Chamberlain, SBDC Dir (partial)

Welcome and Pledge of Allegiance

Chair Keisel called the meeting to order and welcomed those in attendance. Because of COVID restrictions and guidelines, some individuals connected via Zoom. The decision was made to forgo committee meetings and stay together as a Committee of the Whole. Trustee Robinson led the group in the Pledge of Allegiance.

Minutes from the Previous Meeting

Chair Keisel called for approval of the March 18, 2020 minutes. Trustee Kahn moved approval, and Trustee Kay Christensen seconded the motion. The motion carried unanimously.

Auditors

Chantel Wixon, Hollie Andrus, and John Dougall from the State Auditor's Office joined the meeting electronically. In referencing the audit for the year ending June 30, 2019 (Report No 19-44 from the Office of the State Auditor), the auditors shared their finding and recommendations, which included one "significant deficiency" for *Difficulties in Financial Reporting Process Delayed Completion of Financial Statement Audit*. They said some of the problems date back to 2015, noted that the Banner problems need to be remedied, and discussed engaging a consultant to help develop a chart of accounts. Trustee Randy Cox noted there has been no movement on this issue as long as he's been on the board. Chair Keisel said this is a concern for the trustees and said the board expects to not have issues this year. Carson Howell, who was not at Snow College during the audited time frame, said he's been told there have been a problem with timings of the audits and added that the Controller's Office is committed to have all documents for this year to auditors by end of October. State Auditor, John Dougall, said there are a lot of areas that need to be improved and thanked the administration for the progress over the last year. Chair Keisel thanked the auditors for bringing matters to the trustees' attention and said board members will keep their eye on the issue. President Cook said this is not an area where the college can afford to cut resources and communicated his commitment to correcting the issues. He noted the situation has come a long way and acknowledged there is still significant improvement needed. At the conclusion of the discussion, Trustee Soper made a motion to accept and approve the report as presented. Trustee David Christensen seconded the motion, and all voted in favor.

Account Write Offs

Vice President Howell explained the college's debt collection process, noting he was aware of previous concerns for high write-off amounts. He pointed out the decrease over the last few years, and the business office staff explained the change in procedure, mentioning the increased touch points. Trustee Kay Christensen congratulated staff for the dramatic improvement. Controller Meagan White thanked Bryce Warby, who oversees this process, and his team, as did Chair Keisel. Trustee Kay Christensen made a motion to approve the proposed write-off amount. Trustee Randy Cox seconded the motion, and all voted in favor.

Advancement and Tenure

In following up to the last meeting, Interim Provost Jenkins reported that the one faculty member decided not to pursue rank advancement at this time, and, therefore, she said she did not have an action plan to present to the board. Provost Jenkins then presented another candidate for tenure. She said when Dr. Steve Hood started his career at Snow, the then-current advancement and tenure document did not allow for administrators to be given tenure. The policy has since changed, and Provost Jenkins said now that Dr. Hood is transiting into a faculty role at the college, the administration – with the support of his division – recommended Steve Hood be granted full tenure status with the rank of professor. Trustee Kahn so moved. Trustee May seconded the motion, and all voted in favor.

Short Term Training Program Authorization

President Cook gave an overview of this program and introduced Stacey McIlff. He thanked Ms. McIlff for taking this project as her first assignment in her new Interim Associate Provost role, and she then detailed the internal process for submitting proposals. She provided a comprehensive list of the received proposals and explained that the imposed time frame was requiring the college to respond quickly to be considered for grant funding. Stacey continued to explain that the next step in this process will be to review the details of each proposal and determine which ones will be submitted to the state for funding. Because those decisions have not yet been made and will need to be finalized before the next board meeting, Ms. McIlff asked the trustees to consider approving all of the programs, knowing that all will not be submitted to the state or funded. Stacey noted that all programs have not been through the normal internal process and clarified that two programs on the list (Certificate of Proficiency in Natural Resources and Certificate of Proficiency in Cybersecurity/Certificate of Proficiency in Advance Cybersecurity/Certificate of Proficiency in Wireless Networking) had already been approved by the Curriculum Committee. Trustee Soper commended the college for the thorough work completed in a short turn-around time and made a motion to approve any and all of programs included on the provided documentation. Trustee David Christensen seconded the motion, and all voted in favor.

Early Retirement Policy

Vice President Howell congratulated HR Director Josh Hales on the birth of his new baby boy and thanked him for being in attendance to present the personnel policies. Mr. Hales summarized the changes to the *Early Retirement Policy*, noting less of a focus on entitlement and more emphasis on doing what is best for the college. Trustee Kahn made a motion to approve the policy as presented. Trustee Soper seconded the motion, and it carried unanimously.

Faculty Leave Policy

Josh Hales presented the updated *Faculty Leave Policy* and asked if there were questions. Hearing none, Trustee Kay Christensen made a motion to accept and approve the policy. Trustee Randy Cox seconded the motion, and it passed unanimously.

Staff Leave Policy

Josh Hales reviewed the edits made to the *Staff Leave Policy*, including adding "medical maternity" leave and a pool for shared sick leave. He also noted that the college provides long term disability coverage as a benefit to full-time staff. Trustee Robinson made a motion to approve the policy as presented. Trustee Randy Cox seconded the policy, and all voted in favor.

Payment Card Handling Policy

Vice President Howell said this policy had been updated to reflect current industry standards and to add offices to the compliance committee. He said it was sent to all employees for review, and no feedback was received. Trustee Kahn made a motion to approve the *Payment Card Handling Policy*. Trustee David Christensen seconded the motion, and it carried unanimously.

Intellectual Property Policy

Melanie Jenkins said this policy has been a work in progress for over a decade and noted the final version strikes a balance of protecting the person and the college. Morris Haggerty and Larry Smith shared their opinions and offered their support. Trustee Kay Christensen made a motion to approve the *Intellectual Property Policy* as presented. Trustee Kahn seconded the motion. It carried unanimously.

Faculty Sabbatical Leave Policy

This policy was put on hold until legal counsel can more thoroughly review it.

Report from the Audit Committee

Trustee Robinson said the Office of Internal Audit teamed up with the USHE internal auditor and looked at the operations of the

Controller's Office and what led to the delays in the preparations of audit materials. He said they did find areas that need improvements and offered several recommendations. Trustee Robinson said the Controller's Office and Vice President Howell are working on new and improved processes. He also noted that David Pulsipher, Internal Auditor with the Commissioner's Office, had joined the Audit Committee meeting earlier in the day. Trustee Robinson made a motion to accept and approve the *Controller's Office Audit Report*. Trustee Randy Cox seconded the motion. All voted in favor.

In his report on the *P-Card Administration Audit Report*, Trustee Robinson reported that this audit focused on efficiencies and the controls that are in place to protect Snow College and the employees. He said there are opportunities to realize efficiencies and was happy to inform the group that no fraud was found when conducting this audit. Trustee Robinson made a motion to approve the audit report. Trustee May seconded the motion, and it carried unanimously.

Trustee Robinson mentioned that Snow College is the only institution to only have one internal auditor, and he thanked Wayne Bushman for his good work.

Charter School Authorizing Authority

President Cook introduced Stan Lockhart and Matt Throckmorton and presented the idea of Snow College becoming a charter school authorizer. The trustees had a lot of questions, and a candid discussion took place. Some board members encouraged President Cook to be cautious and to be clear with his communication. There was talk of keeping this idea exploratory only, and board members stated the need to not pull resources away from the local school's districts. Trustee Kay Christensen made a motion to allow the administration to move forward with this idea, as long as they keep the board informed on the K-16 Alliance's opinion, not approve any charter applications independently, and adhere to the following guardrails: 1) President Cook will spend time with local superintendents to make sure the college would not be competing for resources; 2) The Board of Trustees will see every application; and 3) President Cook will accept applications but not approve authorization. Given the timeliness of this initiative, Trustee Randy Cox seconded the motion, and it carried unanimously.

2020-21 Proposed Budget

Vice President Howell said the state had asked for scenarios of a 2%, 5%, and 10% budget reduction, and he shared the proposed budget with the trustees. He highlighted the "3Ps" – preserve our mission, protect our people, and promote revenue-generating activities – that have guided the budget discussions and explained that every year the budget is presented, it is based on what the college receives from the state and tuition collection. He further explained that during the last few years, enrollments have declined, resulting in a growing deficit. The proposal to address that structural imbalance, along with the mandated budget reduction, was discussed. PowerPoint slides from the presentation that contain details are attached to the meeting minutes.

Trustee Kahn said there is a need to increase enrollment, and with "a huge dose of cautious optimism," Teri Clawson gave the enrollment report, which showed increased numbers when compared to last year. President Cook said the college would continue to pursue a multi-dimensional approach to smart growth.

Vice President Howell said higher education in general, and Snow College specifically, were treated very well in the legislative session and asked the board to act on the proposed budget. Trustee Kahn made a motion to accept and approve the proposed budget. Trustee Kay Christensen seconded the motion, and it carried unanimously.

Early Retirement Requests

Josh Hales explained that three early retirement requests were received under the old policy and recommended approval of the following retirement proposals: Mike Duncan (Campus Services), Jan Cragun (Student Services) and Bonnie Edwards (Human Resources). It was noted that all three have been dedicated employees and will be missed by their colleagues. Trustee Kay Christensen made a motion to approve the early retirement requests. Trustee David Christensen seconded the motion, and it passed unanimously.

Richfield Housing P3 Project

Vice President Howell said this project has been on-going for several years and reported that a developer had been selected and the college was exploring options for moving forward. The Commissioner's Office had two concerns (land in the middle of campus and the maintenance contract), but, Vice President Howell said, they met via phone and talked through the concerns. He asked the Board of Trustees to consider approving the decision to convey the land to the developer and noted that, with their approval, the legal documents would be completed with the help of Morris Haggerty and the item would be added to the Board of Regents' agenda. Trustee Robinson so moved. Trustee David Christensen seconded the motion, and it passed unanimously.

Ephraim Urgent Care and Wellness Center P3 Project

Vice President Howell gave a brief update on the potential urgent care and wellness center project for the Ephraim Campus. He said a feasibility study is underway, alternative site locations are being considered, and some third-parties may be interested in a P3 partnership. He said the Commissioner's Office is comfortable with this project moving ahead and asked trustees to take action on project approval. Trustee Kay Christensen made a motion to proceed with the necessary steps to develop an urgent care and wellness center in Ephraim. Trustee Soper seconded the motion, and it passed unanimously.

Snow Accelerated Online

President Cook showed a video to introduce Snow Accelerated Online and said the program must focus on quality, affordability, and accessibility. He said the goal is to meet students where they are and provide opportunities. He defined what an online program management (OPM) can do for the college and reported that Sundance had been selected after completing the RFP process. He introduced Roger LaMarca, who is the Sundance principal dedicated to Snow College. Dr. LaMarca showed how the student login process worked and answered questions. President Cook said he intends to keep trustees informed of the college's top initiatives, such as online education, and he thanked Sundance for being terrific partners and Melanie Jenkins for her leadership.

COVID Update

President Cook reminded the trustees of the membership of the Emergency Operations Center (EOC) and also reminded them of the intense meeting schedule the group had during the initial stages of COVID. He said health and safety have been the top priority in all decisions, and he said the administration has tried to over-communicate and share information updates regularly. One method for communicating that has been well-received, President Cook said, was weekly online town hall meetings. He said feedback from students indicate a strong preference to be face-to-face in the fall, and he said the EOC has been doing scenario planning and working on the return-to-campus plan. Trustee Kahn talked about the impact COVID has had on students' psyche, and Chair Keisel agreed that the abrupt ending was difficult for many. President Cook said the college is prepared and flexible with this fluid situation and said the goal is bring people back on campus to do what it does best: provide a personalized education as safely as possible.

Student Body President Griffin said most students thought school became more difficult with the forced remote learning in the spring and asked what responsibilities students would have in the fall. President Cook said the EOC is working on a detailed plan which will likely include sanitation stations, masks in the classroom, tracing mechanisms, plexiglass, additional staff to clean, and limited large group activities all while maintaining the personal Snow College experience.

Great Basin Station Lease

Jason Springer, in his capacity of co-chair for the Great Basin Station Exploratory Committee, followed up to an earlier report given to the board and said Morris Haggerty will work on legal documents. Derrin Owens, whose office now has responsibility for the operations of the Great Basin Station, reported that he had met with Forest Service officials and said they appreciate their relationship with the college and look forward to a continued partnership.

Chalk It Up to Music Event

Trustee Kahn informed the trustees of the "Chalk It Up to Music" fundraising event and invited them to attend. He also encouraged trustees to donate to the scholarship fund which will benefit students in the Horne School of Music. During lunch, Trustee Kahn presented \$500 in cash to Clara Campbell for her winning submission of the official name of the chalk event.

Accreditation Update

Beckie Hermansen briefly summarized the accreditation material and encouraged trustees to review the data and be prepared for the October site visit.

Report from the Chair

Chair Keisel shared her personal experience of being hospitalized after surgery and having multiple Snow College graduates care for her. She commended the nursing students and faculty for their good work.

Student Body President Report

Matt Griffin introduced himself, expressed appreciation for the COVID communication from the college, and said he looks forward to being back on campus.

Alumni Association President Report

Trustee Kay Christensen announced the decision to recognize Sampei Nakao, a notable alum from Japan, with the

Distinguished Alumni Award. He also restated the Alumni Board's commitment to visit local high schools and invited trustees to be involved with the Alumni Association events.

Report from the President

To conclude the meeting, President Cook paused for a moment of gratitude. He thanked Trustee Kahn for his extraordinary generous act in establishing the music advisory board and organizing this fundraising event. He also thanked Marci Larsen and Heidi Stringham for their help with the meeting logistics, and he expressed appreciation to members of the cabinet for their work and support.



Marci Larsen, Board Secretary

Date Approved: September 11, 2020

