



Board of Trustees Meeting Minutes

January 22, 2013

Individuals in Attendance

Trustees: Theresa Alder, Doug Barton, Scott Bushnell, Eddie Cox, DeVere Day, Mary Greathouse, Dan Jorgensen, Jim Shank
College Personnel: Marvin Dodge, David Dyches (partial), Marci Larsen, Craig Mathie, Gary Smith, Scott Wyatt

Welcome

Chair Alder welcomed Trustees, invited them to get lunch, and recognized students from the Horne School of Music who dropped by to play a number while the Trustees gathered. After lunch, Chair Alder called the meeting to order.

Meeting Minutes

Chair Alder entertained a motion to approve the minutes from the September 12, 2012, and September 28, 2012 meetings. Trustee Day noted the incorrect year in the "Prayers at Commencement" agenda item in the September 28 minutes. With the year changed to 2012, not 2011, he moved approval of both sets of minutes. Trustee Bushnell seconded the motion, and it passed unanimously. To accommodate those in attendance for some agenda items, the Board agreed to modify the order of the agenda.

Early Retirement Philosophy

As follow up to a previous Board discussion, President Wyatt reported the College has the most restrictive early retirement policy of all USHE institutions. After doing research, he said he learned that other institutions are approving one out of four requests. Trustee Day asked who approves the requests, and President Wyatt said the administration recommends action to the Trustees, who make the final decision. Trustee Day then asked if there were liability issues if some requests are approved and others denied; President Wyatt said as long as the decisions were not discriminatory it is not a concern. A short discussion followed, and HR Director David Dyches said currently the College views the early retirement program as a management tool, not an employee entitlement. The group agreed this was the best practice.

URS Public Safety Resolution

President Wyatt referred the Trustees to the public safety resolution provided in their agenda packets and asked if there were questions. HR Director David Dyches said the College has not previously had a plan like this in place and added that having one would give the College the opportunity to recruit and attract public safety personnel. Hearing no questions, Trustee Greathouse made a motion to accept and adopt the resolution. Trustee Shank seconded the motion, and it passed unanimously.

Investment Report

Vice President Dodge referred the Trustees to Tab G and reviewed the investment activity for July 2012 through December 2012. He pointed out the changed format from October on and said he hoped the reports will be more user-friendly in the future. He asked Trustees if they had suggestions on the presentation of the report or questions about the investments. Trustee Bushnell asked about restrictions and wondered who made the investment decisions. Vice President Dodge said he and his staff work with Zions Bank and noted investment decisions must comply with the Money Management Act, which he said is quite restrictive. At the conclusion of the discussion, Trustee Cox made a motion to accept and approve the report. Trustee Jorgensen seconded the motion, and it passed unanimously.

Policies

Vice President Dodge presented two policies for the Trustees to consider. He reminded the group that all policies typically are presented to the College Council after a thirty day review by all employees. He said these two policies had been before the College Council prior to the thirty day review, but noted due to scheduling changes, the College Council had not taken formal action on the policies. He said he was asking the Trustees for approval and would then take the policies back to the College Council. He said if there were issues he would bring them back to the Trustees.

The first policy he reviewed was the Payment Card Handling Policy. He said this was largely boilerplate language and is intended to meet industry standard. There was no discussion on this policy. The P-Card Policy generated a little more discussion as Vice President Dodge reviewed the proposed changes. He said the p-card system is working extremely well and indicated this policy helps fine-tune a few of the procedures for reviewing and auditing the cards. After a short discussion, Trustee Greathouse made a motion to approve both policies, pending any proposed changes from the College Council. Trustee Bushnell seconded the motion, and it passed unanimously.

Education Goal Resolution

President Wyatt referred the Trustees to Tab J. He reviewed the education goal resolution and said the Board of Regents is adopting the document at their upcoming meeting and has asked the institutional Boards of Trustees to support it. Trustee Jorgensen asked if there was a specific plan to reach the goal, and President Wyatt said the system planned to focus on STEM and healthcare initiatives. Trustee Day asked if the College was comfortable endorsing their budget priorities as mentioned in the resolution, and President Wyatt said the formula they use to distribute the funding is fair. Trustee Greathouse voiced her support of the goal, and President Wyatt encouraged the Trustees to support the resolution. Trustee Cox made a motion to adopt the resolution as presented. Trustee Bushnell seconded the motion, and it passed unanimously.

Accreditation Evaluation Follow Up

Vice President Smith gave an update on accreditation. He said the College invested a lot of time and resources in getting up to speed on new standards and practices, and he said the efforts were most definitely worth it. He reminded the Trustees that the College revamped the mission statement, created core themes, and submitted a one-year report last August. Then, he reminded them of the seven-year report which was compiled and of the three-day visit in October. He said that visit and report resulted in several commendations and four recommendations and informed the Trustees that he and President Wyatt had appeared before the Commission in a formal setting just two weeks ago. He said it was a very good experience, with a very positive report. Dr. Smith said he expects to receive a letter in the near future reaffirming the College's accreditation status. Trustee Greathouse asked Dr. Smith to review the four recommendations given in the report, and Chair Alder thanked Dr. Smith for his leadership throughout this process.

Prayers at Commencement

As requested, President Wyatt followed up on this agenda item. He said his office contacted every school in the state and found that SUU is the only one who has prayers during commencement exercises. President Wyatt said the College will do whatever the Trustees want, and a lengthy discussion ensued. Several opinions were shared, and the majority of the Trustees in attendance preferred to list a prayer (as opposed to an "expression of choice" or "moment of reverence") on the printed program and have the administration choose – in conjunction with the students – who should be asked to offer the prayer. Because this topic was not listed as an action item, another follow-up discussion and formal vote will take place at the next meeting.

Budget Discussion

President Wyatt began this discussion by reminding Trustees that the recent announcement by the LDS Church changing the mission age for young adults would most likely affect Snow College more than any other school in the State. He said the Budget Office has been tracking tuition revenue and reports a decrease in what was anticipated. He said he and his vice presidents have met multiple times to calculate projections and create a plan to manage the budget challenges presented by a significant drop in student enrollments.

President Wyatt shared various enrollment statistics and scenarios with the Board and told the Trustees his administration is discussing how Snow College will look in 2015. He reviewed the intensified recruitment campaign which is focusing on quality, affordability, and environment and showed the new mailing and marketing materials. He notified the group of two new faculty-led initiatives (General Education, led by Melanie Jenkins, and Faculty of the Future, led by Larry Smith) and shared other tactics the recruitment office is using to get more students on campus. He also informed the group of the teacher trainings (art and history) offered on campus this summer and encouraged Trustees to continue to be the College's best advocates. A great idea-sharing discussion followed. President Wyatt said the reality is that the College is changing to meet the education needs of the students, and – with that – he outlined the first draft of budget adjustments. He discussed efficiencies, workload, class sizes, personnel positions, program changes, and other cost-saving measures explored to meet the budget changes for fall 2013.

Trustees expressed their support for the proposed budget and thanked President Wyatt for his leadership during difficult times. Trustee Barton said he wanted to let the group know one program discussed employs his family members, and he asked to go on record as being supportive of the budget plan. Several Trustees asked if there was any intention for the Regents or legislature to help with budget shortfalls, and President Wyatt said it was not likely. Others asked if the LDS Church would help, and President Wyatt said he had visited with church leaders as well. President Wyatt acknowledged the challenges ahead with the current mission-age disruption, but he expressed strong optimism for the College's future. He reminded the group of the College's past and praised employees for their commitment to providing a quality education.

Report from the Alumni Association

Trustee Day gave a report on behalf of the Alumni Board. He said the Alumni Association is organizing a day at Seven Peaks in August and discussing ways to be involved with the College's 125th Anniversary. They are exploring ideas such as holding reunions, requesting registrations for Homecoming, and raising \$125,000. He said he would keep the Trustees informed of the association's plans and invited them to also get involved in the celebration.

Report from the Audit Committee

Trustee Jorgensen said the Audit Committee met prior to the full Board meeting. He commended Internal Auditor Hayden Arnold for his work and distributed copies of the College's most recent financial audit and management letter. Vice President Dodge briefly reviewed the management report, and Trustees thanked the Business Office staff for their work.

After giving the Audit Committee report, Trustee Jorgensen said he would like to propose authorizing the hire of an hourly employee for the institutional residence. Trustee Cox endorsed his suggestion, and all Trustees agreed President Wyatt's wife, Kathy, should hire an employee to help her with housekeeping, gardening, and other duties at their home.

Report from the Chair

Chair Alder informed the group that she and Trustee Greathouse had been involved with several meetings with other institutional board leaders during the last few months. She said their focus has been on the selection of institutional presidents and said a document they worked on would be presented to the Regents at an upcoming meeting. She also thanked the Trustees for their service to Snow College.

Adjournment

Trustee Greathouse made a motion to adjourn the meeting. Trustee Day seconded the motion, and it passed unanimously.