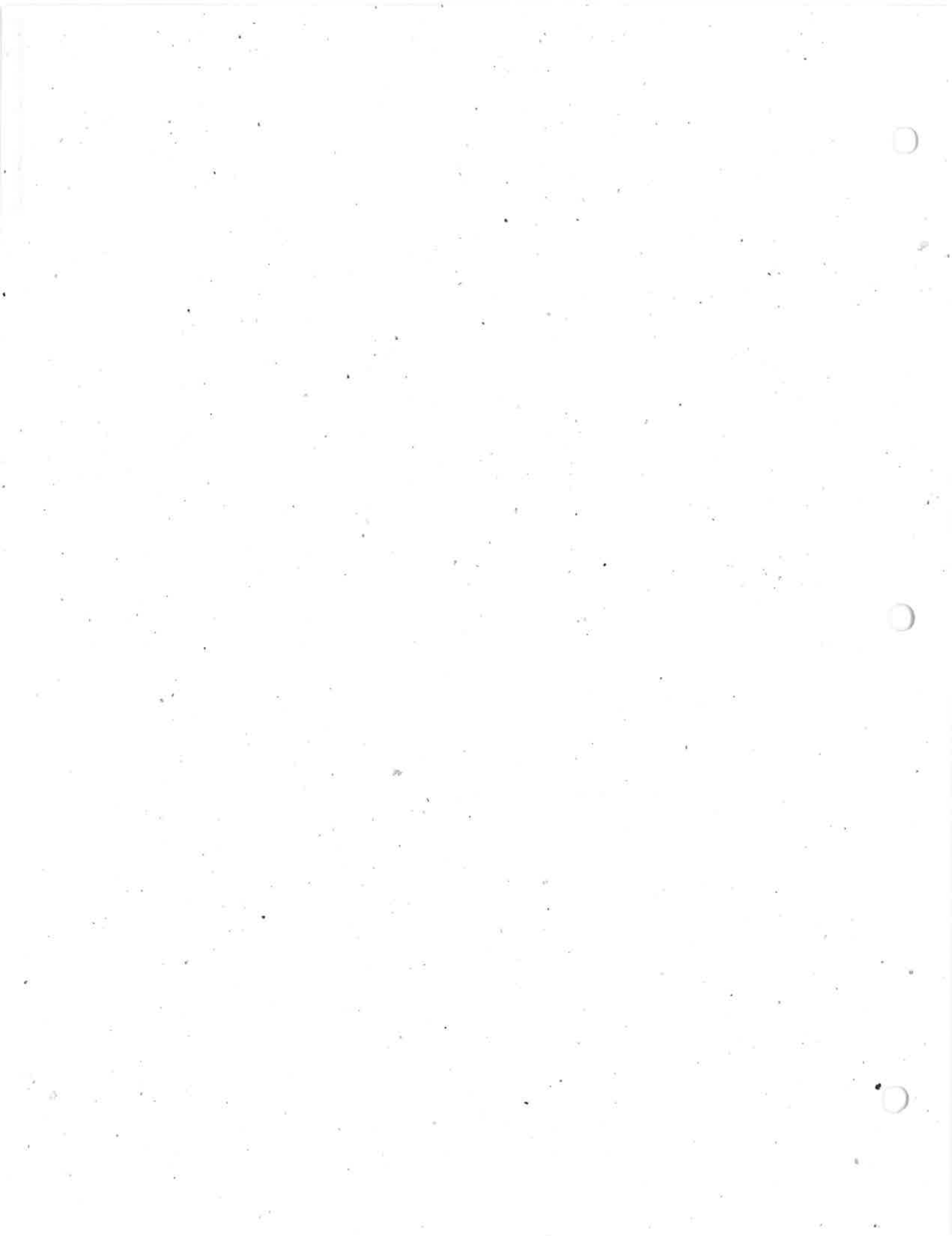




*Snow College
Board of Trustees*

*Next meeting:
Thursday, April 11, 2002
Lunch at 11:30 a.m. * Meeting at 12:00 p.m.
Snow College South Campus
Culinary Arts Classroom * Richfield, Utah*

*Includes agenda for the next meeting and minutes from the last meeting.
If you desire special accommodations in order to participate in this meeting,
please contact the Snow College President's Office at (435) 283-7010.*



Agenda for the
Snow College Board of Trustees
Thursday, April 11, 2002 * 11:30 a.m.
Snow College South Campus
Culinary Arts Classroom * Richfield, Utah

- Welcome Scott Wyatt
- Action Item:** Minutes of March 1 Meeting (Tab V) Scott Wyatt
- Report from the Chair Scott Wyatt
- Report from the Student Body President Chanté Wouden/Christian Thompson
- Action Item:** Investment Report (Tab W) Gary Arnoldson
- Action Item:** By-Laws and Organization of the Board (Tab XYZ) ... Scott Wyatt/Michael Benson
- Report from the President Michael Benson

Please gather in the President's Suite if
you are interested in group transportation. We
will leave the Noyes Building at 10:00 a.m.
Lunch will be served at the beginning of the meeting.



**OFFICIAL MINUTES OF THE
SNOW COLLEGE BOARD OF TRUSTEES
MARCH 1, 2002 MEETING
SNOW, CHRISTENSEN, AND MARTINEAU LAW OFFICE
SALT LAKE CITY, UTAH**

Members Present: Carl Albrecht, Tim Blackham, LuAnne Brown, Kay Greene, Jerold Johnson, Gwen McGarry, Richard Waddingham, Chanté Wouden, and Scott Wyatt

Members Excused: Richard Bartholomew

College Personnel Present: Gary Arnoldson, Michael Benson, Larry Christensen, Carl Holmes, Claudia Jarrett, Marci Larsen, Diane Martin, Rick White, and Rick Wheeler

Welcome

Chairman Wyatt called the meeting to order and welcomed everyone. A special thanks was extended to Michael Carlston for the use of his board room.

Minutes of November 28, December 21, and January 2 Meetings

Chairman Wyatt entertained a motion to approve the minutes of the past three meetings. Carl Albrecht made a motion to approve the November 28, 2001, December 21, 2001, and January 2, 2002, minutes as written. Tim Blackham seconded the motion, and it passed unanimously.

Report from the Chair

Chairman Wyatt reported that it was nice to be back in the United States. He briefly shared a few experiences from his recent trip to Africa and noted that he had seen *the* most primitive housing structure. He encouraged board members to be grateful for the opportunities we are given as American citizens.

Report from the Student Body President

The reallocation of student fees was the only item Chanté Wouden had to discuss. The meeting, therefore, continued following the agenda.

Student Fee Reallocation and Student Legacy Project

Because of the elimination of the printed yearbook, and hence the change in student fee allocation, Chanté Wouden informed board members that her council requested submissions for student fee usage. She noted that they received several proposals and that they had carefully considered each request. Chanté recognized that this issue was not something to be taken casually, and she presented the 2002-2003 students student fee reallocation plan to the Trustees. A handout which outlined the change, i.e. the \$7.50 yearbook fee be distributed to computers (\$1.50), communications (\$3.00), and music (\$3.00), was provided to board members. Kay Greene made a motion to accept the proposal. Tim Blackham seconded the motion, and it passed unanimously. President Benson

voiced his support for the fee proposal and commended Chanté for her leadership role in this issue. He also thanked Rick White for his guidance and work with the student officers.

Chanté also informed board members of a student legacy project the Class of 2002 plans to complete and give to the school. She noted that new Snow College signs would be placed on both ends of Main Street and that beautification efforts were underway with Ephraim City.

Investment Reports

Gary Arnoldson referred the board to Tab R and briefly reviewed the investment reports for October 2001, November 2001, December 2001, and January 2002. Gary noted that the reports for 2002 will be compiled in a new, one-page format. Gwen McGarry made a motion to accept and approve the reports as presented. Jerold Johnson seconded the motion, and it passed unanimously.

The state auditors arrived and asked if their report could be presented earlier in the meeting. Hearing no objections from the board, Chairman Wyatt invited the auditors to share their findings.

Report from the State Auditors

Joe Christensen and Van Christensen thanked board members for letting them share their audit findings. They reviewed the financial statements and management letter with the Trustees and reported that they did not have any major concerns. Joe referred board members to the management letter and noted that there are a few repeat findings that need to be corrected before the next audit. The repeat findings include: "deficit fund balance in the athletic account," "no reconciliation of the detail loan records to the general ledger," and "lack of separation of duties." The auditors encouraged the college to remedy these problems and specifically pointed out the desperate need to separate duties in the Development Office.

Joe reported that the college, along with other colleges and universities, would be required to change its accounting procedures, and he briefly defined the mandated changes. He reported that Larry Christensen, Gary Arnoldson, and their staff members are aware of the changes and are planning to implement them as required. Joe also noted that Gary and his staff were very accommodating during the audit visit, and he thanked them for their kindness and hospitality.

Carl Albrecht asked the auditors if they audit all state colleges and universities and if they had spent time on the south campus. Joe informed the board that his office is responsible for all state institutions and that the Office of the State Auditor contracts work out on a rotating basis to execute the audits in a timely manner.

Joe also informed the board that during the audit under review his staff had spent approximately 75 percent of the time in Ephraim and the remaining time in Richfield. Upon question from board members, Joe also encouraged the two campuses to combine the two financial computing systems. He noted that having two separate systems seemed to create inefficiencies and, upon being pressed further, he reported that his office and others had noticed the difficulties the two systems have in working together. Chairman Wyatt thanked the auditors for their time and comments. At the

conclusion of the report, Carl Albrecht made a motion to accept the report as given. LuAnne Brown seconded the motion, and it passed unanimously.

Advancement and Tenure Recommendations

Rick White shared biographical information on Jannette Anderson and Ron Lamb and recommended that both be advanced in rank to associate professor. Tim Blackham accepted the recommendation and made a motion to grant both faculty members associate professor status. Richard Waddingham seconded the motion, and it passed unanimously.

Computer Programming Certificate

Rick White briefly explained the different degrees offered by Snow College and then provided an updated handout outlining the proposed CIS Programming Certificate. He informed board members that this particular certificate would be awarded by the department, would not appear on the transcript, and would not require the three supplemental courses mandated by the Commission. Rick reported that the department, the division, and the Curriculum Committee had all approved the certificate and noted that the Board of Trustees' decision would be the final action. Tim Blackham made a motion to approve the proposed CIS Programming Certificate. Jerold Johnson seconded the motion, and it passed unanimously.

By-Laws and Organization of the Board

President Benson referred the board to Tab T and informed the Trustees that he would very much like to make better use of the committees listed in Article VI. He asked the Trustees to let him know which committee looked most interesting to them, and he also asked board members to consider adding an executive committee who could act on behalf of the board in needed situations. Because the by-laws are nearly eight years old, it was decided that the institution would be well-served to revisit, and edit if need be, the current by-laws. Kay Greene made a motion to create an ad hoc executive committee to review the by-laws before the next meeting. Her motion called for the following people to serve on the committee: Chair Scott Wyatt, Vice Chair Gwen McGarry, Carl Albrecht, and Richard Waddingham. Tim Blackham seconded the motion, and it passed unanimously.

President Benson gave a copy of *Effective Trusteeship*, a booklet published by the Association of Governing Boards of Universities and Colleges, to each Trustee. He thanked board members for their dedicated service and noted that he hopes to be very involved with the board, as he was at the University of Utah.

President's Report

President Benson first complimented Gwen McGarry on her honor of being an Olympic torch runner. He noted that the campus hosted the torch relay and that it was perfectly fitting to have the board's vice chair carry the flame off campus. President Benson reported that the Olympic support of the Ephraim and Richfield communities was superb.

President Benson's report next focused on current campus happenings. He reported that he had been meeting one-on-one with each faculty member. He praised them for their work and informed board members that they should be proud of the Snow College faculty. President Benson next

reported that he had facilitated a productive work meeting for the student body officers from both campuses and that he had unveiled a new logo for both campuses. It was also reported that Camille Mitchell, a Snow College student, had recently been killed in a car accident. President Benson noted that the college had established a scholarship account in her honor.

As follow up items, President Benson reported that the College Property Personnel Policy was being reviewed by the Attorney General's Office and that a member of the board had suggested that plaques honoring Jerry and LuAnn Day be placed in the Greenwood Student Center and Noyes Building.

Adjournment

The meeting adjourned for lunch. Commissioner Cece Foxley, Board of Regent Chair Charlie Johnson, Representative Brad Johnson, and Representative Mike Styler joined the group to casually discuss legislative issues during the meal.

Next Meeting

The board agreed to gather on Thursday, April 11, in Richfield. Lunch will be served at 11:30 a.m., and the meeting will begin immediately thereafter.