



A meeting of the  
Snow College  
Board of Trustees

To be held  
Monday, August 25, 2003  
Executive Session at 12:00 p.m.  
Public Meeting at 1:30 p.m.

In the  
Noyes Building at Snow College  
Ephraim, Utah

This packet includes the agenda for the next meeting and minutes from the last meeting.  
If you desire special accommodations in order to participate in this meeting,  
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Agenda for the  
Snow College Board of Trustees  
August 25, 2003 • Ephraim, Utah  
Executive Session at 12:00 p.m. • Public Meeting at 1:30 p.m.

Welcome ..... Scott Wyatt

Action Item: State Audit Report ..... The State Auditors & Larry Christensen

Discussion RE: Trustees' Role as Audit Committee ..... Randy Van Dyke & Michael Benson

Action Item: Minutes of Previous Meeting (Tab V) ..... Scott Wyatt

Report from the Chair ..... Scott Wyatt

Report from the Student Body President ..... Jed Christensen

Report from the President ..... Michael Benson

Action Item: Personnel Policies (Tab W) ..... Claudia Jarrett

Action Item: Investment Reports (Tab XYZ) ..... Gary Arnoldson

Action Item: Joint Use Agreement Addendum Follow Up . . . Carl Albrecht & Michael Benson





Official Minutes of the  
Snow College Board of Trustees  
June 30, 2003 Meeting  
Ephraim, Utah

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

**Members Excused:** Richard Bartholomew

**College Personnel Present:** Gary Arnoldson (partial), Michael Benson, Marci Larsen, Rick Wheeler, and Rick White

**Others Present:** Tim Barney and John Willmore

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**Call to Order**

Chairman Wyatt called the meeting to order and welcomed everyone.

**Adjournment to Executive Session**

*Jerold Johnson made a motion to move into an executive session to discuss personnel and financial issues. Tim Blackham seconded the motion, and it passed unanimously.*

**Adjournment from Executive Session**

*LuAnne Brown made a motion to adjourn from the executive session and open the meeting to the public. Richard Waddingham seconded the motion, and it passed unanimously.*

**Welcome**

Chairman Wyatt welcomed the public. He also formally introduced the newly-appointed Trustees, John Willmore and Tim Barney.

**Amend the Agenda**

*Based on the executive session discussion, Carl Albrecht made a motion to amend the agenda. Tim Blackham seconded the motion, and the motion passed unanimously. Two action items – a shared governance model and a victim statement – were added.*

**Shared Governance Model**

*Gwen McGarry moved approval of the proposed shared governance/policy making model, which is led by the President. Under the new model, the President chairs a College Council and is assisted by a Provost (who focuses on internal matters), a Vice President for College Relations (who focuses on external matters), a Vice President for Administrative Services (who focuses on financial matters), and an Executive Vice President (who focuses on Richfield matters and is housed on the Richfield campus). Carl Albrecht seconded the motion, and it passed unanimously.*

### **Victim Statement**

Gwen McGarry requested that the Trustees communicate – via one written letter to the Department of Corrections – their opinion regarding the impact of Kimble Blackburn's embezzlement. Carl Albrecht informed the group that his ecclesiastical duties and responsibilities as a Trustee/CATC Chairman complicate this situation for him personally. Gwen McGarry's motion to send a formal letter was seconded by Jerold Johnson and passed unanimously.

### **Minutes**

Chairman Wyatt entertained a motion to approve the minutes from the April 21, 2003, meeting. Carl Albrecht commented that the meeting was held in Salt Lake City, not Ephraim. With this correction to the header, Carl made a motion to approve the minutes. Jed Christensen seconded the motion, and it passed unanimously.

### **Report from the Chair**

Chairman Wyatt indicated that this would be the last meeting for LuAnne Brown and Richard Waddingham. He thanked them for their dedicated service and wished both Trustees the very best.

### **Report from the Student Body President**

Because of the students' summer break, Jed Christensen did not have much to report. He noted that he plans to evaluate the current student government system once students return. He reported that any changes in the government structure would have to be presented to and approved by the student body.

### **Report from the President**

President Benson first informed Trustees that College employees who had been activated to full-time military service have returned to campus. The only exception, he reported, was Vance Larsen. President Benson noted that the construction of the Eccles Center is moving along and that the building will not officially be complete until Lt. Col. Vance Larsen leads his band in the facility.

Speaking of music and facilities, President Benson reported that the kick-off event, a SHEdaisy concert, was scheduled for the Sevier Valley Center in Richfield. He also reminded those in attendance that HB161 becomes effective tomorrow, July 1.

Enrollment was the next item addressed by President Benson. He said that current reports show an increase in the number of new freshmen and a decline in continuing students. President Benson expressed his interest in this subject and explained what is being done to recruit and retain students. He reported that in an effort to increase enrollment numbers emphasis has been placed on eliminating "bottleneck courses," admitting home-schooled students, and raising additional funds to spend for scholarships.

In addition to raising money for scholarships, President Benson reported that he continues to solicit funds for facility renovations and additions. He told Trustees that naming opportunities are available for the theater and concert hall in the Eccles Center. He also reported that CIB funds are being sought for work on the Activity Center and that Mr. Huntsman committed money to help fund a new library/classroom building.

To conclude his report, President Benson showed Trustees several renderings of a future library/classroom building. He explained that the College hopes to partner with Ephraim City and construct the new facility on the south-west corner of campus. He informed the group that House Speaker Marty Stephens recently visited campus and was supportive of the project. It was also noted that the legislative analysts and the commissioner's office support the project.

### **2003 Account Write Offs**

Gary Arnoldson referred the Board to Tab O and asked the Trustees to consider writing off the listed accounts. He reported that this was the largest write off amount the College had ever had. Gary also said that the auditors had encouraged the College to write off the accounts even if an effort to collect was still being made.

Some asked if there was anything the College could do to hold students accountable, and Gary informed Board members that a hold is placed on the students' academic transcript until their financial accounts are cleared. Rick White asked if there was a system-wide, coordinated effort to stop students from accruing debt at several institutions. No one knew of such a policy, and it was suggested that a policy/practice would benefit all institutions.

*Jerold Johnson moved approval of the request to write off \$157,371.27 in delinquent accounts. Jed Christensen seconded the motion, and it passed unanimously.*

### **2003-04 Preliminary Budget**

Gary Arnoldson addressed the next agenda item, the 2003-04 Preliminary Budget, because Larry Christensen was unable to attend the meeting. Trustees were referred to Tab P, and Gary briefly explained the major changes (significant net increase or decrease in the departmental budgets) of the College's budget. Specific discussion points by Gary included a 3 percent salary increase for all Ephraim employees, a salary restoration for all employees who took a salary cut last year, and a 1.5 percent salary increase for all faculty members on the Richfield campus.

A question was asked about the Richfield staff members' salaries, and President Benson responded by informing Trustees that the decision was made to freeze these salaries until salary equity issues could be evaluated. Jerold Johnson asked about insurance coverage for employees, and he was reassured by President Benson that all employees will have the same PEHP coverage. Carl Albrecht asked about a Multi-Event Center Bond account, and President Benson explained that – consistent with the College's practice – the money needed to fulfill the College's obligation to the bond for the Center was placed into a specific account rather than being put into one undesignated account.

President Benson noted that this is the first time the College's work program has been generated with the same computer program by one finance office. He said that both campuses worked together to create the budget, and he commended Larry Christensen, Gary Arnoldson, Rick White, and Spencer Hill for their efforts to make this time-consuming task possible. Carl Albrecht also complimented Spencer and expressed the Richfield community's confidence in him.

*Chairman Wyatt called for a motion to act upon this agenda item. Carl Albrecht moved approval of the 2003-04 budget as presented. Tim Blackham seconded the motion, and it passed unanimously.*

### **Amend Agenda**

While Gary Arnoldson had the floor, he asked if he could present an investment report. *Chairman Wyatt asked the Trustees if they would allow for the agenda change. Kay Greene so moved, and Gwen McGarry seconded the motion. It passed unanimously.*

### **Investment Report**

Copies of the April 2003 investment report were provided, and Gary reviewed the investment activity for the month. *Carl Albrecht made a motion to accept and approve the investment report. Tim Blackham seconded the motion, and it passed unanimously.*

### **Personnel Policies**

President Benson asked Marci Larsen to review the proposed personnel policies. She referred the Board to Tab Q and reviewed Policy 13.2.12 – Student Hourly Wage Personnel, Policy 13.5.3 – Pay Periods, Policy 13.5.8 – Unemployment Compensation, Policy 13.5.10 – Qualifications & Wages for Substitutes. Marci explained that the joint policy committee had recommended the policies and that the policies had been distributed to all employees for comment. It was noted that Policy 13.2.12 – Faculty Leave for Extended Illness was provided for informational purposes only.

Additional policies (Policy 13.3 – Funeral, Holiday, Jury and Witness Leave, Policy 13.3.6 – Sick Leave, Policy 13.3.9 – Vacation Leave, and Policy 13.5.5 – Early Retirement Program) were hand carried to the meeting and discussed.

*Carl Albrecht made a motion to approve the policies provided in the agenda (Policies 13.3.12, 13.5.3, 13.5.8, and 13.5.10) and to table the hand-carried policies until further review time was available. Gwen McGarry seconded the motion, and it passed unanimously.*

### **Property Acquisition in Richfield**

Rick White displayed several master planning boards and reviewed the land acquisition opportunity for the Richfield campus. He communicated the Lowe family's desire to donate some property adjacent to the campus, and the idealness of this proposal was again reiterated.

Rick Wheeler reviewed the College's necessary process for purchasing property, and *Chairman Wyatt asked the Board for its vote on this matter. Richard Waddingham moved approval of continuing negotiations – with a stated intent to purchase the property, should the College so choose – with the Lowe family. Jerold Johnson seconded the motion, and it passed unanimously.*

### **Joint Use Agreement Addendum**

Rick White explained that the executive board of the Sevier Valley Center requested an addendum to the original joint use agreement. The group talked briefly about the changes, and there was some question about the intent of the addendum. *Carl Albrecht made a motion to table this agenda item until more information was available. He agreed to talk to Pat Wilson, Kay Kimball, and others on the executive board to gain the needed information. LuAnne Brown seconded Carl's motion to table the item, and the motion passed unanimously.*

### **Recognition for Service**

Chairman Wyatt and President Benson again thanked Richard Waddingham and LuAnne Brown for their service as Trustees. Chairman Wyatt noted that Rich's term ended sixteen years of Waddingham representation on the Board, and he commended both Trustees for a job well done. A small token of appreciation was presented to Rich and LuAnne, and they both communicated their gratitude for the opportunity to serve.

### **Adjournment**

*LuAnne Brown made a motion to adjourn the meeting. Richard Waddingham seconded the motion, and it passed unanimously. A tour of the Eccles Center for the Performing Arts was provided for those who were interested.*