



A meeting of the  
Snow College  
Board of Trustees

To be held  
Friday, October 10, 2003  
Public Meeting at 3:00 p.m.

In the  
Administration Building at  
Snow College-Richfield  
Richfield, 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,  
please contact the Office of the President at (435) 283-7010.

0

0

0



Agenda for the  
Snow College Board of Trustees  
October 10, 2003 • Richfield, Utah  
Public Meeting at 3:00 p.m.

---

Welcome ..... Scott Wyatt

**Action Item:** Approval of Minutes from Last Meeting (Tab A) ..... 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 B) ..... Claudia Jarrett

**Action Item:** Joint Use Agreement Addendum Follow Up (Tab C) ..... Rick White

**Action Item:** Central Valley Medical Center Proposal ..... Michael Benson

**Action Item:** Richfield Property Transaction (Tab D) ..... Rick White

This will be a busy day! At 4:30 p.m., you and your spouse are invited to join the Choir for a buffet dinner. You must be seated for the concert by 6:15 p.m. Vans will leave the College at 1:30 p.m. for those who are interested. I will call to confirm your plans. Thanks!

0

0

0

Official Minutes of the  
Snow College Board of Trustees  
August 25, 2003 Meeting  
Ephraim, Utah

---

**Members Present:** Carl Albrecht, Tim Barney, Doug Barton, Richard Bartholomew, Tim Blackham, Jed Christensen, Kay Greene, Jerold Johnson, Gwen McGarry, John Willmore, and Scott Wyatt

**Members Excused:** None

**College Personnel Present:** Gary Arnoldson, Michael Benson, Larry Christensen, Spencer Hill (partial) Claudia Jarrett, Marci Larsen, Rick Wheeler, Rick White, and Brad Winn

**Others Present:** Joe Christensen, Utah State Auditor's Office (partial), Van Christensen, Utah State Auditor's Office (partial), Randy Van Dyke, University of Utah Internal Controller (partial)

---

**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. Tim Blackham seconded the motion, and it passed unanimously.

**Adjournment from Executive Session**

Tim Blackham made a motion to adjourn from the executive session and open the meeting to the public. Richard Bartholomew seconded the motion, and it passed unanimously.

**Welcome**

Chairman Wyatt welcomed the public. He also formally introduced the newly-appointed Alumni President and Trustee, Doug Barton. President Benson expressed his appreciation to Doug for his willingness to serve.

**Trustees' Role as Audit Committee**

Randy Van Dyke was introduced to the group, and the employees from the Business Office were welcomed. Randy discussed the role Trustees have as the College's Audit Committee, and he offered suggested specific steps the College could take to improve the quality of internal controls. (Copies of Randy's presentation are on file with the permanent archives for the Board of Trustees.) A discussion and question/answer period ensued. President Benson then thanked Randy for visiting with the Board, and Randy asked to be excused.

**State Audit Report**

President Benson introduced Joe Christensen and Van Christensen, auditors from the Office of the State Auditor, and publically thanked them for their work on the Richfield campus. The auditors commended the College for having Randy Van Dyke address the Trustees. They echoed support for and encouraged implementation of the suggestions Randy presented. They asked Trustees to get involved in the audit process and congratulated the administration on the successful unification of the financial computer systems. Joe and Van reiterated their concern for separate computer systems in other areas.

Joe Christensen next referred the Trustees to the materials provided. He pointed out that this audit (and all future audits) is compiled in a new format and will follow updated regulations from the Governmental Accounting Standards Board (GASB). Joe addressed each of the findings from the management letter and

specifically asked that the "repeat findings" be given special attention. Joe noted that there were some challenges with this particular report but commented that the College's recent new hire of an accountant with State auditing experience should remedy the situation.

In regards to the Richfield audit report, Joe reported that – due to the fraud case – an official opinion will not be issued for the Richfield campus. He answered questions the Trustees asked and commended the administration and specific employees for their cooperativeness. Joe noted that his team had learned a lot through this experience, and he suspected that the College had as well. Chairman Wyatt thanked the auditors for their time and work, and he entertained a motion to act upon the report. Gwen McGarry made a motion to accept the reports (State Audit Reports, Numbers 02-44,02-52, 02-26-a). Jerold Johnson seconded the motion, and it passed unanimously.

### **Minutes**

Chairman Wyatt entertained a motion to approve the minutes from the June 30, 2003, meeting. Tim Blackham made a motion to approve the minutes. Jed Christensen seconded the motion, and it passed unanimously.

### **Report from the Chair**

Chairman Wyatt had nothing to report. He noted that the bylaws state that an election for Chair and Vice Chair will be held during the first meeting of the odd-numbered year. Because this is the first meeting of the 2003 fiscal year, he suggested that an action item "Election of Officers and Executive Committee" be added as the last item on today's agenda. All Trustees were in agreement.

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

Jed Christensen first informed the group of the most exciting event in his life: his marriage! He then briefly updated the Trustees on recent campus happenings. He reported that the student body officers held their annual retreat in Mexico and that a successful Start Smart freshmen orientation was recently completed. Jed communicated his excitement for the 2003-04 school year and provided Trustees with a calendar highlighting student activities for the month of October.

### **Report from the President**

President Benson noted that students began classes today, and he too communicated his excitement for the school year. He reported that enrollment numbers are flat, with the exception of out-of-state students. The College, President Benson noted, has had a positive response to recent targeted recruitment mailings. He also reported that his administration intends to continue to monitor enrollment.

President Benson informed Trustees that students on campus this fall are using the new Eccles Center for the Performing Arts. He noted that there is still work to do, but that the College had been given occupancy permission. Speaking of facilities, President Benson updated Trustees on the Snow College library project. He indicated that a series of public meetings would be held and that the College looked forward to a collaborative effort with the city and/or county.

Upcoming events were the next items President Benson addressed. He reported that the Mormon Tabernacle Choir had agreed to officially "break in" the Sevier Valley Center on the Richfield campus on October 10. He also informed Trustees that the dedication for the Eccles Center will be held on November 7 at 7:00 p.m. He invited Trustees to both celebration events.

Another ongoing event taking place is the strategic planning process. President Benson briefly explained the steps Brad Winn has taken to spearhead the revision of the College's mission statement and goals. A sheet summarizing the planning process/time frame and a preliminary draft of the revised mission statement were given to those in attendance.

President Benson concluded his report by asking Trustees to contribute to his "Benson Blisters for Badgers" campaign. He reported that he is training for the St. George marathon, which he plans to use as a fund-raising event. He informed the Board that he has asked donors to sponsor one mile for \$1,000 and that he had collected nearly \$30,000.

### Personnel Policies

Chairman Wyatt reported that the Executive Committee of the Board had met to review a few personnel policies. He noted that Policies 13.3 – Leave Policies, 13.3.6 – Sick Leave, and 13.3.9 – Vacation Leave, impacted payroll and needed to be addressed prior to computing July checks. Chairman Wyatt asked Claudia to answer any questions and asked for a motion to ratify the Executive Committee's decision to approve the policies. Tim Blackham so moved. Tim Barney seconded the motion, and it passed unanimously.

Chairman Wyatt informed Trustees that Personnel Policy 13.5.5 – Early Retirement Program was introduced at the last meeting and tabled until more information was available. Claudia Jarrett was asked to review the policy. She explained that the initial intent of the policy was to help employees bridge to Medicare. She also noted that the Board of Regents is currently exploring the possibility of adopting a system-wide early retirement policy.

Rick White expressed concern for the "two-for-one" footnote which separates employees on the two campuses. Claudia explained that the joint policy committee eventually agreed to the arrangement and that all employees had had the opportunity to comment on the policy. She reported that she had only received email messages from four employees and that the administration usually reviews each situation on a case-by-case basis. After much discussion, Carl Albrecht made a motion to approve the policy with two changes: 1) Richfield employees' service be converted at a one year for one year "rate" and 2) the benefits coverage (listed under 13.5.5.5.1) be paid for two years rather than six years. Gwen McGarry seconded the motion. Chairman Wyatt asked for comments.

Claudia Jarrett pointed out that with this change many employees would not be eligible for COBRA and that fewer employees would retire early with only two years of benefit coverage. A long discussion regarding the purpose of and the financial implications of the policy ensued. John Willmore made a motion to amend the motion, proposing that benefit coverage be provided at the same level of all full-time personnel for a period of three years rather than two years. Tim Blackham seconded the motion to amend the original motion, and Chairman Wyatt asked for comments.

Carl Albrecht made a motion to remove from the policy the sentence which gives employees the option to purchase the benefits after the specified time. Jerold Johnson seconded the motion. Due to time, Chairman Wyatt concluded this discussion and called for a vote on the current motion (to remove the option to purchase benefits). Five Trustees voted in favor of this action, two Trustees opposed the action, and two Trustees abstained from voting.

Chairman Wyatt next called for a vote on the second amendment (made by John Willmore, indicating that the benefits would be available for three years rather than two). Board Members felt like they needed more information and a stronger recommendation from the administration, and therefore, a motion was made by Tim Blackham to table this agenda item until the next meeting. Kay Greene seconded the motion, and it passed unanimously.

Claudia Jarrett next referred the group to Personnel Policy 13.1.9 – Alcohol/Drug Free Workplace. Carl Albrecht made a motion to approve the policy as presented. Jerold Johnson seconded the motion, and Chairman Wyatt asked for comments. Rick White reported that performers in the Sevier Valley Center may

periodically ask for alcoholic beverages and noted that this policy may need to clarify whether this request could be granted. It was suggested that the policy be amended to reflect that alcohol and/or tobacco could not be "advertised, sold, distributed, consumed, or possessed" on campus. Jerold Johnson made a motion to amend and approve the policy as such. Jed Christensen seconded the motion, and it passed unanimously.

#### **Investment Report**

Gary Arnoldson referred the Board to Tab XYZ and reviewed the investment activity for May 2003 and June 2003. Jerold Johnson made a motion to accept and approve the investment reports. Doug Barton seconded the motion, and it passed unanimously.

#### **Joint Use Agreement Addendum**

Rick White explained that the executive board of the Sevier Valley Center wanted to review the agreement again. The agenda item was, therefore, tabled.

#### **Election of Officers and Executive Committee**

As agreed to at the beginning of the meeting, elections for officers were held. Chairman Wyatt opened the discussion for nominations. Kay Greene nominated Scott Wyatt to remain as Chair. Jerold Johnson nominated Carl Albrecht. Tim Barney made a motion to close nominations. Jed Christensen seconded the motion, and it passed unanimously. Trustees cast their vote via writing, and Scott Wyatt will serve as Chair for the next two years as outlined in the by-laws. Rick Bartholomew nominated Gwen McGarry to serve as Vice Chair. Kay Greene made a motion to close nominations, and Tim Blackham seconded the motion. All Trustees voted in favor of closing nominations and in favor of Gwen serving in this capacity.

Chairman Wyatt asked for nominations for two members to join the Chair and Vice Chair on the Executive Committee. Carl Albrecht, Jerold Johnson, and Tim Blackham were nominated. Jerold Johnson declined the nomination. Gwen McGarry made a motion to close nominations, and Kay Green seconded the motion. All Trustees were supportive of Carl Albrecht and Tim Blackham representing the Board on the Executive Committee.

#### **Recognition**

Chairman Wyatt recognized Rick Bartholomew for his service as Alumni President and member of the Board and gave him a gift of appreciation. Rick thanked the College for the opportunity to serve and wished each Trustee the best in the future.

#### **Adjournment**

Carl Albrecht made a motion to adjourn the meeting. John Willmore seconded the motion, and it passed unanimously.