



## Board of Trustees Meeting Minutes December 9, 2016 • Ephraim, Utah

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### **Trustees Attending**

Theresa Alder, Chair  
Doug Barton  
Scott Bushnell  
David Christensen  
Bailey Dalton  
Leslie Keisel  
Emilee Kuchenmeister  
Erma Kaye May  
Rick Robinson

### **Trustees Absent**

Michael McLean

### **Others Attending**

Morris Haggerty

### **College Personnel Attending**

Wayne Bushman, Internal Auditor  
Gary Carlston, President  
Jacob Dettinger, Finance VP  
Steve Hood, Academic Affairs VP  
Marci Larsen, Board Secretary  
Rob Nielson, Athletic Director  
Craig Mathie, Student Success VP  
Paul Tew, Information Security Officer

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### **Welcome and Approval of Minutes**

Chair Alder welcomed those in attendance and entertained a motion to approve the minutes from the October 28, 2016 meeting as presented. She noted the updated copy clarified the purpose of the executive session. Trustee Robinson made a motion to approve the minutes. Trustee Christensen seconded the motion, and it carried unanimously.

### **Committee Meetings**

Trustees met in committee meetings then reconvened for lunch and the college highlight.

### **College Highlight – General Education Faculty**

Athletic Director Rob Nielson introduced Coach Gourgel and two of his players who joined the trustees for lunch and recognition. In their first season of soccer, both the men's and women's teams did exceptionally well and hosted the end-of-season tournament. Coach Gourgel shared his coaching philosophy and said he has learned a lot this inaugural season. President Carlston thanked Nuno for his great work, and several trustees added their commendation for a job well done.

### **Report from the Finance and Facilities Committee Report**

Committee Chair Barton said the Finance and Facilities Committee gathered earlier, and he summarized the meeting. He reviewed the details of the investment report, noting most of the increase was for the football/turf project. Chair Barton made a motion to accept the investment report. Trustee Robinson seconded the motion, and it passed unanimously. Committee Chair Barton said the overtime policy would be discussed at a future meeting, and he said Mr. Bushman discussed the upcoming Regents' Audit Committee meeting with the group.

### **Report from the Academic and Student Affairs Committee**

Trustee Bushnell shared the report from the Academic and Student Affairs Committee. He congratulated the college on the approval of the four-year degree in Software Engineering. He recognized the Academic Affairs Office for their work in getting the proposal through the process and said they will now be working diligently to hire faculty, approve courses, and keep the promise of having the degree offering ready for Fall 2017. Evaluating academic policies has been another focus of Vice President Hood and the Academic Affairs Office, Trustee Bushnell reported. They have been reviewing the college's current workload policy to ensure compliance with USHE's requirements, and Trustee Bushnell said faculty and staff will continue to work through the document to address challenges. Regarding this policy evaluation effort, Trustee Bushnell thanked everyone who has been involved, and trustees asked Vice President Hood and Mr. Haggerty to work specifically with the Advancement and Tenure Committee to prioritize the revisions needed in that policy. The board expressed their support of this important evaluation process and asked Vice President Hood to share their appreciation and support with those who have assisted with the revisions. Trustee Bushnell also thanked

those who work with the concurrent enrollment program and informed the trustees that Vice President Hood and staff will work with schools to modify scheduling practices to allow all interested districts a fair opportunity to participate. Trustee Bushnell concluded the committee report by informing the board that the college will modify the signage on the four current family bathrooms to include “all gender, single stall” or similar language. Vice President Mathie added this isn't a matter of personal opinion, but an attempt to help everyone feel safe and know they are welcome at Snow College.

### **Commencement Planning 2017**

President Carlston reminded the group that commencement ceremonies for both campuses will be held at the end of April. He said typically employees in Richfield offer suggestions for the speaker and added that bestowing an honorary degree there has not been the practice in the past. Trustees were asked to consider honoring David and Verla Sorensen with an honorary degree, and their input on speakers was also solicited. For Ephraim's ceremony, President Carlston recommended that Mark and LeAnn Stoddard be given honorary degrees, and several names were discussed as possible speakers. Trustees were supportive of all recommendations and authorized President Carlston to move ahead with invitations. A formal request of approval, once speakers' and guests' schedules are known, will be made in January or February.

### **Report from the Alumni Association**

Trustee Kuchenmeister reported on homecoming and the success the Alumni Association had. The alumni board is still looking at ways to engage alumni and may consider renting a suite at a Jazz game or attending a Bees game; they are continuing the alumni scholarship efforts as well, Trustee Kuchenmeister said. She added that the group is moving forward and learning as they go.

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

President Dalton said there are many exciting things happening in Student Life, including an evaluation of the student advocate positions. She said students will participate in “A Note to Self” state-wide project, where students from all campuses will work together to combat mental health issues. As follow-up to her report in October, Trustee Dalton gave everyone a pair of spirit socks from Homecoming.

### **Report from the Chair**

Chair Alder commented on the November Board of Regents' meeting where the college's four-year Software Engineering degree was approved, noting the positive and supportive atmosphere. She said members of the board were very interested, and she thanked President Carlston, Dr. Hood, and the faculty members who have worked so diligently to see this degree approval be realized.

Chair Alder also commended the music faculty for their spectacular Christmas concert. She said Trustee McLean was a delightful host at the Salt Lake show, and she asked the administration to thank the music department for representing the college so well.

To conclude her report, Chair Alder informed the trustees that she has completed the semi-annual review of President Carlston's out-of-state travel. She added that she reviews and approves all of his p-card purchases and wanted the trustees to know he is careful and conservative with the college's funds.

### **Report from the President**

President Carlston updated the trustees on the budget, mentioning specifically a revenue shortfall due to too many tuition waivers and concurrent enrollment expenditures. He said the administration will try to continue to keep employees informed and fully aware of the situation without creating fear. Together, he said he will be focused, targeted, and careful to correct this. A related, but not direct discussion is that of suspending the forensics program while a cost analysis can be completed President Carlston said.

In looking at the legislative session, President Carlston said the governor announced his budget, which had a few deficiencies with market demand funding. President Carlston expressed his appreciation to the legislature and the governor for their support of compensation (nearly 11%) over the past few years. He said that in addition to supporting the system's requests, the college has the land bank proposal up for consideration as well.

Recognition of the state's support of the Science Building and a brief update on the project concluded President Carlston's report. He said progress is slowing down a bit due to weather, but he assured the trustees that construction will continue. Brick has been delivered, and President Carlston said the project superintendent says the building is coming together well – especially the steel. Remarkably, he said, only one piece had to be cut to properly fit which is another “Snow College miracle.” In other capital improvement news, President Carlston said the poles for the new

football lights, which have been funded by private donations, are up and an architect will have renderings of a new field/turf next week. President Carlston thanked all involved with the projects.

**Executive Session**

Trustee Bushnell echoed the earlier compliments of the Christmas concert before making a motion. It was then moved by Trustee Bushnell and seconded by Trustee Kiesel to meet in Executive Session for the sole purpose of, “the character, professional competence, or physical or mental health of individuals.” A roll call vote was taken, and the motion carried.

**Consideration of President’s Personnel Recommendations**

Trustee Keisel made a motion that the separate and individual employee separation agreements for the following individuals be ratified: Tracy Nunley, Britt Maughan, Rafe Maughan, and Dan Finn. Trustee Bushnell seconded the motion, and it passed unanimously.

President Carlston thanked the trustees for their service and spoke to the high quality of employees at the college. He expressed appreciation to Morris Haggerty for his help and support, and Chair Alder added her thanks as well.

**Adjournment**

The meeting adjourned.