



## Board of Trustees Meeting Minutes January 26, 2018 • Salt Lake City, Utah

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### **Trustees Attending**

Scott Bushnell, Chair  
David Christensen  
Randy Cox  
Kerry Day  
Leslie Keisel, Vice Chair  
Erma Kaye May  
Seth Robertson  
Rick Robinson  
Karen Soper

### **Trustees Absent**

Michael McLean

### **Others Attending**

Carl Albrecht, State Representative  
Jessie Godfrey, Student Intern  
Morris Haggerty, Legal Counsel  
Teresa Theurer, Regent  
Joyce P. Valdez, Regent

### **College Personnel Attending**

Wayne Bushman, Internal Auditor  
Gary Carlston, President  
Rosie Connor, Gov Relations Dir  
Jacob Dettinger, Finance VP  
Steve Hood, Academic VP  
Marci Larsen, Board Secretary

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### **Pledge of Allegiance**

Chair Bushnell asked Trustee Cox to lead the group in the Pledge of Allegiance.

### **Welcome**

Chair Bushnell called the meeting to order at 10:00 a.m. and welcomed everyone. President Carlston excused Vice President Mathie. Chair Bushnell expressed appreciation to Regent Valdez, Regent Theurer, and Representative Albrecht for their attendance and asked everyone to introduce themselves.

Representative Albrecht was asked to give a report on the legislative session, which he did. He then answered questions. President Carlston acknowledged Representative Albrecht's work for Snow College and thanked him for supporting Senator Vickers, Representative Grover, Representative Gibson, and the equity/quality initiative for the college.

### **Approval of Minutes**

Chair Bushnell entertained a motion to accept and approve the minutes from the December 8, 2017 and the December 15, 2017 meetings. Trustee Robinson so moved. Trustee Kiesel seconded the motion, and it carried unanimously.

### **Policy Development & Review Policy**

Vice President Dettinger said the *Policy Development and Review Policy* was created to document the process currently used for policy approval. He reviewed the approval process, and President Carlston noted that the administration wants to help the trustees fulfill their roles. He said when the policies get to the board for final consideration, he hopes they have done their due diligence. He noted some presented policies will be needed for compliance and some for operational best practices. Trustee Kiesel made a motion to accept the policy as presented. The motion was seconded by Trustee Christensen and carried unanimously.

### **Investment Reports**

Vice President Dettinger reviewed the November and December 2017 investment reports. He mentioned the donations received, and President Carlston added he hopes that particular number will be significantly higher next year as the college tries to raise funds for the new building and stadium. Trustee Cox asked about scholarship amounts and the kind of incentive that is for students. He said, in his mind, there is no bigger issue for the college than to increase the number of on-campus students. Trustee Day asked the difference between a waiver and a scholarship, and an informative discussion followed. Vice President Dettinger said Wayne Bushman is completing an internal audit on scholarships which will be presented during the next meeting. On the December report, Vice President Dettinger noted that the endowment information was not provided prior to the meeting and was, therefore, not included in the report. Trustee Robinson made a motion to accept and approve the reports as presented. Chair Bushnell encouraged everyone to keep the financial needs of the college in the forefront, as well as enrollment, and asked if there were

questions. Hearing none, Trustee Day made a motion to accept both reports as presented. Trustee Christensen seconded the motion, and it carried unanimously

### **Early Retirement Request**

President Carlston said the college has an early retirement policy that requires interested employees to apply by December 31 of the year prior to the planned retirement. In order for this policy to work for the college financially, he said, the person retiring should be replaced with a lower-salaried hire. He said he supports the policy and knows that in different economic circumstances the college may not be able to accommodate requests. This year, he said there was one request made, and Vice President Dettinger outlined Dan Panas' request. Trustee Kiesel made a motion to acknowledge and accept the application for early retirement. Trustee May seconded the motion, and it passed unanimously. Chair Bushnell asked VP Dettinger to express the trustees' thanks to Mr. Panas for his years of service

### **Advancement and Tenure Recommendations**

President Carlston said faculty members who have met the required criteria are eligible to apply for rank advancement and tenure status. He said in addition to peer interviews, the college uses standard teaching evaluations as well as classroom visits when considering applications. Dr. Hood reviewed the current model in place and noted that the committee continues to work on the Advancement and Tenure Policy and has made good progress. He then presented the following names and actions for consideration:

- Final Tenure (effective 2019): Rachel Keller, Celia Benson, English Brooks, Danni Larsen, Jeff Wallace, Sandra Cox, Lorie Hughes, Brian Hansen, Chad Dewey, and Whitney Ward
- Advancement to Assistant Professor: Kyle Rowley, Lorie Hughes, Udambor Bumandalai, Adrian Peterson, April Anderton, and Bridget Bennett
- Advancement to Associate Professor: Andrew Bahlmann, Kathy Fellers, and Dean Brereton

After reviewing the faculty members' names and learning more about them, Chair Bushnell entertained a motion to accept and approve the advancement and tenure recommendations as presented. Trustee Robinson so moved. Trustee Soper seconded the motion, and the motion carried unanimously.

### **Commencement Speakers and Recognitions**

President Carlston said commencement is a time for celebration. He said there were several ideas for possible speakers and potential honorees, and he asked the trustees for permission to move ahead with invitations. He said the Richfield Campus had requested Theressa Alder, former Board of Trustees Chair, be the speaker for the ceremony held there. Trustee Cox made a motion authorizing the president to further visit with potential speakers and honored guests and return with names for final approval. Trustee Keisel seconded the motion, and it carried unanimously. Chair Bushnell encouraged all trustees to attend both ceremonies on April 27 and 28 to support and celebrate the students, staff, and faculty.

### **Admissions Audit Follow Up**

Vice President Hood reported on this agenda item, at the request of Vice President Mathie. He said a senior strategic enrollment management team had been established, and they are studying enrollment trends and details. He reviewed the provided enrollment report, specifically the Fall 2018 applications, new admissions recruitment activities, high school junior outreach plan, and the new CRM admissions tool. He said there seems to be a positive response to the Admissions Office's efforts and added that this is experimental for the college. He said the goal is to have an enrollment increase of 200 on-campus students and noted the results of these efforts will not be known until students begin to register. Vice President Hood said preliminary indicators, such as housing availability, are positive. Regent Valdez said when she opens her smart phone, she sees Snow College ads showing up, and she congratulated the college on their progressive work there. She asked about enrollment numbers in Richfield, and Dr. Hood said housing has been the biggest inhibitor. He added they are working on housing options, and President Carlston said the college had hired food services for the Richfield Campus, which, he said, is an important step.

### **Legislative Report**

Chair Bushnell welcomed Rosie Connor to the meeting, and she gave a brief update on current legislation. The trustees had a discussion regarding HB122, Higher Education Employment Authority Amendments, and were encouraged to form an opinion and speak with legislators. President Carlston reviewed the history of the Board of Regents and said he believes the current model with balanced governance and a state-wide system where trustees are involved is working well. Regent Theurer and Regent Valdez both shared their perspective, noting that other states are jealous of Utah's system. They also reminded the trustees that they are representing the college to the full Board of Regents and are being advocates for the colleges' needs.

**Report from the Alumni Association**

Trustee Day said the Alumni Board has not met since the last board meeting. He expressed appreciation for those who have forwarded names for potential board members and said they will be considered during the next meeting.

**Report from the Student Body Association**

Student Body President Robertson said several students will join him today for Higher Education Day on the Hill. He said his team is working on a “Look Up” campaign to encourage students to put away their phones and interact more with one another. He also talked about a mental health video that had been created by the statewide student association and asked Marci to share the link with the group. Chair Bushnell commended Trustee Robertson for his leadership. He said he has fulfilled his campaign promise of focusing on each students’ needs.

**Report from the Chair**

Chair Bushnell said a little over a year ago he visited with some employees before a board meeting, and he expressed his appreciation to all faculty and staff for their dedicated work. He also thanked President Carlston for the tone he sets.

**Report from the President**

President Carlston said the Graham Science Center is beautiful and students love it. He informed the trustees that there are some challenges with the punch list and warranty and noted that the sub-contractors’ quality of work is unacceptable. Trustee Keisel asked what leverage the college has, and President Carlston said the contact is still open. He said the contractors have been great up until this point and noted the college is working with DFCM to correct the situation.

**Executive Session**

Trustee May made a motion to move into an executive session to discuss one of the topics allowed by the Open and Public Meetings Act (Section 52 – 4-104) for the sole purpose of discussing pending or reasonably imminent litigation and/or the possible sale of real property the possible sale of real property. Trustee Christensen seconded the motion, and a roll call vote was taken. All were in favor.

**Adjournment**

President Carlston invited trustees to join legislators and other higher ed colleagues for lunch in the Rotunda. At 12:07 p.m. Trustee Day made a motion to adjourn the meeting. Trustee Robertson seconded the motion, and it passed unanimously.