



Board of Trustees Meeting Minutes
September 11, 2020 • Ephraim, Utah

Trustees

David Christensen
Kay Christensen
Randy Cox
Matt Griffin
Jeff Kahn
Leslie Keisel, Chair
Erma Kaye May
Rick Robinson, Vice Chair
Karen Soper

College Personnel

Wayne Bushman, Internal Auditor
Teri Clawson, Enroll Assistant VP
Brad Cook, President
Josh Hales, HR Director
Carson Howell, Finance VP
Melanie Jenkins, Interim Provost
Marci Larsen, Board Secretary
Stacey McIff, Interim VP Tech Ed
Larry Smith, Faculty Senate President
(partial)
Jason Springer, Dean of Students
Heidi Stringham, Richfield Exec Dir

Meagan White, Controller (partial)

Others

Morris Haggerty, Legal Counsel

Welcome and Pledge of Allegiance

Chair Keisel called the meeting to order and welcomed those in attendance. She excused Trustee Jon Cox and expressed sympathy to him at the passing of his father. She thanked Trustee Kahn for his work with the music advisory board and the Chalk the Walk event, and the group joined in a round of applause for the success of the fundraising event. Chair Keisel then led the group in the Pledge of Allegiance.

Minutes from the Previous Meeting

Chair Keisel called for approval of the June 26, 2020 minutes. It was noted that Morris Haggerty, legal counsel, should be added to the list of attendees. With that addition, Trustee Kahn moved approval. Trustee May seconded the motion, and it carried unanimously.

Proposed Meeting Dates 2021

Trustee Kay Christensen made a motion to approve the proposed meeting dates for 2021. Trustee Soper seconded the motion, and it passed unanimously.

College Highlight

Jack Dalene, Rachel Wade, Jill Trythall, and Landon Peterson from the enrollment management team joined the trustees for lunch and were thanked for their good work. Lunches were also delivered to staff members in their offices.

Enrollment Report

Teri Clawson, Assistant Vice President for Enrollment Management, shared a positive report for enrollment numbers, noting that preliminary numbers show a record number of students enrolled despite a pandemic.

Budget Update

Vice President Howell reviewed the three Ps, (preserve our mission, protect our people, promote revenue generating activities), enrollment trends, and housing occupancy rates. He said the structural imbalance will take a few years for correct.

COVID Report

Karen Johnson joined the meeting and shared current COVID case numbers and reviewed the process students go through to utilize the COVID Care Team resources.

Student Body President Report

Student Body President Matt Griffin said the biggest concern before coming to campus was uncertainty. With the good work of the EOC, faculty, staff, students are more certain than ever. He said Student Life has planned several hybrid activities to allow for socialization while maintaining Coronavirus protocols. President Griffin said international students have been hit the hardest with the pandemic, and he said his team has reached out to them to build a bridge. He was also happy to announce the partnership student leaders have created with the Title IX Office to help with informative and preventative work.

Report from the Chair

Chair Keisel offered a sincere thank you to employees for helping students have the face-to-face experience they desperately need. She said she considers all front-line workers heroes and asked the administration to share her appreciation with employees.

Report from the Alumni Association

Trustee Kay Christensen said the Alumni Board met in August and discussed several ongoing and new initiatives. He said they are helping the Advancement Office and Foundation Board raise \$5 million for scholarships and are very close to the goal. He said alumni board members have offered to team up with recruiters to go into the schools and noted the board is committed to connecting with the Hispanic population to encourage college attendance.

Report from the President

President Cook started his report with two "fun facts:" more than 90 percent of classes are being taught face-to-face (likely the highest percentage in the state) and the college graduated more students Spring 2020 than ever before. He introduced Stacey McIlff as the Vice President for Technical Education and asked her to give a report on the Learn & Work Initiative. She highlighted the diversity of programs and delivery, and President Cook thanked her for her great leadership with this start-from-scratch assignment. Chair Keisel commented on how remarkable it is that so much work has been done in a short amount of time and thanked Vice President McIlff, Provost Jenkins, and Vice President Howell for their involvement with this project.

Ratify Executive Committee Decisions

Chair Keisel informed the full board that the Executive Committee had met on some time-sensitive items on August 14. She summarized the agenda items discussed during the meeting and called for a motion to ratify the action that was taken during the meeting. Agenda items that needed immediate attention and were therefore discussed and approved include the following items: early retirement requests, Title IX Interim Policy, Face Covering Policy, and charter school authorization. It was noted that both policies are temporary. As early retirement proposals were discussed in this meeting, Josh Hales included all proposals (including those since the August 14 meeting); employees approved were Carol Green, Lanny Olsen, John Stevens, Eric Roberts, Jim Case, Kim Cragun, Ron Lamb, Don Saltzman, Jeanne Tripp, Elona Lund, Kerry Hansen, Tracie Bradley, Jacquelyn Beck, and Margie Anderson. Chair Keisel said the Executive Committee had an open discussion about the next steps with the charter school authorization and feel comfortable with moving ahead, given their involvement with each aspect of the process. Hearing no questions, Trustee Kay Christensen moved approval to ratify the action that was taken. Trustee Soper seconded the motion, and it carried unanimously.

Strategic Plan

Vice President Howell said the strategic planning task force, which was comprised of nearly thirty employees, continued to work through the pandemic. He said they created goals and strategies in the following five categories: Student Success, Academics, Recruitment & Retention, Employees, and Infrastructure. Vice President Howell said specific key performance indicators (KPIs) are being developed and will be included for each goal. Trustee Kay Christensen suggested emphasizing the employability of students and "job-ready" upon completion, and Trustee Kahn agreed that this adds value when marketing the college's programs. Provost Jenkins shared the intent to "reevaluate and revise curriculum to reflect quality, inclusivity, contemporary content in academic disciplines and needs of employers." Trustee Kay Christensen asked about faculty having front-line experience in the field and would like that to be included. Trustee Kahn made a motion to approve the strategic plan as presented. Trustee Cox seconded the motion, and all voted in favor.

Report from the Finance & Facilities Committee

Because the new applications for the early retirement requests were discussed with the previous agenda item (Ratify Executive Committee Decisions), Trustee Cox asked Vice President Howell to address the other items shared with the Finance and Facilities Committee. Vice President Howell reported that he has worked with the Controller's Office who assures him that the audit of the financial statements is on track and will be completed on time. He also reported that the college had issued an RFP to hire a Banner consultant who would correct the long-standing issues and create a new chart of accounts. Because the contract amount exceeds the limit for administration approval, trustee consideration is necessary. Vice Chair Robinson made a motion to approve the contract, and Chair Keisel seconded the motion. It carried unanimously. Vice President Howell next presented the proposal to adjust the tuition per credit for on-line classes. Trustee Kay Christensen made a motion to accept and approve the change, and Trustee Soper seconded the motion. All voted in favor. Trustee Cox thanked Vice President Howell and said how nice it is to have him at the college.

Report from the Academic & Student Affairs Committee

Trustee Soper shared a brief report of the information items and then facilitated the following action. Trustee Soper made a motion to approve the R401 - AAS Innovative Livestock. The motion was seconded by Trustee Kay Christensen and passed unanimously. Trustee Soper next made a motion to approve the Certificate of Proficiency of Natural Resource. The motion was seconded by Trustee May and passed unanimously. Trustee Soper then made a motion to approve the Certificates of Proficiency Cyber Security. Trustee Griffin seconded the motion, and it passed unanimously.

Executive Session

Vice Chair Robinson made a motion to go into an executive session to discuss matters allowed by Utah Code § 52-4-205 including discussion of the character, professional competence, or physical or mental health of an individual and strategy sessions to discuss pending or reasonably imminent litigation. A roll call vote was taken, and all trustees voted in favor of the closed meeting.

Adjournment

There was no action on the two items listed on the agenda after the executive session. Trustee Kahn mentioned the upcoming golf tournament which will be organized by the Music Department Advisory Board and also acknowledged today's date – September 11 – and recognized its significance in the nation's history.



Marci Larsen, Board Secretary

Date Approved: November 18, 2020