



## Board of Trustees Meeting Minutes

### August 26, 2016 • Ephraim, Utah

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#### Trustees Attending

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

#### Trustees Absent

Michael McLean

#### Others Attending

Morris Haggerty

#### College Personnel Attending

Dan Black, Science Division Dean  
Gary Carlston, President  
Kim Cragun, Social Science Division Dean  
Jacob Dettinger, Finance VP  
Steve Hood, Academic Affairs VP  
Marci Larsen, Board Secretary  
Craig Mathie, Student Success VP  
Rob Nielson, Athletic Director  
Brad Olsen, Fine Arts Dean

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#### Welcome and Approval of Minutes

Vice Chair Bushnell welcomed everyone to campus and called the meeting to order at 11:25. He commented on the successful kick-off to the academic year and thanked the administration, employees, and student leaders for their preparations. He referred the trustees to the updated copy of the June 17 minutes and entertained a motion to approve the minutes. Trustee Christensen so moved. Trustee Kiesel seconded the motion, and it carried unanimously.

#### Committee Meetings

Members of the board met in committee meetings and reconvened for lunch and the college highlight.

#### College Highlight – Academic Deans

President Carlston explained the composition and purpose of the Board of Trustees to employees in attendance. He also explained his reasoning for inviting various departments to the meetings, indicating he wanted to create an opportunity for trustees to meet employees and employees to be recognized. For today's meeting, all of the academic deans were invited. President Carlston said the most important thing we do is teach students, and he asked the attending deans to share a brief update on their division. Chair Alder thanked Dean Cragun, Dean Black, and Dean Olsen for attending and asked them to express their appreciation to their faculty members.

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

Committee Chair Barton reviewed the June and July (2016) investment reports and made a motion to approve the presented reports. Trustee Robinson seconded the motion, and it passed unanimously. Trustee Barton also moved approval of the account collection policy changes proposed by the Business Office. Trustee Robinson seconded the motion, and it passed unanimously.

For informational items, Committee Chair Barton said the college will continue to work on the master plan, and he said Wayne Bushman, Internal Auditor, had presented an audit on the Western Swing Club and discussed risk assessment with the committee. The audit, Mr. Bushman said, is not high-risk, but will help improve processes across the college. Trustee Barton commended Mr. Bushman for his good work, and Chair Alder invited all trustees to contact Mr. Bushman if they want him to focus on a specific area for audits.

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

Trustee Kiesel, who chaired the committee meeting in Trustee McLean's absence, reviewed the committee discussion, noting the personnel changes in Student Affairs and the student officers' desire to focus on mental health. She referenced the provided letter in the agenda packet and thanked the Wellness Center staff and student leaders for their commitment to this important topic. She next shared the foundational GE course update and expressed appreciation to the Academic Affairs team for their leadership with the pilot program.

For committee action items, Trustee Kiesel made a motion to grant Mike Brenchley tenure. Trustee Kuchenmeister seconded the motion, and it carried unanimously. Trustee Kiesel next moved approval of granting tenure status to Kevin Holdsworth; Trustee May seconded the motion, and it carried unanimously. As a final action item, Trustee Kiesel made a motion, which was seconded by Trustee Bushnell and passed unanimously, to approve the advancement of the following faculty members:

- To Assistant Professor: Celia Benson, English Brooks, Sandra Cox, Chad Dewey, Danni Larsen, Jeff Wallace
- To Associate Professor: Elaine Compton, Travis Schiffman, Whitney Ward
- To Professor: David Allred, Dan Black, Adam Larsen, Brad Olsen

President Carlston gave a brief explanation of the advancement and tenure process, noting it is not a guarantee for all faculty. He offered his congratulations to those who have earned tenure and/or a rank advancement and expressed appreciation to those who serve on the committee. He said it is a significant time commitment and a significant accomplishment.

#### **Report on the Scenic West Athletic Conference (SWAC)**

President Carlston said he and Athletic Director Rob Nielson attended SWAC meetings a few months ago, and he thought the trustees should be informed of the challenges and information shared there. President Carlston then introduced Mr. Nielson to the group, and he presented facts on the NJCAA, SWAC, and Snow College Athletic Department. President Carlston said athletics is an important part of the college experience, and he thanked Mr. Nielson for his leadership. Chair Alder added her compliments to the current athletic staff, and several trustees shared their personal, positive athletic experiences. Mr. Nielson thanked the trustees for their support and offered them some Badger apparel.

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

Trustee Kuchenmeister said the alumni association is working on a survey to learn what people want to attend. She also noted upcoming Homecoming events and invited the trustees to attend the activities.

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

President Dalton thanked the trustees for being so kind and welcoming to her and then shared her team's theme for this year: "Make Your Mark." She said they are encouraging students to find their niche at Snow College and are busily planning Homecoming activities. Chair Alder thanked President Dalton for her leadership. Vice President Mathie echoed her comments, noting that Bailey's example has set a positive tone for this year's team of student leaders.

#### **Report from the Chair**

Chair Alder said she attended Fall Assembly, where faculty and staff returned to campus for the new year and personally tried to thank as many employees as she could. She expressed her appreciation to all of the employees for what they do, and she asked the administration to again relay the board's appreciation. Chair Alder also read a nice thank you note from former student body president, Caden Birch.

#### **Report from the President**

President Carlston started his report with a light-hearted story of Texas "going wireless," and said oftentimes it seems like it's a race in the system to tell the best story. He then reported on several topics.

- *Enrollment.* President Carlston said this year's enrollment trends are not what was predicated. He said projections had much higher enrollment numbers across the country and added that because the budget was built on a one percent growth, the college should remain financially sound. He said he anticipated enrollment growth on the Richfield Campus for the second consecutive year.
- *Science Building.* President Carlston said the brick needs to be chosen by mid-September and noted that the construction team will continue to do its best to find the right match for the Huntsman Library and Noyes Building. He said the only unexpected aspect to the project up to this point was the discovery of a well on the west corner of the construction site. He said it was filled with concrete slurry and construction proceeded.
- *Stadium Improvements.* President Carlston said lights will be installed prior to the 2017 football season. He added that he is working with the state to help with funding the electrical upgrade portion of this project. He said private donations will cover most of the costs and expressed appreciation to those who have worked diligently to secure the funding. He said a team will also meet to do a small design for the other needed improvements, including new turf.

- *Compensation Study.* President Carlston said the committee is still working on this important study. He said there is risk in doing something like this and added that his hope is to help people feel valued.
- *New Programs.* President Carlston said there has been a little resistance to the proposed software engineering and AFA degrees. He said some might perceive a desire to become a four-year school, and he reiterated his commitment to the school's two-year mission. He said the college's unique role in the system, focusing on open-enrollment, affordability, and quality, must be maintained. President Carlston said he would continue to have discussions with deans, department chairs, staff members in the Commissioner's Office, members of the Board of Regents, and other institutions. Optimistically, he said he hopes the degrees can move through the process and be presented to the Board of Regents by the end of the calendar year.
- *2016-17 Goals.* President Carlston shared his leadership team's goals for the year. Specifically, they are outlined as the following: finalizing and implementing the compensation study, building morale, helping employees find positive ways to accomplishing tasks, focusing on services to students, finding ways to recognize employees, and working on features of the master plan.
- *Appreciation.* President Carlston thanked everyone for their work in getting the year off to a great start. He said the student experience starts with faculty and staff, and he wanted the trustees to know he appreciates the contributions of all employees.

#### **Executive Session**

Trustee Bushnell made a motion to meet in an executive session. Trustee Christensen seconded the motion, and a roll call vote was taken. All voted in favor. At the conclusion of the closed session, the meeting was again open to the public. Chair Alder encouraged the administration to assess the need to protect student information, acknowledging no legislative funding has been provided.