



Board of Trustees Meeting Minutes

February 4, 2021 • Zoom

Trustees

Dave Christensen
Kay Christensen
Randy Cox
Matt Griffin
Jeff Kahn
Leslie Keisel, Chair
Erma Kay Maye
Rick Robinson, Vice Chair
Karen Soper

College Personnel

Wayne Bushman, Internal Auditor
Teri Clawson, Enrollment AVP
Brad Cook, President
Josh Hales, HR Director
Carson Howell, Finance VP
Melanie Jenkins, Interim Provost
Marci Larsen, Secretary to the Board
Stacey McIlff, Interim VP Tech Ed
Rob Nielson, Assistant to the President
Larry Smith, Faculty Senate President
Meagan White, Controller

Others

Morris Haggerty, Legal Counsel
Geoff Landward, USHE Legal Counsel
Partial: Russ Tanner, GRIT Center
Director and students

Welcome

Chair Keisel called the meeting to order. She extended a special welcome to Geoff Landward from the Commissioner's Office.

Minutes from the Previous Meetings

Trustee Kay Christensen asked a few questions for clarification and made a motion to approve the January 8, 2021 meeting minutes. Trustee Robinson seconded the motion, and all voted in favor.

Cash Handling Policy

Vice President Howell reviewed the policy and answered questions. He agreed to look at the college's contract with the current bank and review services. Trustee Cox made a motion to approve the Cash Handling Policy as presented. Trustee David Christensen seconded the motion, and it carried unanimously.

Procurement Policy

This policy was tabled for legal counsel review.

P-Card Policy

Vice President Howell said there were a lot of comments received during the thirty-day review period for this policy. He said the college has a high proportion of employees with cards and noted efforts to correct this are addressed in the Procurement Office's procedures. Trustee Kay Christensen made a motion to approve the P-Card Policy, and Trustee David Christensen seconded it. The motion passed unanimously.

Administrative Leave Policy

HR Director Josh Hales explained that this document clarified the process and procedures currently in place should the college need to put an employee on administrative leave. He said prior to this policy, there has been no written guidance. Upon questions, the process for reviewing/approving all policies was explained and Trustee Kahn made a motion to approve the Administrative Leave Policy as presented. Trustee Kay Christensen seconded the motion, and it passed unanimously.

Death Benefit Policy

Josh Hales presented the policy and asked if there were questions. Hearing none, Chair Keisel called for a motion to approve the Death Benefit Policy. Trustee Kahn so moved. Trustee Soper seconded the motion, and it passed unanimously.

Business R-411

Provost Jenkins noted that part of the academic program review process includes internal and external reviews. She said the Business Department has an additional step for accreditation, and she reviewed the provided report. Vice President McIlff, who is a faculty member in the Business Department, said this is very rigorous process that has helped improve the program. Provost Jenkins commended the Business Department for their well-prepared documentation and positive reviews. Trustee Kay Christensen made a motion to approve the R-411 as presented. Trustee May seconded the motion, and it carried unanimously.

It was noted the findings from this formal review are in effect until 2029. Until that time, the Business Department will continue to excel in noted areas and strive to continually improve.

Report from the Audit Committee

Vice Chair Robinson said the Audit Committee met prior to the full board meeting. He made a motion to accept and approve the Accelerated Online Audit. Trustee Cox seconded the motion. All voted in favor. Vice Chair Robinson made a motion to accept and approve the Internal Audit Quality Assurance and Improvement Program Report. The motion was seconded by Trustee Cox, and it carried unanimously. Vice Chair Robinson next made a motion to accept and approve the Internal Audit Charter. Trustee May seconded the motion, which carried unanimously.

Report from the Chair

Chair Keisel shared an article she read about post-pandemic habits. She said there may be some practices we continue such as washing hands and being better at sanitizing and added that she looks forward to the time we can be together in person rather than meeting via technology. She thanked the Trustees for their service and expressed appreciation to faculty and staff for working diligently to keep the "human element" possible for classes.

Report from the Student Body Association

Student Body President Griffin reported on three items: 1) Student Life hosted its first in-person activity, 2) the men's and women's basketball teams played last week and students were eager to participate, and 3) Student testing the first two weeks of the semester had been a huge success. Chair Keisel thanked President Griffin and asked additional details about testing. Rob Nelson, COVID Testing Director, shared current COVID statistics and testing plans. He also thanked the student body officers for their help in promoting student testing.

Report from the Alumni Association

Trustee Kay Christensen said the Alumni Association Board is working with Student Life to reinvigorate the Alumni Club. They will help sell alumni cords, collect student information, and encourage students to stay connected with the college after they graduate, he said.

Report from the President

President Cook focused his report primarily on the information he shared with the legislature and thanked Marci Larsen for her help with the PowerPoint presentation. Slides are archived with meeting minutes. Trustees thanked President Cook for the presentation and asked how the legislature responded. President Cook said Snow College has a lot of support with legislators.

When discussing COVID, President Cook thanked Rob Nielson and his team. He also noted the work of the faculty, calling them "unsung heroes" and recognized Larry Smith, Faculty Senate President, for his great leadership and advocacy for faculty. President Cook asked Dr. Smith to share a faculty perspective on teaching during COVID with multiple modalities. Faculty Senate President Smith reported faculty have bent over backwards to accommodate students and said it has been challenging. President informed the board that the college has petitioned state officials for priority consideration for vaccinations with K-12 educators to no avail. He said that it is a bit discouraging, but said he's been told there just aren't enough vaccines available yet.

President Cook invited Vice President McIlff to share details on the technical education funding request, and she answered questions. Deputy Commissioner Landward commented on the importance of technical education and shared USHE's commitment to the dual role of Snow College. Trustee Kay Christensen asked how the college will get the word out to students, and Vice Chair Robinson said the college's tech programs have a good reputation. President Cook thanked Vice President McIlff for her leadership, noted the site visits she has organized to technical colleges around the state, and commended tech ed colleagues for their interest in and willingness to collaborate with the college.

To conclude, President Cook thanked the trustees and cabinet members for their support and work.

College Highlight

President Cook introduced Russ Tanner, Director of the GRIT Center and asked him to introduce some of the students who participated in the center's recent "Opportunity Quest." Before doing that, Mr. Tanner gave a brief history of the GRIT Center, noting GRIT stands for grassroots, resourceful, innovative, and tenacious and said these are all traits they want their students to develop. The goal of the center, Mr. Tanner said, is to provide opportunities for students to meet with business

people/alumni and have learning opportunities. He thanked Zions Bank for sponsoring this event, and the following students then presented their ideas to the board and answered questions: Lexi Clawson -Tango Brush, Emelia Knaphus - Red Rock Girl Designs, Kayden Thomas – Fish On, and Preston Palmer - Palmer Country Pups. Trustees were impressed with the students and thanked them for sharing their experiences with the board.

Finance & Administrative Services Update

Vice President Howell shared the five-year tuition history and asked if there were questions. He said President Griffin is organizing a student fee board meeting for next week and will help host the tuition hearing in early-March. He also reported on the work of the investment company and informed the trustees of the search for a new CIO.

Great Basin Station Update

Rob Nielson reminded the trustees that more than a year ago a group was created to reevaluate the college's relationship with the Forest Service and the Great Basin Station lease. He said officials from the Forest Service and state visited the site and determined it would be cost-prohibitive to make the necessary changes to comply with current safety and facility requirements. Sadly, he said, it was decided that the college is not able to continue the relationship with the Forest Service at the Great Basin Station.

COVID-19 Update

In addition to the report made prior in the meeting with the Student Body President's Report agenda item, Rob Nielson thanked Karen Johnson for her work with the COVID Cares Team and testing. He also thanked President Cook for letting students have a real college experience amidst a pandemic. With athletic events being moved to the Spring Semester, Mr. Nielson said spectators will be asked to continue to wear masks at various games and comply with current COVID guidelines. In talking about athletics, he showed the trustees the new Terry Foote Stadium entry sign, and President Cook expressed appreciation to Rob for his leadership with athletics and COVID.

Academic Affairs Update

Provost Jenkins began her report by commending student athletes and coaches for their focus on academics as well as athletics. She reminded the board that the college emphasizes that they are students first, then athletes. In other news, Provost Jenkins reported that this is the first time the college has enrolled international students online and added they are planning to come to Ephraim as soon as they are able. She mentioned the inclusion initiative, noting that faculty are discussing content and pedagogy. She also informed the group of a renewed emphasis with committees to help ensure quality standards are met with all modalities of instruction and gave a brief update on the process faculty have undergone to review new position requests. To conclude, Provost Jenkins acknowledged the work of the Advancement and Tenure (A&T) Committee and thanked them and Amy Noblett, who is the committee's staff support. She reminded the trustees of the intense A&T process and answered Chair Keisel's question about the committee's composition and terms. Chair Keisel asked that Provost Jenkins relay the Board of Trustees' thanks to the committee.

Technical Education Update

Vice President McIlff gave most of her update as she reviewed the technical education (TE) funding request as part of the Report from the President and added a few additional happenings in TE. She said she is working on transitioning academic and support systems and developing a plan that clearly identifies technical education as a college-wide (not Richfield-specific) program. As for a Richfield Campus update, Vice President McIlff said the campus is working on a scholarship campaign and fundraising dinner with Trustee Kahn and continues to pursue student housing and hosting opportunities at the Sevier Valley Center. She commented on the success of the GRIT Center and the students who participated in today's meeting and used this as an example of how various aspects of the college can all work together to help with economic development.

Enrollment Update

Assistant Vice President Clawson said spring enrollment is up when compared to last spring, and she noted a higher-than-usual number of transfer students this spring. She said her office speculates that the increase could be because people moved home during the pandemic or more chose to come to Snow because they could have the face-to-face experience. Nationwide, AVP Clawson reported that applications are down for fall, and this is also true for Snow College at this point. She said her staff is holding modified recruitment events, and she thanked faculty for their support with the new approaches. AVP Clawson praised staff for their work with Civitas, the data analytics program mentioned in President Cook's legislative presentation, and said they are finding many insights to help with student success and retention.

Executive Session

Chair Keisel made a motion to move into an executive session to discuss any one of the matters allowed by Utah Code § 52-4-205, specifically strategy sessions to discuss pending or reasonably imminent litigation. Vice Chair Robinson seconded the motion. A roll call vote was taken, and all trustees voted in favor of closing the meeting. Some trustees had to leave prior to this part of the meeting, but those in attendance (Chair Keisel, Vice Chair Robinson, Trustee David Christensen, Trustee Kay Christensen, Trustee Griffin, and Trustee Kahn) voted in favor of the executive session. Everyone except President Cook, Morris Haggerty, Wayne Bushman, and Marci Larsen were excused.

Adjournment

Trustee Kahn made a motion to adjourn the meeting. Trustee Kay Christesen seconded the motion, and it carried unanimously.


Marci Larsen, Board Secretary

Approved: March 19, 2021