



## Board of Trustees Meeting Minutes January 8, 2021 • Zoom

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### **Trustees**

Dave Christensen  
Kay Christensen  
Jon Cox  
Randy Cox  
Matt Griffin  
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  
Janie Harris, Interim Advancement Dir  
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  
Paul Tew, OIE Director & Info Sec  
Larry Smith, Faculty Senate President  
Meagan White, Controller

### **Others**

Morris Haggerty, Legal Counsel  
John Dougall, State Auditor  
Hollie Andrus, State Auditor Staff  
Chantel Wixom, State Auditor Staff

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### **Welcome**

Chair Keisel called the meeting to order and welcomed everyone.

### **Financial Statement Audit**

John Dougall, Hollie Andrus, and Chantel Wixom from the State Auditor's Office joined the meeting. They thanked President Cook, Vice President Howell, Meagan White, and the Controller's Office for submitting the necessary annual audit information before the deadline. They said the financial statements were clean and reported that as part of the audit process they reviewed internal controls. In this portion of the audit, they said, there was a "conflict of interest" finding. They reviewed documentation, noting that it would become a public document and shared with USHE. Trustee Jon Cox asked for additional clarification on their recommendation, and Auditor Dougall said the college should not be in business with the identified individual or any of his companies. President Cook thanked the auditors for their work and guidance. Chair Keisel thanked the business office staff and administration for improving the audit experience and process by meeting established deadlines. Trustee Kay Christensen made a motion to approve the audit report as presented. Vice Chair Robinson seconded the motion, and it passed unanimously.

Prior to leaving the meeting, Auditor Dougall reiterated his support for innovation. He said innovation is difficult and takes vision, and he encouraged the college to continue to look for ways to be creative. He said he didn't want this audit finding to stifle growth, vision, or innovation, and asked that more precautions be taken in the future. Chair Keisel agreed with this comment and said the college will work through this situation and move ahead.

### **Minutes from the Previous Meetings**

Trustee Kay Christensen made a motion to approve the November 18, 2020, December 11, 2020, and December 15, 2020 meetings. Trustee May seconded the motion, and all voted in favor.

### **Investment Report**

Vice President Howell said he has plans to improve the investment reports, which now require multiple steps and delays. He reported the new investment company, Clearbrook, will create the reports in the future, and this change, he said, will result in more-timely reports. Trustee Kay Christensen asked if performance has improved with the new Clearbrook contract, and Vice President Howell said it is too early to tell. Vice Chair Robinson made a motion to accept and approve the investment report as presented. Trustee Kay Christensen seconded the motion, and it carried unanimously.

### **ASN Degree**

Interim Provost Melanie Jenkins reviewed the proposed programmatic changes on nursing offerings, noting that the suggestions came from advisory boards and have student support. She said the new curriculum would discontinue the LPN program and would begin January, 2022 to accommodate those students in the current program. She answered questions, and Chair Keisel called for a motion to accept the proposed changes. Trustee Kay Christensen asked if additional resources would be needed. Provost Jenkins said there will be more demands on faculty, but they are prepared for the changes.

Trustee Soper made a motion to accept the degree proposal as presented. Trustee Christensen seconded the motion and it carried unanimously. Trustees complimented the nursing faculty for knowing what industry and students need and adjusting offerings to meet the need.

#### **Phased Retirement Request**

Josh Hales shared details of a proposed phase retirement for Jim Kittlesrud, a longtime employee in IT. He said the proposal waives the six-month application period requirement and extends beyond social security age, but noted in turn, the employee is waiving the financial incentives that usually come with the phased retirement program. Trustee Kay Christensen moved approval of the phased retirement request for Jim Kittlesrud. Trustee Randy Cox seconded the motion, and all voted in favor.

#### **Report from the Audit Committee**

Vice Chair Robinson said the Audit Committee met prior to the full board meeting and asked for approval on the annual report. This report, he said, summarizes the work and findings of the audit Committee and is submitted every year to USHE. Vice Chair Robinson made a motion to approve the report. Trustee Randy Cox seconded the motion, and it carried unanimously. Vice Chair Robinson also made a motion to approve the 2021 Audit Schedule. The motion was seconded by Trustee Randy Cox and passed unanimously. The board tabled action on the Accelerated Online Learning Audit Report. Chair Keisel thanked Vice Chair Robinson for his leadership with this committee.

#### **Report from the Chair & Strategic Growth Discussion**

Chair Keisel said she attended a training with USHE to discuss the new process for setting tuition and fees. She said the board was asked to do a five-year review and consider changing fees to tuition costs, if appropriate. Vice President Howell shared additional details on the process. Trustee Jon Cox asked for historical information on tuition so he can have a better perspective in making this decision, and administration said they would provide the information.

Chair Keisel thanked President Cook for organizing the meeting with state board members and cabinet last month. She said it reinforced in her mind why the college can't do what it's always done to remain viable. She said the meeting was very informative, and she also expressed appreciation for Auditor Dougall's comment on being innovative. She offered support for the administration's vision and strongly encouraged them to maintain the integrity of the Snow College diploma. President Cook thanked Chair Keisel for her comments and assured the trustees that the administration wants to make sure all modalities of course delivery have high quality and are high touch. He expressed optimism that the best days are ahead.

#### **Report from the Student Body Association**

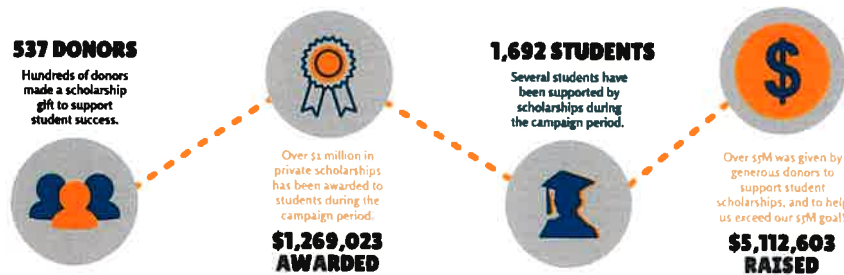
Student Body President Griffin said uncertainty was students' biggest concern at the beginning of the year. Now, with the start of a new semester, he said students are dealing with positive (because they know what they are getting into) and negative (because they know that activities might be cancelled at any time) emotions. He said there is not the energy that normally exists at the beginning of the semester and reported that Student Life is committed to doing what they can to get students excited and do as many activities as COVID-19 restrictions allow. President Griffin said he will meet with new international students today to welcome them, and Chair Keisel thanked him for all he is doing. She said those small personal interactions make a difference.

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

Trustee Kay Christensen said the Alumni Association Board recently changed its by-laws to allow the alumni president and vice president to be able to serve two terms. He said board members are working with admissions advisors and will offer to support and help them, as well as make a connection with underserved populations. Trustee Christensen also thanked all alumni who participated in the Reimagine Scholarship Campaign and helped to reach the goal.

#### **Reimagine Campaign Update**

President Cook said there are many people to thank for the successful \$5 million Reimagine Scholarship Campaign. He introduced Janie Harris and thanked her for her good work. Janie reminded trustees of the Foundation Board's interest in this campaign and thanked them for taking ownership of the project and reaching the goal – even in a pandemic. She shared the up-to-date statistics of the campaign (see below) and said she was grateful for President Cook's leadership and support.



Chair Keisel reflected on her experience of receiving a scholarship to Snow College and noted how much it meant to her at the time and still today. She added her appreciation to the many donors who helped accomplish this remarkable fundraising goal to help students in need.

#### Report from the President

President Cook commented on the recent inauguration of Utah's new governor, Spencer Cox, and said he was proud of Spencer and his wife, Abby, who are both Snow College alumni. He also complimented the Music Department who led the collaborative effort of the Coxes' alma maters – North Sanpete High School, Snow College, and USU – to perform the National Anthem during the inauguration ceremony.

Next, President Cook welcomed Paul Tew who is managing the new Office of Institutional Effectiveness. Paul introduced himself and said he is excited for this new assignment that will help the college be more efficient in processes. He informed the board of his team members and shared their vision.

President Cook asked Marci Larsen to give a brief update on commencement planning and Carson Howell to talk briefly about CARES funding. He concluded his report by thanking members of his cabinet and board members.

#### Finance & Administrative Services Update

Vice President Howell informed the trustees that the college received notice of additional CARES (Coronavirus Aid, Relief, and Economic Security) funding and will look at the requirements to determine top priorities. He reminded the board that the first round of funding was distributed to students to assist with their COVID-related educational needs and used to cover institutional COVID-related expenses.

Vice President Howell reported on the broken sprinkler head in the Graham Science Center, which resulted in a mini-flood, and thanked the Campus Services team for their extra work during the holiday break. He also informed the trustees that the new company who is helping the Controller's Office correct last year's audit finding related to the Banner software system has been great to move that project forward.

To conclude, Vice President Howell informed the trustees of personnel changes in the Information Technology (IT) Department. He noted the significant role of technology on a college campus and reiterated his commitment to addressing the technology needs identified in the strategic plan.

#### COVID-19 Update

In combining his roles of Athletic Director, Head Basketball Coach, and COVID-19 Czar, Rob Nielson began his report by telling trustees that, "COVID is a lot like referees: Always changing, no one really knows what they are doing or what is happening, whatever they say we have to do, and no one really likes it/them." He then reviewed case counts since fall and gave an update on testing protocols for this semester. He informed the board that the COVID Cares team members had received their first round of vaccination and added that student life/athletic events will resume this semester. Trustees appreciated Mr. Nielson's humor and report. President Cook added that the administration is trying to get faculty and staff vaccinated early with K-12 personnel given the college's high percentage of face-to-face course, but said the state has not yet made a commitment to give priority consideration to higher education institutions. President Griffin asked when students could receive the COVID vaccination, and Mr. Nielson shared the current vaccination schedule which listed summer 2021 as the projected time.

#### **Academic Affairs Update**

Interim Provost Jenkins added her thanks to the employees who responded to the situation in the Graham Science Center, shared lessons learned during COVID-19, and thanked faculty for their resilience and commitment to student success. She also updated the board on the inclusion plan, noting 1) an added statement to student evaluations about their sense of belonging and 2) her request to the Curriculum Committee to consider additional questions about inclusivity when reviewing curriculum.

#### **Technical Education Update**

Interim Vice President McIff gave a brief update on the progress being made with technical education. She complimented faculty and staff for their help in implementing the many necessary changes to better serve students. She also said that the Learn and Work initiative had concluded and shared positive feedback on the program, reporting it was a great experience where, again, many people helped with the program's success.

#### **Enrollment Update**

Assistant Vice President Clawson shared current enrollment numbers with caution, saying it is too early to know what will happen in the fall given the worldwide pandemic. She said her admission advisors are doing all they can to meet with students, who – she reported – are unsure of what the future holds for them. This uncertainty, AVP Clawson said, is prevalent across the nation with traditional-aged college students. She shared strategies to reach non-traditional and minority populations and gave trustees a preview of the new recruitment video. Board members responded positively to the video and asked for access to share it; the link was provided.

#### **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 (1) the discussion of the character, professional competence, or physical or mental health of an individual and (2) strategy sessions to discuss pending or reasonably imminent litigation. Trustee Jon Cox seconded the motion. A roll call vote was taken, and all trustees voted in favor of closing the meeting.

#### **Adjournment**

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



Marci Larsen, Board Secretary

Date Approved: February 4, 2021