



## **Board of Trustees Meeting Minutes**

**March 19, 2021 • Zoom**

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### ***Trustees***

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

### ***College Personnel***

Teri Clawson, Enrollment AVP  
Brad Cook, President  
Josh Hales, HR Director  
Carson Howell, Finance VP  
Melanie Jenkins, Interim Provost  
Diane Johnson, AVP Online/Digital  
Marci Larsen, Secretary to the Board  
Stacey McIlff, Interim VP Tech Ed  
Rob Nielson, Assistant to the President  
Larry Smith, Faculty Senate President  
Heidi Stringham, Richfield Coordinator  
Meagan White, Controller

### ***Others***

Morris Haggerty, Legal Counsel  
Tani Downing, Auditor's Office  
Rhett Wilkinson, Media  
Malcolm Nash, Sevier County  
Ralph Brown, Commissioner

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### **Welcome**

Chair Keisel called the meeting to order. President Cook introduced Dr. Diane Johnson, the newly hired Associate Vice President for Online Learning and Digital Strategies, and trustees welcomed her to the meeting and the college.

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

Trustee Kay Christensen asked a few follow-up questions about the bank service agreement, and Trustee Kahn made a motion to approve the minutes as presented. Trustee Kay Christensen seconded the motion, and all voted in favor.

### **Ratification of Executive Committee Decision – Purchase of Garbage Truck**

Chair Keisel asked Vice President Howell to review the details of the garbage truck purchase, which he did. He said the current truck is inoperable and added the college went through the RFP process and – with the Executive Committee's approve – purchase a truck for \$260,000. Trustee Kay Christensen made a motion to ratify the decision. Trustee Randy Cox seconded the motion, and all voted in favor.

### **Tuition Recommendation**

President Cook reported on the tuition hearing, noting the importance of transparency, and recommended a 2.5% tuition increase and a change in moving two fees (graduation and computer fee) totaling \$20.95 to tuition costs. He said the administration wants to leave tuition as low as possible. Student Body President Griffin thanked President Cook and other members of the leadership team for involving students in this process and being sensitive to rising costs. Trustee Kay Christensen asked if this amount will allow for the 3% compensation increase, and President Cook said it would. Trustee Jon Cox voiced his support for what the administration is doing and said this is one of the most important decision the BOT makes. Trustee Kay Christensen made a motion to accept the recommended changes to tuition. Trustee Jon Cox seconded the motion, and all voted in favor.

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

President Griffin asked to give his report earlier in the agenda because of his trip to the State Capitol to receive the Campus Cup trophy. Board members again congratulated him for a job well-done with voter awareness/registration. He thanked Snow College for keeping its word during the pandemic and giving students what was promised. Other schools have not, he said. He asked about mask mandate being lifted after April 10 due to new directions from the state, and President Cook said the college will keep the mandate in effect until the end of the semester.

### **Student Fee Advisory Board Policy**

Vice President Howell said this policy approval is outside the normal process because it deals with student fees. He noted the major change was clarification of board membership. Trustee May made a motion to approve. Trustee Kay Christensen seconded the motion, and it carried unanimously.

**Advancement Recommendations**

Provost Jenkins said the revised process for advancement is more rigorous than it was previously, and she said she is fully confident the proposed advancements are well-deserved. Trustee Kay Christensen made a motion to approve the recommended advancements as presented. The motion was seconded by Trustee Kahn, and all voted in favor.

**Candidates for Graduates**

Provost Jenkins said this is a diverse graduating class, shared statistics, referenced the list of potential graduates, and noted all are candidates until final grades are posted. Because he has a grandson on the list, Trustee Kay Christensen made a motion to approve the candidates for graduation. The motion was seconded by Trustee Soper and carried unanimously.

**Certificate of Proficiency and Completion – Health and Fitness**

Provost Jenkins combined the presentation of the two offerings with health and fitness. She said the certification would help students we wanted to enter the workplace and commended the department for looking at opportunities to help while they continue with their education. She clarified the Certificate of Proficiency is the first step and the Certificate of Completion is the second step. Vice Chair Robinson made a motion to accept the two academic programs as presented. Trustee Randy Cox seconded the motion, and it carried unanimously.

**Technical Education Update and Programs**

Vice President McIlff combined the program approval request and TE Update agenda items. She said faculty members are looking at stackable credentials and the restructure of programs, as well as responding to industry requests/needs. She reviewed the R-401s on Auto, Diesel, and Industrial Technology. Trustee Kay Christensen observed that she has gone to businesses and is being responsive. Trustee Kahn made a motion to approve all presented R-401s. Trustee Kay Christensen seconded the motion, and all voted in favor. Vice President McIlff also reported that the next round of the state's Learn & Work programming will begin soon.

**Procurement Policy**

Vice President Howell reminded the group this policy was tabled for legal counsel review last time. He said it has gone through the regular process and highlighted a few changes. Specifically, he said the word "bribe" had been changed, a statement that any committee member needs to be employees of the college was added, and sections that talk about family relationships had been modified. Chair Keisel asked who the chief procurement officers is and what the limit is that necessitates board approval. Vice President Howell said the amount is \$100,000 and is included in a different policy. Hearing no other questions, Chair Keisel called for a motion to approve the policy as presented. Trustee Kay Christensen so moved. Trustee Soper seconded the motion, and the motion carried.

**Job Classification Policy**

Human Resource Director Josh Hales said he realized there isn't a lot of utility to this policy as he conducted the five-year review. He proposed that the policy be archived and replaced with a set of procedures, noting that this topic is one that is governed by Department of Labor or FLSA. Legal counsel suggested that the college repeal (not archive) the policy. Trustee Kay Christensen made a motion to accept the administration's recommendation and repeal the policy. Trustee David Christensen seconded the motion, and it passed unanimously.

**Substantive Change to Northwest Commission on College and Universities**

Associate Vice President Johnson shared the function of the Northwest Commission on Colleges and Universities (NWCCU) and their role in this process. She reviewed the substantive change proposal and said the goal is to provide a flexible, competency-based, quality program. Dr. Johnson explained how learners today need the most efficient path to proficiency the college can give them. She said the proposal addresses rigorous assessment and conveys a very high quality, highly efficient program that meets standards and utilizes best practices. She said she will continue to work with Academic Affairs and Technical Education to establish standardization needs as well as ensure integrity of competency/assessment. Faculty Senate President Smith said faculty want to support innovation and what is best for students.

When asked about the timeline, Provost Jenkins said this usually takes some time. She noted this is very new for the college and said NWCCU will have questions. Assuming approval, she said the college hopes to have faculty ready for January 2022. Trustee Jon Cox expressed his excitement to have Diane on board and asked if this will work with AOL. Provost Jenkins said AOL is hybrid right now because the college hasn't been able to offer CBE courses and added that that will most likely be the first program if/when CBE is an option. Trustee Jon Cox said he appreciated the focus on quality, and Trustee Soper said public education is moving to CBE offerings as well. Trustee Soper made a motion stating the Board of Trustees approves the request

and is supportive of the efforts to seek a substantive change from the Northwest Commission on Colleges and Universities. Trustee Kay Christensen seconded the motion, and all voted in favor.

### **Richfield Housing Project**

Chair Keisel and President Cook welcomed Malcolm Nash and Ralph Brown from Sevier County for this agenda item, and Vice President Howell reviewed the history of this project. Vice President Howell said the state policy recently changed and the college has more flexibility in these types of projects. The county is committed to \$1M of the \$3M project. President Cook said this is an important part of the growth and success of the Richfield Campus. Commissioner Brown thanked President Cook and Vice President Howell for meeting with the commission earlier this week. He said the money becomes available this November and pledged the money to Snow College for this project until after the Building Board meeting. He said county leaders have been frustrated this project gets on track and then off, and administrators and trustees agreed. Chair Keisel said the board has worked on this for a lot of years and exciting to see this come to fruition. Vice Chair Robinson said this is a big deal and added the trustees have been in support of this. Chair Keisel asked about other housing/developers and clarified that if this is built on campus will it be only for students only. President Cook recommended that the board approve the project as outlined and the college then can present to the Building Board (with no guarantee of approval). Trustee Kay Christensen so moved; the motion was seconded by Trustee May, and all were in favor. Chair Keisel expressed appreciation and gratitude to commissioners and two Snow College presidents for working on this. Trustee Randy Cox asked about the likelihood of getting approved, and President Cook said the frustrating part has been the shifting expectations from DFCM, state board, others. When asked about the timeline, President Cook said it will be placed on the next Building Board agenda, and – if approved – DFCM would select a contractor within the next few months.

### **Legislative Summary**

President Cook gave an overview of the legislative session and thanked our local legislators for their advocacy and support. He reviewed budget numbers and said there is an additional \$3.5 million in capital improvements, potentially \$1M in rural EMS money from Senator Owens, and COVID funding. While this is all good news, President Cook said, the college still has unmet needs and will continue to look for ways to increase revenue. Trustees thanked President Cook for his good work at the Capitol.

### **Report from the Chair**

Chair Keisel said she has a greater appreciation for what our state does for students in higher education after visiting several campuses with grandchildren. She said this is a great place to live and a great place for students to attend college.

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

Trustee Kay Christensen said the alumni board is planning to help with spring Homecoming and Commencement. He said they hope to be very visible and participate in those activities. He also said the officers have been elected for another two years and they will have some changes to the executive committee. He concluded by announcing that the Golden Badgers and Distinguished Alumni event will be held in the fall and that the alumni board will be able to present two full scholarships to students in the upcoming year.

### **Report from the President**

President Cook confirmed May 6-7 as commencement dates and reported Kristen Cox and Alan Hall will address graduates. He thanked Marci Larsen and the Commencement Committee for their work in planning the ceremony amidst a pandemic.

President Cook next reported on the Home and Family Studies Building, calling it an embarrassment to the college that may need to be yellow-taped, and he requested Trustee Randy Cox and Trustee Jon Cox's help in reaching out to the Governor's Office for support for project funding. He shared pictures of the facility with the board and said his office would send additional information to trustees.

### **Enrollment Update**

Assistant Vice President Clawson said we are badgers – tenacious and ferocious – and will do what we can to beat the odds. For Summer, she said enrollment numbers are up by nearly 100. She said applications for fall are down – highly qualified class, a lot of qualify for presidential scholarships. She said a lot of students are taking advantage of our value, and the admissions' advisors are seeing families concerned with finances looking for affordable options. She said during the next meeting she will have more solid numbers because freshman registration will be in full-swing.

In other enrollment-related news, AVP Clawson said last week the Financial Aid Office spent nearly \$500K on students for COVID. Currently, the office is giving students time to fill out FAFSA and then will spend the rest of \$1.2M in relief funds. She said her team is working as hard as they can to make sure enrollment is up in the fall. Chair Keisel asked if WUE information and amount is included in acceptance letter, and Teri said that is the goal with a new CRM. She said the admissions office talks about the total cost/value-based and encourages students and their families to do the math.

#### **Academic and Student Affairs Report**

Provost Jenkins highlighted the work of the Curriculum Committee, led by Lindsay Cheney, and thanked them for their work. She also informed the trustees of the two faculty awards recipients (Teaching Award – Jonathon Bodrero and Service Award -- Danni Larsen) and said they will be formally announced during commencement and recognized during Founders Day. She said there are currently 15 personnel searches underway and commented on the high level of burnout faculty are feeling.

Student Affairs has worked hard to provide numerous activities for students, Provost Jenkins said. She said students are feeling more connected and begging for more opportunities. She also informed the trustees of the new Dean of Students model, where the assignment is given as a leadership duty.

To conclude her report, Provost Jenkins turned time to Faculty Senate President Smith for a brief report. Dr. Smith said Melanie has represented faculty well and expressed his appreciation for her support. He said both faculty members being recognized are deserving of the honor. He echoed Provost Jenkins' comments on feelings of burnout and said faculty also realize they have the best jobs in the world and teach at the best institution in the world. He said most feel grateful to have jobs, recognized the contributions of trustees, and expressed appreciation to President Cook. Dr. Smith commented on the good relationship with administration, which he said has not always been the case. Chair Keisel said burnout is real and suggested encouraging all employees to take some time off when possible.

#### **Finance & Administrative Services Update**

Vice President Howell explained that the COVID Cares money is separated into two different pots (institution and students) and was received in three rounds. He said the money will be helpful in funding some big technology projects. He also said the search for the new CIO continues and asked Meagan White to give an update on the Banner chart of accounts, which she said is going well. She said her office will have a beta test by April 1.

#### **COVID-19 Update**

Marci Larsen gave an update on COVID-19. She said cases had peaked prior to Spring Break and said the break has proven to be a good "reset" for now. The college is continuing to test students and encourage vaccination, she said. She also reported that the "Make it to May" campaign has been well-received and recognized by USHE.

#### **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: May 19, 2021