



Board of Trustees Meeting Minutes
September 10, 2021 • Great Basin Station

Trustees

Kay Christensen
Jon Cox
Brady Curtis
Heather Groom
Leslie Keisel, Chair
Rick Robinson, Vice Chair

College Personnel

Teri Clawson, Enrollment AVP
Brad Cook, President
Beckie Hermansen, IR Director
Carson Howell, Finance VP
Melanie Jenkins, Provost
Diane Johnson, Online AVP
Marci Larsen, Secretary to the Board
Stacey McIliff, Tech Ed VP
Rob Nielson, Assistant to the President
Derrin Owens, Econ Dev Director
Larry Smith, Faculty Senate President

Others

Jen Cook, First Lady
Geoff Landward, Deputy Commissioner
Carrie Mayne, Associate Commissioner

Welcome

Chair Keisel called the meeting to order and welcomed the group. She commented that it was nice to be together and to be at the Great Basin Station. A special welcome was extended to newly-appointed Trustee Heather Groom and the USHE guests, and introductions were made.

Oath of Office and Conflict of Interest Forms

Geoff Landward, Deputy Commissioner, administered the Oath of Office to Trustee Groom and Trustee Curtis. All trustees were given a conflict of interest form and asked to complete and return it.

Election of Board Officers

Marci Larsen reported on the nominations received. Specifically, she said she received three nominations for Leslie Keisel to continue in the role as Chair of the Board. She also noted she received one nomination for Jon Cox to serve as Chair. When contacted to continue with the process, she said Trustee Cox expressed appreciation for the nomination and said he would like to support the nominations for Chair Keisel. Marci said she received two nominations for Rick Robinson to continue to serve in his capacity of Vice Chair of the Board. She noted no other nominations were received. Given this information, Trustee Christensen made a motion to elect Leslie Keisel as chair, Rick Robinson as vice chair, and Marci Larsen as board secretary. The motion was seconded by Trustee Cox, and all voted in favor. Based on the requests received, the following committee assignments were made:

- Academic and Student Affairs Committee: Kay Christensen, Karen Soper, Jeff Kahn, Brady Curtis, and Jon Cox with Trustee Kahn serving as chair
- Finance and Facilities Committee: Randy Cox, Chair, Leslie Keisel, and Heather Groom
- Audit Committee – Rick Robinson, Jon Cox, Leslie Keisel, and Randy Cox with Trustee Robinson serving as chair

It was also noted that Trustee Christensen and Trustee Randy Cox represent the Board of Trustees on the college's Foundation Board as well.

Minutes from the Previous Meetings

Trustee Cox made a motion to approve the minutes as provided. Trustee Christensen seconded the motion, and it passed unanimously.

2022 Meeting Schedule

Chair Keisel reviewed the proposed meeting schedule for 2022, and Trustee Christensen made a motion to approve. Trustee Groom seconded the motion, and all voted in favor.

Performance Based Funding Request & Attainment Metrics for USHE

President Cook introduced Carrie Mayne and Geoff Landward who gave a system perspective of the attainment metrics of access, timely completion, and high yield graduates. Beckie Hermansen presented the details of Snow's goals on each metrics. Faculty Senate President Larry Smith asked how the goals were determined, and President Cook said his cabinet looked at past data and future projections. Trustee Christensen made a motion to approve the request and metrics as presented. Trustee Cox seconded the motion, and it carried unanimously.

Purchase of Equipment for Construction Management Program & Industrial Technology

Vice President Howell reminded the trustees of a previous email that was sent to the board to inform them of the two equipment purchases requested by the Construction Management and Industrial Technology programs. According to the college's contracting policies, he said, purchases over \$200k need Board of Trustees' approval. He noted these were different circumstances since these funds had already been approved by USHE for the purpose of Learn & Work and by the federal government under the guidelines of the COVID relief funds. He shared the information before the purchases were made and asked the trustees to ratify the decision to purchase the equipment. Trustee Groom so moved. Trustee Christensen seconded the motion, and it carried unanimously.

Land Purchase

Vice President Howell said the college had been contacted by a realtor about a piece of property it owns in Richfield. Because of the location of the property, he said the college likely will not use it in the future. Trustee Groom asked about the appraisal, and Vice Chair Robinson said the valued amount was fair for Richfield. Vice Chair Robinson made a motion to dispose of the property through the required processes. Trustee Groom seconded the motion, and it carried unanimously.

Personnel Policies

Vice President Howell briefly summarized the proposed policies and added that all of them had gone through the review process, which includes two reviews by College Council and a thirty-day review period for all employees. The following action was taken:

- Vice Chair Robinson made a motion to approve the new Staff in Line Advancement policy. Trustee Cox seconded the motion, and it carried unanimously.
- Trustee Christensen made a motion to approve Policy 363: Employment Forms/Designation. Trustee Groom seconded the motion, and it carried unanimously.
- Trustee Cox made a motion to approve Policy 318: Corrective Action. Vice Chair Robinson seconded the motion, and it carried unanimously.
- Trustee Christensen made a motion to approve Policy 390: Grievance. Vice Chair Robinson seconded the motion, and it carried unanimously.
- Trustee Christensen made a motion to approve Policy 347: Special Leave with Pay. Vice Chair Robinson seconded the motion, and it carried unanimously. President Cook noted this policy was not currently funded in the budget but will remain a priority when additional money becomes available.

Chair Keisel thanked Vice President Howell for his team's work on these policies, and she commented on his remarks during this week's Convocation. She said she was unaware Carson lost a brother in 9/11 and said it was a beautiful presentation. She thanked Marci Larsen for informing the board of the event and encouraged those who could not watch the live stream to view the archived video online.

Overview of the Great Basin Station

Vice President McIlff thanked the trustees again for approving the agreement to proceed with the Great Basin Station (GBS) lease and reminded them of the current arrangement with the Forest Service. She noted the Forest Service - who is happy to have the college managing the station - had delayed the long-term lease decision and asked the trustees to consider a request for a more permanent relationship with the college and Forest Service. After seeing the facility and hearing usage statistics and financial information, trustees agreed this was worth pursuing. Chair Keisel asked that the future lease arrangement for the Great Basin Station be added to the next

board meeting agenda. Vice President McIlff thanked Derrin Owens, Tim Chamberlain, and Kenley Steck for being strategic and visionary with the GBS.

Academic and Student Affairs Update

Because Dr. Larry Smith needed to return to campus to teach an afternoon class, Provost Jenkins asked him to give the Faculty Senate President report first. He referenced the provided results from a survey faculty recently completed and said the comments are both heart-warming and heart-wrenching. The topic of the survey was compensation, and he pled with the trustees to keep this as a top priority. Dr. Smith said Provost Jenkins assures him compensation is a priority for the administration and also a challenge across the state. He commended faculty for the work they do and thanked the trustees for their interest in this topic.

Provost Jenkins referred the trustees to the updated advancement and tenure document and noted that the new process is working much better than expected. She said when this new process was implemented the committee knew there would need to be adjustments, and Provost Jenkins said there are only minor edits to the document that did not substantially change the process.

Dr. Diane Johnson next provided a handout that summarized happenings with online learning. She reported on the AOL program, and Vice Chair Robinson said Internal Audit will conduct another audit on this program in a year and will report back to those who were involved in the initial audit. Trustees said it appeared that this program had improved over the past few months, and President Cook said it has been helpful to have Dr. Johnson on board to lead the online efforts. Trustee Groom offered to help promote online learning with her statewide connects and said this type of education gives even more opportunity to students and meets them where they are.

In addition to Academic Affairs, Provost Jenkins oversees Student Affairs, and she told trustees of several successes there. She briefly introduced the “Badgers Belong” initiative that focuses on a sense of belonging and empowerment for all students, and Jen Cook shared more details during President Cook’s report. Provost Jenkins also reported high attendance at student activities and thanked Student Body President Curtis for the work he is doing on behalf of the students.

Report from the Chair

Chair Keisel said her heart was full and thanked the trustees for their support in her role as Chair. She said she has grown to love this group of people and appreciates the opportunity to work together. She recognized Erma Kaye May, who recently resigned from the board so she could serve a church mission. Chair Keisel next reported on the successful golf tournament Trustee Kahn organized and thanked him for his support. She also thanked Marci Larsen for her work to prepare for meetings and asked that the Great Basin Station become an annual meeting spot. She concluded by thanking those staff who work behind the scenes to bring so many groups to campus and those faculty who provide high-quality opportunities for students.

Report from the Student Association

Student Body President Curtis recapped welcome back week activities and reported on the high number of attendees. He said students are looking for new friends and new connections especially after last year’s COVID isolation. Chair Keisel thanked President Curtis for his leadership.

Report from the Alumni Association

Trustee Christensen said Paul Tidwell and Nobue Swenson have both joined the Alumni Board. Nobue, he reported will be responsible for reaching international students. He asked about vendors being part of a golf tournament and informed the group that the Alumni Board would hold a retreat in December.

Audit Committee Report

Vice Chair Robinson thanked the trustees for their support. He said the Audit Committee had met earlier in the week to discuss staffing changes in Internal Audit. With Wayne Bushman’s resignation, he said, the college had reassigned Bryce Warby to be the internal auditor.

President's Report

President Cook began his report by giving two personnel updates. He announced that Melanie Jenkins will serve as the permanent provost. He said she has met every standard, has a unique sense of confidence from the faculty, and is an incredible team member. Trustees congratulated Provost Jenkins. The other position, Morris Haggarty's replacement, has had some setbacks; President Cook said he hopes the Attorney General's Office has someone hired within the next month.

Fall Assembly was the next highlight of President Cook's report. He reminded trustees this is where he shares goals and objectives with the employees at the beginning of the school year, and this year, he said he was glad to have his wife, Jen, participate as well. Jen Cook then discussed the "Badgers Belong" initiative with the trustees and explained the goal of helping every student feel physically, mentally, and emotionally safe on campus. She said this sense of belonging and empowerment is happening in conversations and curriculum with student leaders, student success classes, and athletes. Everyone has stepped up to be a part of this, Jen said, and she acknowledged President Curtis for being the student leader driving this inclusive initiative.

Technical Education Update

Vice President McIlff showed the trustees the new technical education logo and updated the board on recent funding awards. She also highlighted the Learn & Work 2.0 program and informed the group of recent visits with companies and industry who have needs the college can help meet. She invited everyone to the September 29 scholarship dinner for technical education and thanked Trustee Kahn for sponsoring the event.

Finance and Administrative Services Update

Vice President Howell gave a brief update on happenings in his area including the recent hire of Brent Baxter as the new HR Director, the challenges with the chart of accounts, the Title IX Office's upcoming sexual assault awareness week, and the improved communication regarding technology with the new CIO. Chair Keisel asked about the Banner project, and Vice President Howell said that is part of the new chart of account undertaking. He explained the implementation had not gone as smooth as hoped, but assured the board they are working through the challenges in the Controller's Office and will have everything to the state auditor by the end of November as agreed upon.

Enrollment Management Update

AVP Clawson reported she is happy with current enrollment numbers. She said the "14 for Free" offer helped the college reach a record-breaking headcount of 6220 students. She said incoming freshmen numbers are up and noted there was a decrease in continuing students. Given its overall increase in number of students, AVP Clawson said Snow is an anomaly and will stand out this year. Part of this growth, she said, is the result of ~200 students enrolled in the Arizona football program. She reported that the college is in the process of hiring advisors to help with retention support and had also entered a contract with tutor.com to support all online students. Chair Keisel asked AVP Clawson to thank the enrollment team for their work.

Trustee Christensen asked where the trustees and administration see the school in 10 or 20 years. He suggested meeting with local school districts and others, looking at demographic data, and formalizing the long-term goals of the college. President Cook agreed this was an excellent idea, and a master planning retreat will be scheduled.

Adjournment

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



Marci Larsen, Board Secretary

Approved: November 17, 2021