



Board of Trustees Meeting Minutes
February 25, 2022 • Zoom

Trustees

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

College Personnel

Teri Clawson, Enrollment AVP
Brad Cook, President
Carson Howell, Finance VP
Melanie Jenkins, Provost
Diane Johnson, Online AVP
Marci Larsen, Board Secretary
Stacey McIff, Tech Ed VP
Ralph Okerlund, Legislative Liaison
Paul Tew, OIE Director

Others

None

Welcome

Chair Keisel called the meeting to order and welcomed the group. While waiting for a quorum to gather before addressing action items, Chair Keisel asked President Cook and Senator Okerlund to give the legislative update.

Legislative Report

President Cook and Ralph Okerlund reviewed the recent happenings with the legislature, noting funding for the college's rural initiative has had a lot of support and some opposition. He said it looked like \$3 million would likely be appropriated. Trustees weighed the pros and cons of asking for more at this point and advised President Cook on next steps. President Cook also informed trustees that the college should review performance-based funding, tech ed funding, and a compensation increase of possibly 5%. The building, President Cook said, was still being discussed and noted that decision should be made soon. Trustee Cox said he would help where he could on the Hill, and Chair Keisel thanked board members, Mr. Okerlund, and President Cook for their wisdom. President Cook said Ralph was respected and loved by many current legislators and thanked him for advocating for the college. Several others also thanked Mr. Okerlund for his work.

Minutes from the Previous Meeting

Chair Keisel entertained a motion to approve the November 17, 2021, board meeting minutes. Trustee Cox so moved. Trustee Christensen seconded the motion, and it carried unanimously.

Name Change – Division of Fine Arts, Communication & New Media

Provost Jenkins said the deans had approved the request to drop the "New Media" reference from the current division name. She said there were past intentions to create a new media center, but that never materialized. Hearing no objection, Trustee Christensen made a motion to change the name to the "Division of Fine Arts and Communication." Trustee Cox seconded the motion, and it carried unanimously.

Audit Committee Annual Report

Trustee Robinson asked Vice President Howell to give a brief update on the Internal Auditor position, and he reported there seemed to be an imbalance with the salary available and experience needed. Because of this, Vice President Howell said USHE supported the proposal to wait and see if additional compensation money comes from the legislature before hiring. The trustees appreciated the update on the position. Vice President Howell briefly reviewed the annual audit report and noted that Snow's former internal auditor, Wayne Bushman, helped craft this report and IT audit plan for 2022 (knowing that it will change once an auditor is hired). Vice President Howell asked if there were questions. Hearing none, Vice Chair Robinson made a motion to accept and approve the annual audit report and the proposed audit schedule. Trustee Christensen seconded the motion, and it carried unanimously.

Enrollment Report

Teri Clawson shared enrollment numbers and said Snow College is “bucking the trend” of declining enrollment. In addition to sharing increased enrollment numbers, AVP Clawson shared tuition revenue details based on program type. Chair Keisel asked about staffing responses to the increases, and AVP Clawson said the enrollment team has worked on efficiencies and added a few part-time advisors to assist. Provost Jenkins noted the added courses resulted in additional workload for faculty. Trustees complimented faculty and staff for their work in recruitment, and commended President Cook for his focus on diversifying the enrollment portfolio and the associated financial impact.

Athletic and Auxiliary Services Report

Rob Nielson shared an update for his areas of responsibility. He said the college is purchasing new equipment to get ready for FSJ this summer where 15,000 youth will be on campus for a private church leadership training. He noted on-campus housing is above 90% occupancy and said the Ephraim campus store is holding its own. He said he is working on improving the campus store in Richfield and added that the wrestling coaches (who will work from the Richfield Campus primarily) have been hired and are recruiting a lot of athletes and working on housing for them. Mr. Nielson briefly updated the trustees on other athletic teams’ success and commended campus food services for being ranked second in the state for their quality of food/service.

Tech Ed Report

Vice President McIlff shared part of the presentation made to legislators. She highlighted whom we serve, completers day, a possible Nephi presence, program enhancements, and enrollment growth. President Cook thanked Vice President McIlff for her innovative approach and strong leadership.

Academic and Student Affairs Report

Provost Jenkins gave a brief update on academic and student affairs. She informed the board that Snow College is now the only school in the state accredited to offer Competency Based Education (CBE) credits. She next referenced the prestigious Aspen Award application included with meeting materials and said institutions must be invited to submit an application. Winners will be announced in a few months, Provost Jenkins said; she also said completing the application helped prioritize initiatives and know where to better focus. She next gave an update on the leadership certificate, noting the steering committee is working on outcomes and will soon expand the group and invite all disciplines to participate. To conclude, she followed up with details on the CARE Team, per trustees’ request. She reported this team has helped ~75 students per year over the past years and proudly said that those who are on the watch list have a high (93%) persistent rate. Provost Jenkins said this week the CARE Team and others are reaching out to the three students from Russia currently on campus to make sure they feel safe while their home country is in conflict with Ukraine. President thanked Provost Jenkins for her leadership, commenting an important measure is how faculty perceive CAOs, and - he said - faculty respond well to Melanie. Chair Keisel thanked all cabinet members for their good work.

Finance and Administrative Affairs Report

Vice President Howell reminded the board of the process the college has gone through to secure housing for students in Richfield. He said the preliminary numbers from the first private company ended up being much higher than originally presented and said the college couldn’t fund it. A new donor, he said, presented an idea of loaning the college money to build the housing on college property and then the college would own it. Chair Keisel asked if this would need to go to bid, and Vice President Howell said it would only need approval from the Utah Board of Higher Education. He said he would get building costs and bring the proposal back to the trustees. Chair Keisel encouraged quick action on this given the reports given today by Stacey McIlff and Rob Nielson.

Vice President Howell next turned the time to Paul Tew to give a brief accountability report for the Office of Institutional Effectiveness (OIE). Mr. Tew introduced the team, showed the dashboard which includes time spent/time saved/money spent/money saved, and invited trustees to explore the office’s website for additional information. Chair Keisel asked if departments contact his office before audit. He said no, and noted there are several audits that have not been followed up on since Wayne Bushman left the college. He said OIE plans to reach out and get prepared for the new auditor.

To conclude, Vice President reviewed the advertising requirements for the truth-in-tuition hearing and said the hearing date is set for March 1. He said he's met with student leaders for their input and had their support for a 0-5% increase, depending on what happens with compensation. Vice President Howell reminded the trustees that the state funds 75% of the compensation increase and the institution is expected to cover the rest (which usually happens with a tuition increase). Trustee Cox asked for clarifying information which Vice President Howell said he would put together and send. Trustee Cox said this is an important responsibility of the Board of Trustees that merits some oversight from the board.

Adjournment

Before adjourning the meeting, President Cook asked trustees to be thinking about the vacancy on the board and also honorary degree recipients. Trustee Christensen invited trustees to also nominate distinguished alums too. After this, Chair Keisel adjourned the meeting.

A handwritten signature in black ink, reading "Marci Larsen", written over a horizontal line.

Marci Larsen, Board Secretary

Approved: March 18, 2022

