



Board of Trustees Meeting Minutes
November 20, 2023 • Ephraim Campus

Trustees

Randy Cox
Francis Gibson
Heather Groom
Jeff Kahn
Miguel Mayorga
Gayle Pollock
Rick Robinson, Chair
Karl Rostron
Karen Soper, Vice Chair

College Personnel

Michael Austin, Provost
Cody Branch, Student Affairs & Enrollment VP
Matthew Gowans, Faculty Senate President
Carson Howell, Finance VP
Lisa Laird, Staff Association President
Marci Larsen, Board Secretary
Stacey McIlff, President
Rob Nielson, External Affairs VP
Jay Olsen, Tech Ed VP
Micah Strait, IR Office
Kate Mudrow, HR Office/Notary

Others

Kurt Bradburn, Legal Counsel
Bruce Snow, Foundation Board President
Julie Hartley, USHE Assoc Commissioner

Welcome

Chair Robinson called the meeting to order and welcomed everyone. He extended a special welcome to newly-hired provost, Dr. Michael Austin. Trustee Kahn introduced Bruce Snow, Foundation Board President, and Julie Hartley from USHE was welcomed. Together, the group recited the Pledge of Allegiance.

Oath of Office

Francis Gibson, Miguel Mayorga, Gayle Pollock, and Karl Rostron, all recently-appointed trustees, took their oath of office. President Stacey Y. McIlff also took her oath of office.

Minutes from the Previous Meetings

Chair Robinson entertained a motion to approve the minutes from the June 30, 2023, August 9, 2023, and October 6, 2023 meetings. Trustee Kahn so moved. Trustee Pollock seconded the motion, and it carried unanimously.

Proposed Meeting Dates

Vice Chair Soper made a motion to approve the 2024 meeting dates. Trustee Groom seconded the motion, and it carried unanimously. Chair Robinson thanked trustees for their attendance and asked them to calendar and prioritize the upcoming meeting dates.

Board of Trustees Committee Assignments

Chair Robison made a motion to approve committee assignment:

- Audit Committee: Randy Cox, Chair; Gayle Pollock, Rick Robinson, and Karen Soper as members
- Student and Academic Affairs Committee: Jeff Kahn, Chair; Heather Groom, Miguel Mayorga, Gayle Pollock, Karl Rostron, and Karen Soper as members
- Finance and Facilities Committee: Francis Gibson, Chair; Randy Cox, Rick Robinson, and Derek White as committee members

Vice Chair Soper seconded the motion, and it carried unanimously.

Recognition

Dr. Michael Huff, Fine Arts Division Dean, and a few music students joined the meeting to wish Trustee Gibson a happy birthday through song and be recognized. Dr. Huff shared division successes, and trustees thanked him, his faculty, and the students for their good work.

Report from Audit Committee

It was noted a committee meeting will be scheduled now that committee assignments have been made.

Report from Student and Academic Affairs Committee

Committee Chair Kahn reminded the trustees that they had access to all material presented and asked if there were any questions. Hearing none, he made the following motions:

- to approve the advancement and tenure of the individuals listed below. The motion was seconded by Trustee Cox and passed unanimously.
 - Final tenure: Jonathan Allen, Rebecca Chappell, Michael Cross, Wes Jamison, Jean Kleinhans, Kyunghwa Michaels, Jonathan Pugmire, and Adam Teichert
 - Advancement to Assistant Professor: Kelly Brooks, Stacie Durrance, Jessica Jones, Richard Lambert
 - Advancement to Associate Professor: Wes Jamison, Jonathan Pugmire, Adam Teichert
- to approve the course fees as detailed in the agenda material and discussed during the committee meeting. The motion was seconded by Vice Chair Soper and carried unanimously.
- to approve the following program reviews for Math, Music, Social Sciences, and Behavioral Sciences. The motion was seconded by Trustee Pollock, and all voted in favor.

Report from Finance and Facilities Committee

Committee Chair Francis Gibson made a motion to approve and adopt the proposed revisions to the Staff Paid Leave Policy and the Travel Reimbursement Policy. Trustee Cox seconded the motion, and it carried unanimously.

Performance Goals

President McIlff reviewed the process for performance funding, noting that the college will receive additional money if goals for access, timely completion, and high yield are met. She asked trustees to consider and approve timely completion and high yield goals and reminded them the access goal is system-wide. Vice President Howell shared the analysis based on cohort growth and presented the recommendations. Trustee Rostron made a motion to approve the following goals for USHE's performance metrics:

- High-yield for degree seeking = 76/3%
- Timely completion for degree seeking = 66%
- High-yield for technical education = 40%
- Timely completion for technical education = 16.7%.

The motion was seconded by Trustee Groom, and all voted in favor. Chair Robinson acknowledged the amount of time spent on computing these goals and thanked leaders for their work.

Report on Annual Goals

President McIlff shared institutional goals and deadlines with the trustees and talked about the efforts being made to help employees tie their individual goals to the institutional goals. While this seems very logical, especially to board members who are business owners and executives, President McIlff noted it hasn't been the practice at the college. Specific areas of emphasis and priorities to the leadership team are enrollment, data, and finances, President McIlff reported. She also said next year and moving forward this goal-setting

process will be completed earlier in the year so progress can be tracked. Trustee Gibson said this is a good business practice and encouraged administrators to be patient as the process evolves. He shared his experience with this type of goal setting exercise and said it will take time and will be worth the work. Chair Robinson recognized the vulnerability in sharing goals publicly and thanked President McIlff for her leadership.

Community College Study

President McIlff informed the trustees of a USHE survey to see how well Utah is serving community college populations. She shared combined feedback from Snow College and SLCC, noting areas of interest and concern. She said she has given the feedback to the Commissioner's Office and wanted trustees to be aware as this potentially moves forward.

Trustee Kahn suggested using a word other than "function" in the written feedback, and Trustee Pollock advised leaders to strategically have a conversation about where three-year degrees make sense for Snow College. He encouraged the college to be bold, take initiative, protect the brand, and elevate Snow's profile. Trustee Gibson asked about lowering entry-level costs at other schools and the implications that would have.

Enrollment Report

Vice President Branch shared an enrollment report. Given current data, he said there appears to be an increase in applications and admits for Spring and said his staff will work on yield. He said the emphasis has been on getting current students to stay at Snow and to register earlier. He commented on the successful registration celebration and said he is pleased with the 3% enrollment increase in the service region, which has been a focus of the enrollment team.

Report from Faculty Senate

Dr. Gowans thanked the board for letting faculty have a seat at the table. He said faculty leadership continues to work on AI and how to use it responsibly. Most of his report was spent praising his colleagues. He said Snow College has exceptional faculty members and invited board members to attend a class to see faculty in action. He said personal mentorship is a factor of student success and noted faculty at Snow College do that well. Trustee Kahn echoed what Dr. Gowans said about Snow's talented faculty, and Chair Robinson thanked Dr. Gowans for his report, work, and leadership.

Report from Staff Association

Lisa Laird thanked trustees for including the Staff Association in each meeting. The association's theme for the year is "We can do SNOW much," she said, and their focus is on inclusion, heightened democracy, and information sharing. Ms. Laird informed the group about the Staff Professional Development Committee which provides onsite training opportunities and helps promote collaboration amongst departments. Chair Robinson thanked Ms. Laird for attending and for helping create a positive work environment.

Report from Student Association

President Mayorga said he is dedicated to making sure students have a positive experience. He gave an update on Homecoming successes and said skate nights are a big hit. He said he is working with Richfield students and recently helped with a registration celebration. President Mayorga reported on the installation of the big "S" near the bell tower and on his goal to create an official student feedback system. Also, the student portal has been a big success, he said. Chair Robinson thanked Miguel for his work and commended him for his efforts.

Report from the Alumni Association

Association President Rostron thanked trustees for their support of the recent golf tournaments hosted by the Alumni Association. He said the Golden Badgers had been on campus, and he again congratulated Rhett Long and the Carlstons for their Distinguished Alumni recognition. He said it's satisfying to see the new marketing efforts taking place across the state and reported other alumni have commented on the marketing as well. To conclude, President Rostron said he is working with President McIlff to update the Alumni Association's operating procedures and noted a new structure will be presented to the trustees at a future meeting.

Report from the President

President McIlff thanked Matt Gowans and Lisa Laird for their leadership with faculty and staff. She also thanked Trustee Rostron and Mr. Snow for their work with the Alumni Board and Foundation Board and shared her excitement as they work together to elevate both of those external groups.

Another focus, President McIlff said, is the upcoming legislative session. She said the top college priorities will be performance funding, the Social Science Building, and the RFA for rural scholarships. Trustee Cox commented on the changes happening at a national level with FASFA that will put Snow's rural student population at a disadvantage, and trustees were invited to help contact legislators and promote institutional priorities. President McIlff shared her optimism for the future and expressed her appreciation to the trustees for their advocacy. She also noted the many good things happening at the college and the support of many legislators.

Report from the Chair

Chair Robinson expressed his love for Snow College and his appreciation for the good work happening. He also thanked trustees for their service.

Motion to Adjourn

The meeting was adjourned.



Marci Larsen, Board Secretary

Approved: February 12, 2024