



A meeting of the
SNOW COLLEGE
BOARD OF TRUSTEES

To be held
WEDNESDAY, MARCH 10, 2004
LUNCHEON AT 12:00 P.M.
PUBLIC MEETING AT 12:45 P.M.

In the
LORENZO AND ERASTUS SNOW ROOM
NOYES BUILDING
EPHRAIM, UTAH

This packet includes the agenda for the next meeting and minutes from the last meeting.
If you desire special accommodations in order to participate in this meeting,
please contact the Office of the President at (435) 283-7010.



REVISED Agenda for the
Snow College Board of Trustees
March 10, 2004 • Ephraim, Utah
Executive Session Lunch at 12:00 p.m.
Public Meeting at 12:45 p.m.

Welcome	Scott Wyatt
Action Item: Approval of Minutes from Last Meeting (Tab M)	Scott Wyatt
Report from the Chair	Scott Wyatt
Report from the Student Body President	Jed Christensen
Report from the President	Michael Benson
Action Item: Mission and Roles Update (Tab N)	Brad Winn
Action Item: Personnel Policies (Tab O)	Claudia Jarrett
Action Item: Advancement and Tenure Recommendations (Included)	Brad Winn



Official Minutes of the
Snow College Board of Trustees
February 3, 2004 Meeting
Salt Lake City, Utah

Members Present: Carl Albrecht, Tim Barney, Doug Barton, Tim Blackham, Jed Christensen, Kay Greene, Jerold Johnson, Gwen McGarry, John Willmore, and Scott Wyatt

Members Excused: None

College Personnel Present: Michael Benson, Marci Larsen, John Ruell, Rick Wheeler, Rick White, and Brad Winn

Others Present: Senator Leonard Blackham, Representative Bradley Johnson, Representative Mike Styler, (all partial; lunch only)

Call to Order/Welcome

Chairman Wyatt called the meeting to order and welcomed everyone. He expressed appreciation to Michael Carlston for his hospitality.

Minutes

Chairman Wyatt entertained a motion to approve the minutes from the November 7 meeting. Carl Albrecht made a motion to approve the minutes. John Willmore seconded the motion, and it passed unanimously.

Report from the Chair

No report was made.

Report from the Student Body President

Jed Christensen reported that students on campus are in the process of electing new officers. He noted that there are several good candidates and that he would invite the new student body president to attend a future Board meeting.

Report from the President

Because it had been some time since the Board last met, President Benson had much to cover in his report. He began with recent happenings, reviewed the Legislature's activities, and concluded by inviting Rick White to report on Richfield happenings.

Recent Happenings as Reported by President Benson

- He thanked those Trustees who attended the bowl game in Georgia.
- No positive action has taken place with Libor Ondras' case; he also noted that a replacement has been hired and will start working this summer.
- The follow-up accreditation visit will take place on April 15; President Benson reported that he is comfortable with the progress the College has made.
- The College plans to remodel two resident halls (Mary Nielsen and Castilleja) and make them co-ed halls. Current occupancy is very low, and the administration has approved a plan to hopefully invigorate campus living. Scholarships will be given to student leaders to live in a "leadership dorm," and they will be given responsibility to boost occupancy rates.

- Appreciation was expressed to those who participated in the Eccles Center dedication. President Benson commented that it's hard to put into words what this facility means to the campus and community.
- Compliments were also given to the Richfield staff who organized the Sevier Valley Center dedication. President Benson reported that he worried about the length of the program but that the evening was memorable.
- Rick Wheeler has been asked to serve on a committee with county officials to research the College/County library partnership. President Benson noted that progress has been a bit delayed, but he communicated his continued commitment to the project.
- A group of student ambassadors was recently in a car accident. President Benson reported that all are doing well. He noted that one father was demanding quite a lot from the College and that the administration was doing all that was possible to accommodate his requests. President Benson also noted that one of the EMTs on site sent an e-mail commending the students on how they comported themselves.
- Rich Kendell, newly-appointed Commissioner of Higher Education, plans to be on campus on February 6. He will address the faculty and staff and answer questions they may have.
- The Service Learning Center on campus is now fully functioning. President Benson reported that two part-time employees had been hired to spearhead the project. One employee will focus on campus service involvement and one will focus on Latino literacy.
- Catherine Lyman, a longtime employee of the College, passed away. President Benson commented on her contributions to the College and expressed sympathy to her family.
- A parole hearing for Kimble Blackburn, former Snow-Richfield employee, was recently held. President Benson referred the group to the information which was previously mailed to them for details on his comments and the outcome of the hearing. He also thanked Tim Blackham for attending the hearing with him.
- Governor Walker was recently on Ephraim's campus to cut the ribbon of the Smart Site and visit with local legislators. President Benson commented that the event was well-attended and that the Governor was very impressed with the Noyes Building.

Legislature's Activities as Reported by President Benson

Because the local legislators would soon arrive to address the group, President Benson didn't spend too much time talking about activities on the Hill. He did provide copies of the handout he used in a presentation to the Higher Ed Committee and informed the Board that there was an optimistic feeling at the session this year.

Recent Happenings at Richfield as Reported by Rick White

President Benson invited Rick White to share Richfield happenings with the Board. Rick provided several documents highlighting activities on the Richfield campus. He informed the group that the campus would host the 1-A and 2-A basketball tournaments at the Sevier Valley Center, and Carl Albrecht suggested that the brochures given to the Trustees be available to visiting guests. Jerold Johnson also requested strong Snow representation at the games. Rick reported that he would be sure to comply with both requests.

The other point of discussion addressed by Rick was the Lowe property. He reported that the family rejected Snow's offer and made a counteroffer. Rick was still uncertain about paying more than the appraised price, but he again communicated his desire to obtain the piece of property. After much discussion, Chairman Wyatt asked the Trustees if they were willing to add this action item to the agenda. There were no objections. Tim Barney made a motion authorizing the College to make the following non-binding offer to the Lowes: hire an appraiser – someone both parties is comfortable with – and negotiate an offer where the College would pay the average of the two appraisals. Chairman Wyatt asked if there was any discussion. Carl Albrecht emphasized that the family needed to know that the offer was not a binding contract. He then seconded the motion. All Trustees voted in favor of the motion.

Amend the Agenda

President Benson asked the Trustees to consider adding two action items – Health Center RFP and Second Tier Tuition – to the agenda. No one objected to the agenda change.

President Benson reported that Rick Wheeler had e-mailed information to local health services concerning a health center on campus. He noted that there is still great interest in this project and asked the Trustees to consider approving a formal RFP for distribution. Based upon the discussion, Jerold Johnson made a motion to approve the College's distribution of a request for proposal (RFP) to local health service providers for the purpose of better serving students health needs. Tim Barney seconded the motion. The motion passed. Per his oral disclosure at the last meeting, John Willmore abstained from voting.

President Benson reported that a truth-in-tuition hearing was held to discuss tuition increases with the students. He explained that the mandated increase by the state, which is used to cover compensation costs, was 4.5% with .5% going to student financial aid. He also reported that the proposed increase for the second-tier was 4-6%, which would stay on campus and be used to increase general education offerings to students.

Carl Albrecht asked Jed Christensen how the students felt about the proposal. Jed reported that the students would like to see the lowest possible increase but that they were supportive of the 4-6% range. He reported that most students come to Snow for three reasons: price, class size, and family tradition. He asked that the administration and Board be sensitive to the students' concerns. Rick Wheeler agreed that tuition increases do impact enrollment.

The group discussed if they needed to make a decision today or if it would be better to wait and see what the Legislature approves for compensation costs. President Benson encouraged the group to decide so that the College could move forward with projected budget numbers. Carl Albrecht made a motion to approve a 4.5% second tier tuition increase. Jerold Johnson seconded the motion, and it passed unanimously.

Adjournment for Lunch

The group adjourned for lunch and welcomed state legislators. Senator Blackham, Representative Johnson, and Representative Styler informally addressed the group and answered questions. After their discussion with the Trustees, they asked to be excused.

Audit Committee Meeting with Regents

Carl Albrecht, Chair of the Trustees' Audit Committee, reported that he recently attended a meeting with regents, members of the commissioner's staff, and trustees from other institutions. Carl reported that the group learned what is expected from the audit committee, and that he intends – in the future – to have the audit committee meet with the auditors before they begin their work.

Carl also reported that since the auditors are currently working on Snow's audit, he had spoken with Joe Christensen, Deputy State Auditor. He noted that members of the audit committee will need to take their assignment seriously if they plan to do their job correctly. Larry Christensen agreed that there is not a more important committee for the Trustees, and he thanked Carl for his interest in seeing the committee be successful.

Carl concluded his report by informing the Board that the audit committee will be involved in the College's audit and that the committee will meet with the auditors before they begin next year. He also reported that the auditors will discuss their findings with the audit committee prior to presenting to the full board. He also suggested that President Benson review his vice presidents' reimbursements and that Chairman Wyatt review President Benson's. Larry noted that President Benson does review his vice presidents' paperwork; President Benson agreed to visit with Chairman Wyatt and create a plan to have the Chair review his personal reimbursements.

Larry informed the Trustees that the auditors would complete their work within the next few weeks and then come to the Board. He expressed concern for some findings and committed to do what is necessary to address any concerns the auditors may report.

College Signing Authorization

Larry Christensen reported that, in light of embezzlement cases throughout the state and country, the Bank of Ephraim has asked the College for a resolution stating which employees are allowed to carry cash from the bank to the campus and vice versa. He noted that the employees would not have access to the receipting process and asked that the following positions be approved to carry cash in behalf of the College: loan collector, payroll clerk, accounts payable specialist, senior accountant, controller, and accountant. Larry also noted that a different person carries the cash at a different time each day.

Larry explained that the bank's request came as the auditors were on campus. He informed the Trustees that one concern the auditors have (as they have been on campus this week) is the check cashing and cash carrying practices at the College. Larry reported that the auditors were going to look into the situation and make a formal recommendation with their audit.

Chairman Wyatt entertained a motion to 1) approve the positions listed by Larry to carry College cash, noting that none will have access to the receipting process and 2) request a monthly summary of cash carrying activity from the bank. Jed Christensen so moved, and Chairman Wyatt asked if there was any discussion on the matter. Carl Albrecht stated that if the auditors' recommendation states that the College needs to change its practice, the Board will need to readdress this issue. All agreed. Tim Barney seconded the motion, and it passed unanimously.

Investment Report

Larry Christensen presented the October and November investment reports. He reported that there was little activity for the two months. Tim Blackham made a motion to accept and approve the report as presented. Doug Barton seconded the motion, and it passed unanimously.

Money Management Report

Larry Christensen asked the Trustees to refer to the Money Management Report provided in their packets. He explained that this report was an internal audit of the investment accounts. Larry noted that the College is at a point where it may want to reevaluate the company managing these monies. He reported that his contact at AG Edwards had retired and that it may be in a good idea to research possibilities for a new investment firm. Tim Barney asked what guidelines needed to be followed, and Larry informed him that the College must comply with the Money Management Act. Hearing no more questions or discussion, Chairman Wyatt entertained a motion to accept and approve the report. Carl Albrecht so moved. Gwen McGarry seconded the motion, and it passed unanimously.

TIAA-CREF Resolution

Larry Christensen briefly reviewed the TIAA-CREF Resolution and stated that this amendment would simply put the College's policy in compliance with the law. It was explained that the document changed the procedure for distribution. Knowing little about the document, Jerold Johnson made a motion to approve the amendment, effective January 2004. Tim Blackham seconded the motion, and it passed unanimously. Carl Albrecht asked that Claudia Jarrett report new/clarifying information at the next meeting if the intent of the document is different from what was presented.

Proposed Student Government Proposal

Jed Christensen provided copies of the proposed student government structure and reviewed the goal of the student officers. He noted that the new structure would better include the Richfield campus and would encourage students to declare majors sooner in the academic careers. Jed reported that the student government structure hasn't changed for nearly twenty years, and he asked the Trustees for their support of the proposal. President Benson reported that student government originated the proposal and that

College Council had approved the new structure. Chairman Wyatt entertained a motion to approve the proposed governing structure for Snow College students. Gwen McGarry made the motion, and Doug Barton seconded it. The motion passed unanimously.

Meeting Schedule for 2004

Meetings were scheduled for March 10, 2004, at 12:00 p.m. and April 14, 2004, at 4:00 p.m. Trustees and families were invited to stay on campus for dinner and the theatre's play on April 14.

Adjournment

Tim Blackham made a motion to adjourn the meeting. Tim Barney seconded the motion, and it passed unanimously.

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