



A meeting of the
Snow College
Board of Trustees

To be held
Tuesday, November 9, 2004
Audit Committee Meeting at 10:30 a.m.
Executive Session Lunch at 12:00 p.m.
Public Meeting at 1:00 p.m.

In the
Administration Building – Richfield Campus
Richfield, 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.

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Agenda for the
Snow College Board of Trustees
November 9, 2004 * Richfield Campus
Audit Committee Meeting at 10:30 a.m.
Executive Session Lunch at 12:00 p.m.
Public Meeting at 1:00 p.m.

Welcome Scott Wyatt

Action Item: Approval of Minutes from Last Meeting (Tab W) Scott Wyatt

Report from the Chair Scott Wyatt

Report from the Student Body President

Report from the President Michael Benson

Report from the Audit Committee Carl Albrecht

Action Item: Investment Reports (Tab XYZ) Larry Christensen

Disclosure of Potential Conflict of Interest Follow Up Scott Wyatt

A van will be leaving the Noyes Building at 10:30 for those who are interested in group transportation. Please gather in the President's Office by 10:20 if you would like to ride with the group.

Official Minutes of the
Snow College Board of Trustees
September 30, 2004 Meeting
Ephraim, Utah

Members Present: Carl Albrecht, Tim Barney, Doug Barton, Tim Blackham, Justin Chandler, Jerold Johnson, Gwen McGarry, John Willmore, and Scott Wyatt (via phone)

Members Excused: Kay Greene

College Personnel Present: Michael Benson, Larry Christensen, Marci Larsen, Rick Wheeler, Rick White, and Brad Winn

Call to Order/Welcome

Because Chair Scott Wyatt participated in the meeting via phone, Vice Chair Gwen McGarry conducted the meeting. She called the meeting to order and welcomed everyone.

Approval of Minutes from the Last Meeting

Vice Chair McGarry entertained a motion to approve the minutes from the July 19 meeting. Tim Blackham so moved. Carl Albrecht seconded the motion, and it passed unanimously.

Report from the Chair

Vice Chair McGarry had nothing to report. Chair Wyatt joked that he was glad Snow hadn't decided to invite any controversial speakers to campus as UVSC had. All agreed.

Report from the Student Body President

Because this was Justin Chandler's first meeting as the student body president, he was introduced to the group. He then provided a one-page summary of student happenings. Recent activities included the college's largest freshmen orientation program, a welcome week, a "pizza kegger," and a buck-a-roo. On the educational side, Justin reported that students had the opportunity to listen to the Constitutional Party's presidential candidate and become aware of and involved in the voter registration process.

Justin concluded his report by sharing some goals which the 2004-05 student body officers have identified. The goals include reimplementing the "Voice in the Sky" system, creating a student lounge, focusing on education over entertainment, limiting activities during the week, and providing opportunities for training. Vice Chair McGarry thanked Justin for his report and welcomed him to the Board.

Report from the President

President Benson had many recent happenings to report, and he shared the following updates with the Board:

- He first announced that the College's enrollment is at an all-time high. He expressed his gratitude to employees who worked to push enrollment and noted that having an increase in FTE is always helpful when requesting funds from the Legislature. President Benson also commented on the exceptional quality of students this year. Two alumni - Paul Peterson and Brian Romney - were specifically mentioned. Paul is currently playing football for Boston College, and Brian is on a full-ride academic scholarship at Cornell where he too is playing football.
- Another bit of good news President Benson shared with the group was the recent \$50,000 literacy grant the College received. He reported that the Hispanic population continues to grow in

Sanpete County, and it is hoped that this grant - which will be managed by the College in conjunction with the local school districts - will aid in getting the Latinos on campus.

- President Benson followed-up on Justin Chandler's freshmen orientation report. He noted that more than 1,000 students participated in the Start Smart program. Another student activity which involved several students was the Service Bus Tour. He reported that Campus Compact, the state's service learning agency, toured the state to promote service learning and spent the night at Ephraim City's park.
- An update on physical facilities was the next item addressed by President Benson. He reported that the footings are in place for the classroom addition to the AC and that the resurfacing of the football field was progressing. He also informed the Trustees that the Building Board and a subcommittee of the Board of Regents had visited campus to discuss the library project. President Benson expressed optimism and asked Board members to petition support from any legislators they may know.
- President Benson reported that the two campuses continue to work together on a variety of topics and commented that the employees seem to be meshing better than in the past. He reminded the Trustees that the Fall Assembly was held in Richfield, and he thanked Rick White and his staff for their hospitality. He reported that many more employees attended than expected, and he again complimented his vice presidents for their work in facilitating interaction between the two campuses.
- Speaking of Richfield, President Benson asked Rick White to briefly update the Board on Richfield campus happenings. Rick reported that he had worked with several individuals to compile the College's annual report which is to be submitted to the UCAT Board. He noted that there was some discussion RE: servicing the outlying areas of the region, and he encouraged the Trustees to call with any questions they may have once they receive the final report.

Rick also updated the group on the Lowe property issue. He reported that Representative Johnson was not interested in securing funds to purchase the property and commented that his administrative team was researching the possibility of trading land, rather than purchasing new property. The Trustees agreed that this option is currently the best course of action. President Benson reported that he had talked to the LDS Church about using their lot for parking, and options are being considered.

Jerold Johnson finished the Richfield report by informing Board members that Carl Albrecht had recently been appointed by the governor to serve on a state records committee. On behalf of the Board, Vice Chair McGarry congratulated Carl and wished him well in the new assignment.

- President Benson concluded his report on a personal note. He reported that he was doing okay, and he expressed appreciation to the Trustees for their personal concern for him. He also reported that it was Marci Larsen's last meeting as a full-time employee, and he expressed appreciation to her for her work with the Board.

Tuition Collection and Admit/Drop Practice

As follow-up to the last meeting, Larry Christensen provided information regarding the College's tuition collection practice. He first reported that approximately \$48,000 had been collected since the Board's meeting in July. He also had compiled a system-wide write-off analysis and distributed the information to the Trustees (document on file with archived Board minutes).

Larry next provided a document which outlined the admission/drop policies and procedures for nonpaying students at each institution. He reminded the group that enrollment is key to institutional viability, and he then described what Snow intends to do to find a balance between tuition collection and enrollment management. Larry reported that the housing director had sent all nonpaying students living on-campus a letter informing them of the need to pay their debt or face eviction. He noted that, since the letters had been distributed, nearly a quarter of the students had contacted the housing office or cashier's office to create a payment plan. He also reported that nonpaying students will be required to sign a promissory note. President Benson thanked Larry for his work on this issue and reinforced the College's commitment to collect the unpaid tuition. Noting that SUU and USU reportedly have no write-offs, Carl Albrecht asked the administration to research their policies and continue to work to approve a policy for Snow. Larry Christensen agreed to follow through with the request.

While Larry had the floor, he briefly updated the group on the College's collection of uninsured deposits from the Bank of Ephraim's closure. He reported that he did receive the \$123,000 since the Board last met. He also reported that he recently talked to the FDIC and was informed that the remaining monies should arrive on campus this week. Larry again stated that he did not believe the College would end up losing any money.

Adoption of Lease Resolution

Chair Wyatt reminded the Trustees that they authorized President Benson to sign a lease agreement for the artificial turf for the football field via phone and indicated that the action needed to be recorded in the formal minutes.

As a review, President Benson reminded the group that Mr. Jim Pritchard, a donor from Georgia, plans to pay for the entire project, and he summarized the process the College had gone through regarding the lease agreement. Jerold Johnson explored scenarios and outcomes should the donor choose not to pay, and President Benson reminded the group that he had spoken with the state auditors, the commissioner of higher education, the attorney general's office, and members of the Trustees prior to signing the agreement.

President Benson then reviewed the lease agreement and all supporting documentation with the group and noted that he had a notarized document from Mr. Pritchard stating his intent to pay for the entire project. President Benson reported that the price totaled approximately \$700,000 and that Mr. Pritchard had made the first down payment of nearly \$142,000. Carl Albrecht expressed concern that the College would be left to pay the bill should the donor not do so, and he asked President Benson to try to obtain a written document from the donor securing some sort of collateral. President Benson agreed to have a conversation with Mr. Pritchard, and he informed the Board that the donor was growing more and more frustrated with the cumbersome process he had been asked to go through. He expressed the donor's desire to help students and again reiterated his (the donor's) feelings of frustration.

As the discussion ended, Vice Chair McGarry asked if there was a motion to ratify the resolution (previously adopted via phone) which authorized President Benson's signing the agreement. Chair Wyatt so moved, and Tim Blackham seconded the motion. Carl Albrecht asked for a point of discussion and requested that President Benson try to obtain a written document from the donor securing some sort of collateral. Hearing no objection to the discussion point, a vote was called. All Trustees voted in favor of Chair Wyatt's motion.

Executive Committee

Tim Blackham reminded the Trustees that during their last Executive Session meeting they discussed the purpose of the Board's Executive Committee. President Benson explained that when he worked at the University of Utah, the administration used the Executive Committee nearly daily. He noted that this was his reason for wanting an Executive Committee when he arrived at Snow. He explained that - after learning how Snow's Board interacts and functions - he would be comfortable disassembling the Executive Committee if that was the pleasure of the Board. Jerold Johnson expressed his strong opposition to the

idea of executive committees and made a motion to disband the Executive Committee of the Board of Trustees for the time being. Tim Barney seconded the motion, and it passed unanimously.

Kimble Blackburn Restitution

Chair Wyatt asked the Trustees if they wanted to pursue action in an effort to collect additional monies from Kimble Blackburn. He explained that he believed the College has three options at this point: 1) put the embezzlement scandal in the past and take no action, 2) advance the collecting efforts to the next level, or 3) gather a small group to research the situation and then make a decision. Tim Blackham stated that he did not want spend more money than would eventually be recouped, and John Willmore asked about Kimble's assets. Larry Christensen provided a copy of a letter he recently received from AIG Technical Services, which stated that the insurance company "cannot take any action in connection with this matter" because "the various claims which are covered would be reduced by the amount of the reimbursement received from Mr. Blackburn and/or the applicable deductible of \$100,000, thus leaving no claim owing." After a short discussion, it was decided that Chair Wyatt, Audit Chair Albrecht, and Larry Christensen would meet with state auditors and determine the next course of action.

Political Endorsements

As follow up to an earlier discussion, Carl Albrecht reminded the group that he would prefer the administration generally, and the president specifically, remain neutral in political campaigns. Rick Wheeler stated that he believes it is beneficial to be politically active, and several agreed with him. Tim Barney recommended that members of the administration should feel comfortable personally endorsing a candidate but that they should not do so in an official capacity. Carl Albrecht concluded the discussion by stating that he believed everyone learned from the primary election recently held - particularly in the local senate race.

Disclosure of Potential Conflict of Interest

Chair Wyatt asked the administration if the College had a conflict of interest policy. President Benson reported that there is a policy on file, which states that employees should make potential conflicts known to the president, but that it wasn't strongly implemented. Chair Wyatt explained that even though the potential conflict is usually more perceived than real, it would be wise to have documentation of potential conflicts of interest. He suggested that all Trustees, cabinet members, and employees classified as Director III formally disclose this information and asked if the paperwork for the Trustees and administration could be completed and signed at the next board meeting. President Benson agreed that his staff would follow through with the request.

Adjournment

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