



Board of Trustees – February 14, 2024, 8:00 a.m.
The SLCC Board of Trustees will convene for a Board of Trustees Meeting
on February 14, 2024 at 8:00 a.m. at 4600 South Redwood Road,
Taylorsville, Utah in AAB 428

Meeting to be conducted by Brady Southwick, Chair

➤ Executive Session is anticipated in connection with this meeting.

I.	BOARD BUSINESS: Brady Southwick, Chair	
	A. Student Stories – Beth Colosimo and GS10KSM Alum	
	B. ACTION: Approval of 2024 Honorary Doctorate Recipient(s): HD/BOT Nominating Committee, Trustee Chair Southwick, President Huftalin	
	C. Audit Committee Report: Trustee Kim R. Wilson, Chair and Trustees Chillingworth, Washington, Alder	
	D. Mission Fulfillment Committee – Assessment of Transfer Mission: Jessie Winitzky-Stephens	
	E. ACCT 2024 Legislative Summit Report – Trustee Chair Southwick, Trustee Sunny Washington, Trustee Tashelle Wright, President Huftalin	
	F. Presidential Search Update – Trustee Chair Southwick	
II.	CONSENT CALENDAR: It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:	
	A. Executive Session: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held March 13, 2024 to consider matters permitted by the Utah Open and Public Meetings Act.	
	B. Minutes of the Previous Meeting, January 10, 2024	TAB A
	C. Personnel Report	TAB B
	D. Government Funding Report – Major Grants Requested/ Received	TAB C
	E. Investment Report	TAB D
	F. Interim Financial Report	TAB E
	G. Cash Flow Report	TAB F
III.	PRESIDENT'S REPORT	
	A. Presidents Report – President Deneece G. Huftalin	TAB G
	1. ACTION: Policy Development Policy (2 nd Read)	
	B. Student Life & Leadership Report – Trustee Joyce Wambuyi	
	C. Academic Affairs Report – Interim Provost Jason Pickavance	
	1. INFORMATION: Prison Education Program (GUESTS: David Hubert, David Bokovoy and Brian Fauver with Dept. of Corrections)	
	2. INFORMATION: Changes to General Education	TAB H
	D. Finance & Administration Report – VP Chris Martin	
	1. INFORMATION: CBIZ Compensation Study Report	
	2. INFORMATION: Early Retirement Policy (1 st Read)	TAB I

	<p>E. Student Affairs Report – VP Brett Perozzi</p> <ol style="list-style-type: none"> 1. INFORMATION: Admissions Policy (1st Read) 2. INFORMATION: Student ADA Access and Reasonable Accommodations Policy (1st Read) 	TAB J TAB K	
	<p>F. Campus-based & Constituents Reports:</p> <ol style="list-style-type: none"> 1. INFORMATION: Staff Association Report – Staff Association President, Brandi Mair 		
IV.	BOARD BUSINESS (continued): Brady Southwick, Chair		
	EXECUTIVE SESSION to discuss the purchase, exchange, or lease of real property and/or the character, professional competence, or physical or mental health of an individual as permitted by Utah Code §52-5-205 (Utah Code Ann.)		
V.	<u>ADJOURNMENT:</u>		

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the ADA Coordinator, at 801-957-4041, at least three working days prior to the meeting.

Calendar of Important Events:

Annual Giving Day	Thursday, February 15, 2024 – All Day	
Board of Trustees Meeting	Wednesday, March 13, 2024 – 8-10:30am	Taylorsville/Redwood Campus AAB 428
Scholarship Luncheon (Invitation Only)	Tuesday, March 19, 2024 – 11:30am-1pm	Miller Campus, KGMC
Board of Trustees Meeting	Wednesday, April 17, 2024 – 8-10:30am	Taylorsville/Redwood Campus AAB 428
Distinguished Faculty Lecturer (Kristi M. Green)	Thursday, April 18, 2024 – 1-2:30pm	Taylorsville/Redwood Student Event Center
Evening of Honor (Invitation Only)	Wednesday, May 1, 2024 – 6-8:30pm	TBD
Commencement	Friday, May 3, 2024 – 8am-noon	Maverik Center

Board of Trustees Meeting MINUTES

January 10, 2024	Taylorsville/Redwood Campus AAB 428	8:00 a.m.
Trustee Attendance:	Chair Brady Southwick, Trustees Coralie Alder, Nate Boyer, Yvette Donosso, Starr Fowler, Sunny Washington, Kim Wilson, Tashelle Wright, Joyce Wambui and President Deneece Huftalin	
Excused:	Vice Chair Lori Chillingworth	
Guests:	Coach Isaac Wood and 22 Cross-Country student athletes, AVP Business Services/Controller, Travis Kartchner, Director, Strategic Analysis/Accreditation, Jessie Winitzky-Stephens, Mellon Fellow Diogo Cosme	
Internal:	<p>Executive Cabinet Members: Interim Provost Jason Pickavance, VP Chris Martin, Finance and Administration/CFO, VP Brett Perozzi, Student Affairs and Enrollment Management, VP Abby McNulty, Institutional Advancement, VP Juone Kadiri, Institutional Equity, Inclusion & Transformation, VP Leonel Nieto, Institutional Effectiveness</p> <p>SLCC Representatives: Faculty Senate President, Adam Dastrup, Faculty Association President, Kristen Taylor, Staff Association President, Rachel Marcial, Faculty Association VP, Brandi Mair, Development & Foundation Executive Director, Bob Whittaker, Legal Counsel, Chris Lacombe, Executive Assistant to the President and Secretary to the Board of Trustees, Sandra Lehman, OIT Support, Laif Erickson and Dan Johnson</p>	

	AGENDA ITEM	DISCUSSION SUMMARY AND ACTION
I.	BOARD BUSINESS: Brady Southwick, Chair	Chair Southwick opened the meeting at 8:00am and welcomed everyone.
	A. Cross Country Teams!	Coach Isaac Wood and more than twenty student athletes from the cross-country teams joined the meeting. Coach introduced everyone and gave highlights of the season. Several students shared their experiences with trustees.
	B. Audit Committee Report: Trustee Kim R. Wilson, Chair 1. ACTION: Annual Financial Report (GUEST: Travis Kartchner)	Trustee Wilson introduced Travis Kartchner to provide the annual financial report. AVP Business Services/Controller, Travis Kartchner thanked his team for their hard work putting together the report; he walked through highlights and said that the financial situation of the

		<p>College is strong. Trustee Alder motioned to accept the Annual Financial Report as presented. Trustee Wilson seconded the motion. The motion carried unanimously.</p>
	<p>C. Mission Fulfillment Committee Report: Interim VP Nieto (Guest: Jessie Winitzky-Stephens)</p> <p>2. ACTION: Performance Funding Metrics</p>	<p>Interim VP Leonel Nieto introduced Director, Strategic Analysis/Accreditation Jessie Winitzky-Stephens to present on the performance metrics. She provided background information explained that USHE institutions are required to set targets and goals for performance funding. She reviewed the three metrics that are tracked – Access, Timely Completion and High-Yield Awards. Both degree granting and technical colleges are included in the performance metric mandates. She shared 2023 numbers and the goals that have been set for each metric. President Huftalin added more information about the Access Goal as a statewide goal that may be adjusted in the coming year. No USHE institution met the goal and therefore none will receive funding. There is also doubt, with the declining enrollment numbers and the way the metrics are set, that it can be met in the future. Trends in high-yield programs were discussed; SLTC numbers are positive. Encouraging students into high yield programs, and approving those programs are two areas to concentrate on. Student success teams lead by the deans continue to work on improving retention. Chair Southwick reiterated the importance of trustees paying attention to this especially since President Huftalin, who has a very good understanding of how the performance funding process works will not be here. Kristen Taylor recommended that more information about the high yield programs be provided for the faculty.</p> <p>Trustee Wilson moved to approve the Performance Funding Metric goals as</p>

		<p>presented. Trustee Fowler seconded the motion that carried unanimously. Transfers will be discussed at the next meeting in February.</p>
	D. Prison Class Visit: Trustee Chillingworth, President Huftalin	<p>President Huftalin and Trustee Chillingworth attended a class at the State Prison to hear the students' final course presentations where they present to the warden and others on what they feel could be improved within the corrections system. President Huftalin read one student's statement and invited trustees to attend the Prison Program Graduation this summer if they are available.</p>
II.	CONSENT CALENDAR: It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:	<p>Trustee Wilson moved to accept the Consent Calendar as presented; Trustee Alder seconded the motion that carried unanimously.</p>
	A. Executive Session: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held February 14, 2024 to consider matters as permitted by the Utah Open and Public Meetings Act.	
	B. Minutes of the Previous Meeting, November 8, 2023	
	C. Personnel Report, November, December	
	D. Government Funding Report – Major Grants Requested/ Received	
	E. Investment Report(s), October, November	
	F. Interim Financial Report	
	G. Cash Flow Report	
	H. Annual Athletics Report	
	I. Annual Motor Pool Report	
III.	PRESIDENT'S REPORT	
	A. President's Report: Dr. Deneece Huftalin, President 1. INFORMATION: Policy Development Policy (1 st Read)	<p>President Huftalin explained the Policy Development Policy and changes being proposed. This is a 1st reading. The 2nd reading and possible approval will take place at the February meeting.</p>
	B. Student Life & Leadership Report: Trustee Joyce Wambuyi	<p>Trustee Wambuyi provided her report. She said that spring semester started on</p>

	<p>Monday and it's good to be back. The Student Association attended a student leadership conference which was an amazing opportunity to network with other student leaders. They're moving into the election process and she reviewed positions that will be decided. They will be working on initiatives for improving and providing online and digital resources and will continue to work on student connections and affordability.</p>
<p>C. Finance & Administration Report: VP Chris Martin</p> <ol style="list-style-type: none"> 1. ACTION: Bereavement Leave Policy (2nd Read) 2. ACTION: Appointment of Treasurer 3. INFORMATION: 5-Year Capital Plan 4. INFORMATION: Records Management Policy (1st Read) 5. INFORMATION: Leave of Absence Without Pay Policy (1st Read) 6. INFORMATION: Education Reimbursement Policy (1st Read) 	<p>VP Martin reviewed the Bereavement Leave Policy changes. Trustee Boyer moved to approve the Bereavement Leave Policy as presented. Trustee Fowler seconded the motion. The motion carried unanimously.</p> <p>VP Martin explained with the appointment of Travis Kartchner as the Associate VP for Business Services and Controller, a new treasurer needs to be assigned; he recommends Sean Clayton. Mr. Clayton's resume was provided to trustees. Trustee Washington moved and Trustee Donosso seconded the motion to approve Sean Clayton as the new Public Treasurer. The motion carried unanimously.</p> <p>VP Martin presented the following information items for Trustees:</p> <ol style="list-style-type: none"> 1. 5-Year Capital Fund Plan 2. Records Management Policy 3. Leave of Absence Policy 4. Education Reimbursement Policy <p>The Three policies will be brought to the February meeting for the second reading and possible approval.</p>
<p>D. Academic Affairs Report: Interim Provost Jason Pickavance</p> <ol style="list-style-type: none"> 1. INFORMATION: Mellon Foundation / Utah Presidential Leadership Fellows Program 2023-24 (GUESTS: Diogo Cosme, Bernice Olivas) 2. ACTION: Curriculum Changes: 	<p>Interim Provost Pickavance introduced Dr. Diogo Cosme Assistant Professor in Spanish and Latin Studies who is participating in the Mellon Foundation/Utah Presidential Leadership Fellow Program for 2023-24. He said that this is the second year the college has participated in the program which helps</p>

<ul style="list-style-type: none"> a. Revised Nursing Assistant Certificate b. Discontinued SLTC Certificates: <ul style="list-style-type: none"> i. Accounting Clerk: (CP) ii. Administrative Office Specialist: (CP) iii. Commercial Baking: (CC) iv. Commercial Foods: (CC) v. Computer Programming: (CA) vi. First Line Supervisor: (CA) vii. Medical Scribe: (CA) viii. Windows Network Administration: (CA) c. Approved Credentials: <ul style="list-style-type: none"> i. Medical Assistant: (SLTC)(CC) ii. Medical Coding & Billing: (SLTC)(CC) iii. Digital Design: (SLTC)(CC) iv. Web & Graphic Design: (SLTC)(CC) 	<p>provide leadership opportunities to two individuals at the college. Assistant Professor Bernice Olivas was unable to attend today but will join the meeting in February to observe. Interim Provost Pickavance reviewed curriculum changes starting with discontinued programs. He provided information about the programs. Trustee Alder moved to approve the discontinuation of the programs as presented; Trustee Wilson seconded the motion that carried unanimously. Interim Provost Pickavance provided information on several programs/credentials for trustee consideration and approval. Trustee Alder moved and Trustee Fowler seconded the motion to approve all the credentials as presented. The motion carried unanimously.</p>
<p>E. Institutional Advancement Report: VP Abby McNulty</p> <ol style="list-style-type: none"> 1. INFORMATION: Annual Giving Day Plan 2024 	<p>VP McNulty introduced the Executive Director of the Foundation and Development, Bob Whittaker who gave a presentation on the SLCC Annual Giving Day which is scheduled for February 15, 2024. He reviewed the priorities for the event, past donations, and goals for this year. He offered ideas for ways trustees can help. He said that new software will help streamline the event. Chair Southwick said that any amount is appreciated, and the goal is for 100% participation. He offered to personally match trustee donations up to \$15,000. Trustee Wilson asked that Mr. Whittaker contact him about trustee challenge/matching donations.</p>
<p>F. Government & Community Relations Report: VP Tim Sheehan</p>	<p>VP Sheehan was unable to attend the meeting and President Huftalin provided the Legislative Preview with the handout</p>

	<p>1. INFORMATION: Legislative Preview</p>	<p>that VP Sheehan provided in advance. She said that they will present on January 24 to the Higher Ed Appropriations Committee and she invited trustees to join her and VP Sheehan if they are available. Faculty Senate President Dastrup also invited them to the state-wide GIS event at the Capitol on February 6 from 11-2pm</p>
	<p>G. Institutional Equity, Inclusion and Transformation Report: VP Juone Kadiri</p> <p>1. INFORMATION: MLK Event</p>	<p>VP Kadiri invited trustees to the MLK event and explained what was planned.</p>
	<p>H. Campus-based & Constituent Reports:</p> <p>1. INFORMATION: Faculty Association Report – President Kristen Taylor</p>	<p>Kristen Taylor introduced Rachel Marcial the new VP for Faculty Association and reported on Association and Senate Bylaws and Constitutions. She said that Faculty are watching the legislature and she explained academic freedom. She said how important it is to have faculty at the college who are mindful and capable of teaching in a universal way to the broad spectrum of SLCC's students. The diverse perspectives faculty can provide is needed and having support from administration is key. She expressed her frustration with the perception of some that faculty are too far left and are trying to indoctrinate students or push strange political ideology. She invited trustees and legislators to attend any classes they want to observe. She continued her report applauding the CBIZ compensation study, explained a few concerns that remain and gave kudos to PWC and HR for their hard work. Last, she congratulated Staff Association President Brandi Mair on the birth of her son on December 1. Chair Southwick thanked everyone for their great work.</p>
IV.	<p>BOARD BUSINESS (continued): Brady Southwick, Chair</p> <p>A. EXECUTIVE SESSION to discuss the purchase, exchange, or lease of real property and the character,</p>	<p>Trustee Wilson moved to go into Executive Session to discuss the character, professional competence, or</p>

	professional competence, or physical or mental health of an individual as permitted by Utah Code §52-5-205 (Utah Code Ann.)	physical or mental health of an individual as permitted by Utah Code at 9:45 a.m. Trustee Donosso seconded the motion that carried unanimously.
B.	ACTION: Approve Nominees for 2024 Honorary Degrees	Trustees exited Executive Session at 10:00 a.m.; no action was taken.
V.	ADJOURNMENT:	The meeting adjourned at 10:00 a.m.

date

*Sandra Lehman, Executive Assistant to
President Deneece G. Huftalin*

DRAFT

TAB B

SALT LAKE COMMUNITY COLLEGE
PERSONNEL HIRING REPORT

December 1-31 2023

Name	Title	Department	Date
ADMINISTRATION			
Zachary Allred	Director, Library Services	Library Services	December 1, 2023
Mi Yon Hodges	Director, Program & Design Development	School of Applied Tech & Technical	December 1, 2023
FACULTY			
--None			
STAFF--EXEMPT			
Leta Miera	Program Manager 1, Recruitment - Talent Acquistition	PWC	December 1, 2023
STAFF--NON-EXEMPT			
Verla Reid	Food Services Supervisor 1, Kitchen Lead	Food Services	December 1, 2023
Ayrton Flores	System Administrator 1	Information Technology	December 1, 2023
Yana Yan	Administrative Assistant I	Business Development Resources-2M0	December 16, 2023
Byron Campos Rodriguez Jr	Accounting Technician 3	Cashiering	December 16, 2023
Hyrum Wright	Groundskeeper 1	Grounds	December 16, 2023
Collin Anderson	HVAC Technician 2	Facilities Heat Plant	December 16, 2023
Austyn Dallman	Custodian, Night Shift	Facilities-Custodial	December 16, 2023
Adrian Rivera	Custodian, Night Shift	Facilities-Custodial	December 16, 2023
Nicholas Cooke	Custodian, Night Shift	Facilities-Custodial	December 16, 2023
Kymra Baum	Custodian, Night Shift	Facilities-Custodial	December 16, 2023

TAB C

Vice President of Government and Community Relations
 Office of Sponsored Projects: Government Funding Report
 Board of Trustees Meeting: **January 2024**

NEW FUNDING ACTION							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
NSF: (USU) ExLENT	09/06/23	\$19,587		Under Consideration		3/1/24-2/28/27	School of Science, Math and Engineering
NSF: Louis Stokes Alliances for Minority Participation (LSAMP)	11/08/23	\$125,000		Under Consideration		7/1/24-6/30/29	General Education
NSF: Semiconductor Workforce	10/04/23	\$649,999		Under Consideration		7/1/24-6/30/27	School of Science, Math and Engineering
Tracy Aviary Urban Avian Ecology	12/15/23	\$19,699		Under Consideration		1/1/24-12/31/24	Biology
USHE: HEST Respiratory Therapy	12/08/23	\$90,080	12/19/23	Awarded	\$90,080	1/1/24-5/1/24	Allied Health
USHE: UTW Adv Mfg Entry Level Training	10/02/23	\$699,582	10/30/23	Awarded	\$557,832	12/1/23-11/30/24	Salt Lake Technical College
USHE UTW ManfOnboarding	06/28/23	\$100,000	07/11/23	Awarded	\$100,000	8/1/23-11/30/25	Salt Lake Technical College
USHE: Utah Defense Manufacturing Community	05/22/23	\$157,501	06/26/23	Awarded	\$157,501	7/1/23-6/30/24	School of Applied Technology and Technical Specialties
ED: Experimental Sites Initiative, Second Chance Pell to PEP Transition	05/18/23	\$0	06/22/23	Awarded	\$0	7/1/23-6/30/26	Academic Operations
Utah Higher Ed AmeriCorps Network: Education Award Slots	02/16/23	48 slots	07/27/23	Awarded	48 slots	8/15/23-8/14/24	Allied Health
USHE: Talent Ready Utah, Targeted Healthcare Workforce Development: RN	06/29/23	\$614,980	07/11/23	Awarded	\$708,661	7/1/23-6/30/24	School of Health Sciences
USHE: Talent Ready Utah, Targeted Computer Science Workforce Development	06/29/23	\$301,633	07/11/23	Awarded	\$196,543	9/1/23-8/31/24	Workforce and Economic Development
USHE: Talent Ready Utah, Targeted Healthcare Workforce Development: LPN	06/29/23	\$243,910	07/11/23	Awarded	\$243,910	7/1/23-6/30/26	School of Applied Technology and Technical Specialties
Carl Perkins 24	05/01/23	\$568,560	TBD	Awarded	\$187,625	7/1/23-6/30/24	School of Applied Technology and Technical Specialties
USHE: PLC & VFD Workforce Training	12/23/22	\$150,329	03/13/23	Awarded	\$150,330	4/1/23-4/1/24	Workforce and Economic Development
Dept. of Commerce: Utah MBDA Business Center	05/31/22	\$1,465,267	09/20/22	Awarded	\$1,400,000	9/1/22-6/30/26	Business Development Resources
ED: Child Care Access Means Parents in School (CCAMPIS)	07/11/22	\$637,612	09/22/22	Awarded	\$637,612	10/1/22-9/30/26	Student Affairs

HRSA: AHEC 2022	04/01/22	\$739,289	09/07/22	Awarded	\$556,246	9/1/22-8/31/27	AHEC
DWS: Child Care Stabilization Grant	12/17/21	\$150,000	02/16/22	Awarded	\$180,000	1/1/22-6/30/24	School of Humanities and Social Science
USHE: Utah Works 2021-23	07/08/21	\$974,974	08/23/21	Awarded	\$1,314,908	9/1/21-2/29/24	Workforce and Economic Development
ED: Talent Search, Salt Lake School District	02/25/21	\$1,422,940	08/05/21	Awarded	\$1,422,940	9/1/21-8/31/26	Student Affairs
DWS: Business Training & Coaching for Child Care Providers	06/10/21	\$169,593	06/24/21	Awarded	\$558,927	7/1/21-6/30/24	Workforce and Economic Development
NSF: Increasing STEM Success through Scholarships and Support Services	03/25/20	\$999,964	12/15/20	Awarded	\$999,964	12/15/20-11/30/25	School of Science, Math and Engineering
ED: Student Support Services, STEM	01/27/20	\$1,265,260	08/12/20	Awarded	\$1,309,545	9/1/20-8/31/25	Student Affairs
ED: Student Support Services	01/27/20	\$1,834,520	08/12/20	Awarded	\$1,898,730	9/1/20-8/31/25	Student Affairs
NSF (Middlebury College, Lead): Critical Zone Collaborative	12/02/19	\$423,436	07/28/20	Awarded	\$401,139	9/1/20-8/31/25	School of Science, Math and Engineering
NSF: Expanding Technical Career Pathways in Manufacturing for High School Students	10/03/19	\$584,942	07/22/20	Awarded	\$584,942	7/1/20-6/30/24	School of Science, Math and Engineering
USHE:UTW SLTC CNA - Utah Works Healthcare Tuition	08/08/22	\$309,380	08/18/22	Awarded	\$139,580	9/1/22-12/31/24	School of Applied Technology and Technical Specialties
ACF-ORR (DWS): Short-term Occupational Training for Refugees	08/02/18	\$272,899	10/23/18	Awarded	\$651,071	5/1/18-9/30/24	Workforce and Economic Development
USHE: UTW Electronics Troubleshooting	06/30/29	\$98,254	09/11/23	Awarded	\$89,759	9/1/23-3/31/24	Salt Lake Technical College
SLCo: ZAP, Grand Theatre	04/28/23	\$90,000	09/01/23	Awarded	\$90,000	7/1/23-6/30/24	School of Arts, Communication and Media
UDA&M: Utah Original Writing Competition	12/01/22	\$30,000	03/01/23	Awarded	\$90,000	4/1/23-6/30/26	School of Humanities and Social Science
USHE: Talent Ready Utah Behavioral Health	07/27/23	\$93,385	08/24/23	Awarded	\$136,912	8/1/23-6/30/26	School of Humanities and Social Science
USHE: Principles of Scientific Molding	02/15/23	\$26,600	03/13/23	Awarded	\$26,600	3/1/23-2/9/24	Workforce and Economic Development
NSF (Penn State, lead): Nanotechnology Center Grant	10/01/19	\$60,000	06/22/20	Awarded	\$52,567	9/1/20-8/31/24	School of Science, Math and Engineering
NASA (UofU, Lead): Aeronautics Education	09/30/19	\$40,000	07/14/20	Awarded	\$46,000	5/18/20-5/17/24	School of Science, Math and Engineering
DHA: Library Lender Support	N/A	\$3,000	N/A	Awarded	\$3,000	7/1/23-6/30/24	Student Affairs
SLCAC: Grand Youth Afterschool Theatre Program	06/29/22	\$7,000	09/07/22	Awarded	\$4,600	9/1/23-8/31/24	School of Arts, Communication and Media
UAM: Project Grant	04/28/23	\$3,000	06/27/23	Awarded	\$2,250	7/1/23-6/30/24	School of Humanities and Social Science
Utah Division of Veterans and Military Affairs: Veteran Services	04/13/23	\$9,830	08/01/23	Awarded	\$9,850	8/1/23-6/30/24	Student Affairs

UDPS: Emergency Management Planning Grant	04/09/23	\$20,000	06/20/23	Awarded	\$15,000	7/1/23-6/30/24	Finance and Administration
ED: Campus Internship Program (Earmark)	06/29/22	\$500,000	09/29/22	Awarded	\$500,000	9/1/22-8/31/25	Student Affairs
ED: PACE Program (Earmark)	04/07/23	\$390,000	07/20/23	Awarded	\$390,000	6/1/23-5/31/24	Student Affairs
SBDC: (USU, lead): Salt Lake Regional Center 2024	08/01/23	\$260,000	10/25/23	Awarded	\$260,000	1/1/24-12/31/24	Business Development Resources
GOEO: (USU, lead): SBDC One-Time	08/15/23	\$25,000	10/25/23	Awarded	\$25,000	7/1/23-6/30/24	Business Development Resources
DOD: BioMade/Utah STEM Foundation	05/31/23	\$45,770	09/06/23	Awarded	\$53,978	7/1/23-6/30/25	Business Development Resources
Total funding requests under consideration:		\$814,285					
Total funding for active awards:					\$16,243,602		

TAB D

TO: BRADY SOUTHWICK, CHAIR OF THE BOARD OF TRUSTEES

To the best of my knowledge, the investment reports presented to you accurately reflect the investment activity, the cost, and market value of all investments at month end, and all investments conform with College and Board of Regents' policies, and with the State Money Management Act and the rules of the State Money Management Council.

Travis Kortchner
Public Treasurer, Salt Lake Community College

**SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 12-31-2023**

	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
<u>US Treasury Obligations and Agency Bonds</u>					
United States Treasury	2.58% 1.17% 3.13% 4.21% 4.89%	04/22/22 01/31/22 08/04/22 01/17/23 08/15/23	12/31/23 01/31/24 08/15/24 12/31/24 08/15/25	9,999,600.00 2,999,999.91 7,965,583.39 10,003,443.52 7,789,416.65	10,000,000.00 2,989,371.21 7,869,375.04 9,947,265.60 7,841,875.04
Federal Agricultural Mortgage Corporation	5.06% 5.40% 4.92%	11/24/23 10/16/23 11/01/23	09/08/25 10/16/28 11/01/28	1,863,072.72 2,000,000.00 2,000,000.00	1,876,274.54 2,034,466.66 2,073,843.92
Federal Farm Credit Bank	1.67% 4.34% 4.33% 4.83% 4.77% 4.00% 4.45% 4.57% 4.98% 4.83% 5.50% 4.31%	03/08/22 09/19/22 10/17/22 11/10/22 07/11/23 04/18/23 07/17/23 07/21/23 10/11/23 12/14/23 10/11/23 12/15/23	03/08/24 09/19/24 10/17/24 01/10/25 04/10/26 04/13/26 07/17/26 07/17/26 09/01/26 12/11/26 10/02/28 12/15/28	2,000,000.00 2,000,000.00 2,000,622.45 2,951,320.66 1,994,060.00 1,989,514.97 2,007,933.36 2,002,516.66 1,988,955.42 2,000,000.00 1,998,099.99 1,994,768.67	1,985,916.06 1,989,341.14 1,990,288.74 2,959,281.53 2,018,853.10 1,981,721.72 2,021,507.80 2,021,507.80 2,030,819.70 2,007,304.06 2,031,120.74 2,030,844.42
Federal Home Loan Bank	2.88% 4.92% 5.10% 2.00% 1.25% 4.05% 4.05% 3.85% 0.88% 5.00% 1.13% 1.10% 1.00% 4.95% 1.00% 1.25% 1.38% 1.50% 1.63% 4.80%	06/14/22 03/01/23 02/14/23 02/28/22 12/30/21 07/28/22 07/28/22 05/04/23 03/23/21 10/11/23 07/29/21 08/30/21 08/25/21 08/25/21 11/01/23 10/14/21 10/28/21 11/16/21 11/23/21 12/30/21 06/23/23	06/14/24 02/13/25 02/14/25 02/27/25 06/30/25 07/28/25 07/28/25 03/13/26 03/23/26 06/12/26 07/29/26 08/24/26 08/25/26 08/25/26 09/11/26 10/14/26 10/28/26 11/16/26 11/23/26 12/30/26 06/23/28	2,000,000.00 1,344,086.40 1,999,101.88 1,947,892.38 1,909,736.56 1,988,672.70 1,988,672.70 2,009,490.04 926,481.73 2,010,306.74 1,844,770.68 1,839,830.08 1,834,721.30 2,039,647.46 1,826,707.86 1,837,564.94 1,840,627.54 1,846,332.64 1,848,737.06 1,985,056.14	1,979,934.30 1,346,942.17 1,999,101.88 1,947,892.38 1,909,736.56 1,988,672.70 1,988,672.70 926,481.73 2,010,306.74 1,844,770.68 1,839,830.08 1,834,721.30 2,039,647.46 1,826,707.86 1,837,564.94 1,840,627.54 1,846,332.64 1,848,737.06 1,985,056.14
Federal Home Loan Mortgage Corporation	3.00% 2.65% 3.00% 4.10% 5.00% 3.10% 3.40%	06/23/22 04/18/22 04/29/22 08/19/22 10/24/22 04/25/22 05/27/22	09/23/24 10/08/24 10/29/24 02/19/25 04/24/25 04/25/25 05/23/25	2,000,000.00 2,237,594.31 2,000,000.00 2,000,000.00 2,000,000.00 2,000,000.00 2,000,000.00	1,970,600.00 2,198,690.32 1,966,726.00 1,978,826.16 1,992,163.28 1,957,077.76 1,962,460.80
Federal National Mortgage Association	5.50% 4.13%	11/30/22 08/30/22	05/30/25 08/28/25	2,000,000.00 2,000,000.00	2,003,533.62 1,989,701.78

	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
<u>Medium Term Floating Rate Bonds</u>					
Athene Global Funding	6.08% 5.92%	05/28/21 09/09/21	05/24/24 05/24/24	2,000,733.44 2,001,702.36	1,998,755.02 1,998,755.02
Citigroup Inc	4.80%	08/12/22	08/12/25	2,000,000.00	1,960,231.38
Goldman Sachs GP Inc	5.83%	08/12/21	08/12/24	1,000,000.00	998,709.93
JP Morgan	6.25%	03/02/23	02/24/26	2,003,300.00	2,000,920.00
Morgan Stanley	6.78%	10/18/22	01/24/25	2,980,080.00	2,995,563.00
Royal Bank of Canada	4.92%	08/04/22	08/04/25	2,000,000.00	1,959,821.26
<u>Medium Term Fixed Rate Bonds</u>					
Toronto-Dominion Bank	5.45%	11/14/22	02/14/24	2,000,000.00	1,997,732.30
<u>Mutual Funds, PTIF, Sweep Account</u>					
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	7.66%	Various	Open	35,000.00	148,334.53
Janus Forty Fund	20.68%	Various	Open	41,250.00	202,098.47
The Vanguard 500 Index Fund	16.03%	Various	Open	43,750.00	243,335.15
Mutual Funds - Alumni Office					
Janus Research Fund	22.13%	Various	Open	26,500.00	90,924.51
Janus Enterprise Fund	8.87%	Various	Open	31,500.00	109,890.34
The Vanguard 500 Index Fund	16.03%	Various	Open	27,000.00	144,778.71
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	10.38%	12/26/06	Open	95,717.01	185,537.80
Utah State Treasurer					
Public Treasurers' Investment Fund	5.40%	12/31/23	Open	21,621,196.99	21,621,196.99
Zions First National Bank					
Sweep Account	1.50%	12/31/23	Open	1,523,643.81	1,523,643.81
Total Investment Portfolio				<u>165,556,663.79</u>	<u>164,752,213.66</u>

2018 Revenue Bond Holdings

Utah State Treasurer				
Public Treasurers' Investment Fund	5.40%	12/31/23	Open	1,559,732.76

**SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
December 2023**

<u>Description</u>	<u>Interest</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Call Date</u>	<u>Cost</u>
Investments - November 30, 2023					168,990,546.98
<u>PURCHASES</u>					
FFCB US Agency	4.83%	12/14/23	12/11/26	12/11/25	2,000,000.00
FFCB US Agency	4.31%	12/15/23	12/15/28	None	1,994,680.00
Utah State Treasurer Public Treasurers' Investment Fund	5.40%	Various	Various	None	16,200,580.93
Zions First National Bank Sweep Account	1.50%	Various	Various	None	<u>3,158,686.69</u>
Total Purchases					23,353,947.62
<u>SALES / MATURITIES / CALLS</u>					
Net Premium/Discount Amortization					(25,101.71)
Utah State Treasurer Public Treasurers' Investment Fund	5.40%	Various	Various	None	20,500,000.00
Zions First National Bank Sweep Account	1.50%	Various	Various	None	<u>6,312,932.52</u>
Total Sales					26,787,830.81
Investments - December 31, 2023					<u>165,556,663.79</u>

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2024

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends**	Interest Rate**
July 2023	174,430,937.16	32,697,344.78	41,037,587.98	166,090,693.96	168,100,865.85	572,436.01	3.95%
August 2023	166,090,693.96	66,339,385.79	54,745,157.60	177,684,922.15	171,241,816.56	550,281.17	3.73%
September 2023	177,684,922.15	19,120,539.90	21,634,858.52	175,170,603.53	177,775,899.04	546,659.57	3.69%
October 2023	175,170,603.53	28,669,010.28	34,708,532.60	169,131,081.21	171,578,997.05	569,272.12	3.85%
November 2023	169,131,081.21	36,303,498.47	36,444,032.70	168,990,546.98	173,234,793.41	671,415.08	4.65%
December 2023	168,990,546.98	23,353,947.62	26,787,830.81	165,556,663.79	168,374,343.67	631,205.74	4.35%
January 2024							
February 2024							
March 2024							
April 2024							
May 2024							
June 2024							
	206,483,726.84	215,358,000.21		171,717,785.93	*	3,541,269.69	4.04%

* Based on average of months shown

** Includes unrealized gains/losses on mutual fund holdings


 Dr. Deneece Huftalin, President



TAB E

December 2023 Interim Income Statements

SLCC – Education & General Fund

As of December 31, 2023, the College has recorded total revenues year to date related to Education & General Fund Operations of \$116,299,758 and total expenses of \$84,966,568.

Revenues are trending ahead of plan, year to date, by 19.3% or \$22,486,955 as of December 31. Compared to FY 2023, year to date revenue is better by 4.3% or \$4,782,050. This is being driven almost exclusively by a significant increase in Tuition and Fee Revenue for Fall 2023.

Expenses are trending less than plan, year to date, by 10.4% or \$8,846,235 as of December 31. Compared to FY2023, year to date expenses are higher by 6.9% or \$5,513,238. This variance is being driven primarily by higher salaries and benefit costs over FY2023 and an increase in current expense.

Net Income for Education and General Fund Operations is forecasted at \$2,257,581. This is being driven in large part by a significant forecasted increase in tuition and fees above budget for the 2023-2024 Academic Year.

Respectfully Submitted:
Chris A. Martin
Vice President for Finance and Administration



December 2023 Interim Income Statements

Salt Lake Technical College

As of December 31, 2023, the SLTC has recorded total revenues year to date of \$7,108,598 and total expenses of \$5,420,658.

Revenues are trending ahead of plan, year to date, by 7.3% or \$522,398 as of December 31. Compared to FY 2023, year to date revenue is better by 27.2% or \$1,518,127. This is being driven by increased tuition and fee revenue over prior year and increased State Appropriations over prior year.

Expenses are trending less than plan, year to date, by 21.5% or \$1,165,542 as of December 31. Compared to FY2023, year to date expenses are higher by 22.1% or \$981,770. This variance is being driven in large part by higher salaries and benefit costs over FY2023 and an increase in current expense, year over year.

Net Income for Salt Lake Technical College is forecasted at \$1,586,896.

Respectfully Submitted:
Chris A. Martin
Vice President for Finance and Business Affairs

Salt Lake Community College
 Interim - Actual to Budget Income Statement (Unaudited)
 Education and General Fund
 As of December 31, 2023
 50% of Year Has Elapsed

	FY-24			FY-23	\$ Difference of Actual YTD	% of Change
	Rev. Budget	Actual YTD	% of Budget	Actual YTD		
Revenues						
State Approp	130,322,300	66,239,303	50.83%	60,314,629	5,924,674	9.82%
Tuition & Fees	56,851,717	50,007,083	87.96%	51,156,228	(1,149,146)	-2.25%
Educ Dept Sales	25,000	12,170	48.68%	6,915	5,255	75.99%
Other Rev	426,589	41,201	9.66%	39,936	1,266	3.17%
Total Revenues	187,625,606	116,299,758	61.99%	111,517,708	4,782,050	4.29%
Expenditures						
Salaries	79,272,180	37,725,569	47.59%	36,589,210	1,136,360	3.11%
Wages	27,362,948	12,512,259	45.73%	12,059,351	452,908	3.76%
Benefits	42,370,002	19,596,175	46.25%	19,069,870	526,304	2.76%
Current Exp	32,026,640	12,254,511	38.26%	10,608,498	1,646,014	15.52%
Fuel-Powr	3,314,980	1,042,920	31.46%	1,173,919	(131,000)	-11.16%
Travel	1,250,169	356,094	28.48%	486,118	(130,024)	-26.75%
Equipment	1,958,685	1,409,040	71.94%	2,080,809	(671,769)	-32.28%
Transfers	70,000	70,000	100.00%	(2,614,445)	2,684,445	-102.68%
Total Expenditures	187,625,606	84,966,568	45.29%	79,453,330	5,513,238	6.94%

Projected YE Net Income		FY-24 Tuition & Fees Breakdown & YE Projection		
Est. YE Tuit & Fees Overage (Shortage):	(4,663,670)		Rev. Budget	Actual
Est. FY24 Waivers Remaining	(1,924,984)	Summer Term (1/2 complete)	7,610,189	4,278,337
Est. Savings Due to Exp Less than Budget:	8,846,235 (4.71%Exp Savings)	Fall Term	25,133,285	25,560,847
Est YE Total Net Income:	2,257,581 X Exp Budget)	Spring Term	23,454,975	23,737,424
FY-24 Beginning Fund Balance	14,259,203	Other Fees	971,002	
Est FY-24 Ending Fund Balance	<u>16,516,784</u>	Less Actual Tuition Waivers	(4,540,528)	
		Totals Before Est. Adjmts:	56,198,449	50,007,083
		Add est. 1/2 Summ 2024 Term	3,881,146	
		Add est. Spr 2024 Term	(282,449)	
		Add Est. Add'l Other Fees	(971,002)	
		Sub-Total	52,634,778	
		Less Est remaining CE Transfer Out of E&G *	(1,100,000)	
		Est. YE Tuition & Fees Total:	51,534,778	
		Est. Over (Short) of Tuit & Fees:	(4,663,670)	

Date Prepared: 1/05/2024

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* In FY23, \$1,100,622 was transferred out of PBASSP for FY23 to CE indexes. As of 09/06/2023, \$0 has already been transferred to CE indexes. Estimated still to be transferred out: \$1,100,000.



Salt Lake Community College
 Interim - Actual to Budget Income Statement (Unaudited)
 Salt Lake Technical College
 As of December 31, 2023
 50% of Year Has Elapsed

	FY-24			FY-23		
	Rev. Budget	Actual YTD	% of Budget	Actual YTD	\$ Difference	% of Change
Revenues						
State Appropriations	11,912,400	6,267,921	52.62%	5,054,161	1,213,760	24.02%
Tuition & Fees	1,260,000	840,677	66.72%	536,311	304,366	56.75%
Other Sources	-	-	-	-	-	-
Total Revenues	13,172,400	7,108,598	53.97%	5,590,472	1,518,127	27.16%
Expenditures						
Salaries	5,276,088	2,221,547	42.11%	1,920,880	300,667	15.65%
Wages	3,462,783	1,237,185	35.73%	1,003,750	233,435	23.26%
Employee Benefits	2,968,936	1,188,062	40.02%	1,037,813	150,248	14.48%
Current Expenses	805,846	548,306	68.04%	420,242	128,064	30.47%
Fuel & Power	45,300	45,300	100.00%	45,300	-	0.00%
Travel	38,289	10,931	28.55%	10,902	29	0.27%
Equipment	575,157	169,327	29.44%	-	169,327	-
Transfers (In)/Out	-	-	-	-	-	-
Total Expenditures	13,172,400	5,420,658	41.15%	4,438,888	981,770	22.12%

Projected YE Net Income

Est. YE Tuit & Fees Over or (Short):	421,354	(Tuit Budget, less Actual / (6/12))
Est. Savings Due to Exp Less than Budget:	<u>1,165,542</u>	(8.85% Exp Savings x Exp. Budget)
Est YE Total Net Income:	<u>1,586,896</u>	
 FY-24 Beginning Fund Balance	 <u>1,170,036</u>	
 Est FY-24 Ending Fund Balance	 <u>2,756,931</u>	

Note: As of 12/31/2023

current + travel + equipmt encumbrance is:	117,622
salary & est, hrly and benefits encumbrance is:	<u>2,339,988</u>
	<u>2,457,610</u>

Date Prepared: 1/05/2024

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Information provided by SLCC Controller's Office on 1/5/2024

SUPPLEMENTAL INFO

Salt Lake Community College
 Interim - Income Statement (Unaudited)
 Education and General Fund
 As of December 31, 2023
 50% of Year Has Elapsed

	Orig. Budget	Rev. Budget	Actual YTD	Encumbered	% of Budget
Revenues	A	B			
State Appropriations	129,532,300	130,322,300	66,239,303	-	50.83%
Tuition & Fees	56,851,372	56,851,717	50,007,083	-	87.96%
Sales from Educ Depts	-	25,000	12,170	-	48.68%
Other Sources	500,000	426,589	41,201	-	9.66%
Total Revenues	186,883,672	187,625,606	116,299,758		61.99%
Expenditures					
Salaries	81,814,229	79,272,180	37,725,569	36,337,192	93.43%
Wages	27,737,641	27,362,948	12,512,259	-	45.73%
Employee Benefits	45,231,224	42,370,002	19,596,175	-	46.25%
Current Expenses	26,522,314	31,717,644	13,342,731	7,715,032	66.39%
Travel	1,879,923	1,250,169	356,094	289,002	51.60%
Equipment	3,698,341	1,958,685	1,409,040	230,446	83.70%
Transfers (In)/Out	-	70,000	70,000	-	0.00%
Budget Hold	-	3,623,976	-	-	0.00%
Total Expenditures	186,883,672	187,625,606	85,011,868	44,571,672	45.31%
Analysis					
% of Total YTD Exp. to Total Revised Budget	45.31%				
FY-24 Beginning Fund Balance	\$14,259,203				
Transfer to SLTC for Fuel and Power	(45,300)				
Revised Total Expenses	84,966,568 *				
Revised % of Budget Used	45.29%				
Revised % of Budget Not Used	4.71%				
Expenditures by Function					
Instruction	35,944,429				
Public Service	214,948				
Academic Support	6,570,771				
Student Services	11,619,666				
Institutional Support	19,070,176				
Operation of Plant	10,965,516				
Scholarships	556,362				
Transfers (In)/Out	70,000				
Total Expenses by Function	85,011,868				

Note(s):

A - Ties to FY24 Appropriated Operating Base Budget for Education and General and Salt Lake Technical College Line Items. Educationally Disadvantaged Funds are held in the restricted index, 24000.

B - Ties to FY24 Budget in Banner Finance.

Date Prepared: 1/05/2024

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SUPPLEMENTAL INFO

Salt Lake Community College
 Interim - Income Statement (Unaudited)
 Salt Lake Technical College
 As of December 31, 2023
 50% of Year Has Elapsed

	Orig. Budget	Rev. Budget	Actual YTD	Encumbered	% of Budget
Revenues	A	B			
State Appropriations	\$11,912,400	\$11,912,400	6,267,921	-	52.62%
Tuition & Fees	1,260,000	1,260,000	840,677	-	66.72%
Sales from Educ Depts	-	-	-	-	0.00%
Other Sources	-	-	-	-	0.00%
Total Revenues	13,172,400	13,172,400	7,108,598		53.97%
Expenditures					
Salaries	5,247,660	5,276,088	2,221,547	2,339,988	86.46%
Wages	3,504,325	3,462,783	1,237,185	-	35.73%
Employee Benefits	2,901,275	2,968,936	1,188,062	-	40.02%
Current Expenses	901,764	(384,765)	548,306	55,892	-157.03%
Travel	22,750	38,289	10,931	-	28.55%
Equipment	594,626	575,157	169,327	61,730	40.17%
Transfers (In)/Out	-	-	-	-	0.00%
Budget Hold	-	1,235,911	-	-	0.00%
Total Expenditures	13,172,400	13,172,400	5,375,358	2,457,610	40.81%
Analysis					
% of Total YTD Exp. to Total Revised Budget	40.81%				
FY-24 Beginning Fund Balance	1,170,036				
Transfer to SLTC for Fuel and Power	45,300				
Revised Total Expenses	5,420,658 *				
Revised % of Budget Used	41.15%				
Revised % of Budget Not Used	8.85%				
Expenditures by Function					
Instruction			3,559,491		
Public Service			-		
Academic Support			341,065		
Student Services			550,120		
Institutional Support			507,069		
Operation of Plant			329,894		
Scholarships			87,720		
Transfers (In)/Out			-		
Total Expenses by Function			5,375,358		

Note(s):

A - Ties to FY24 Appropriated Operating Base Budget for Education and General and Salt Lake Technical College Line Items. Educationally Disadvantaged Funds are held in the restricted index, 24000.

B - Ties to FY24 Budget in Banner Finance.

Date Prepared: 1/05/2024

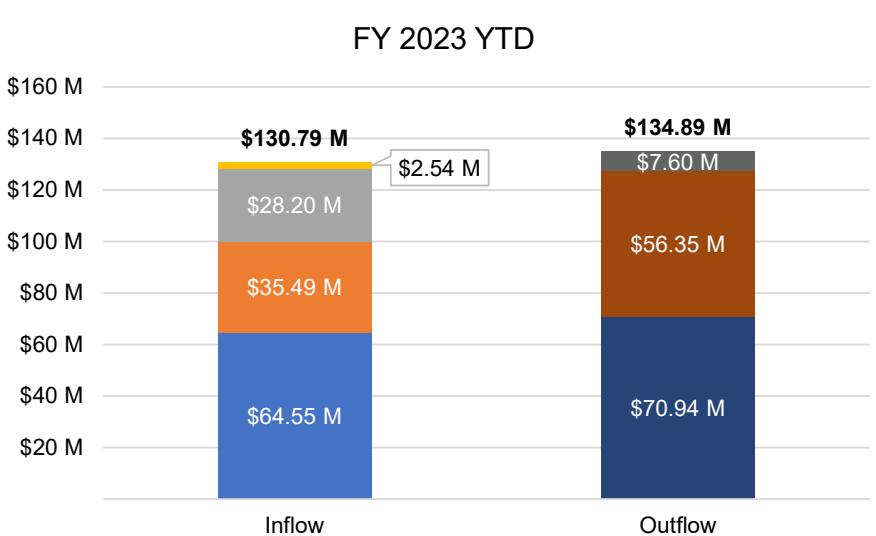
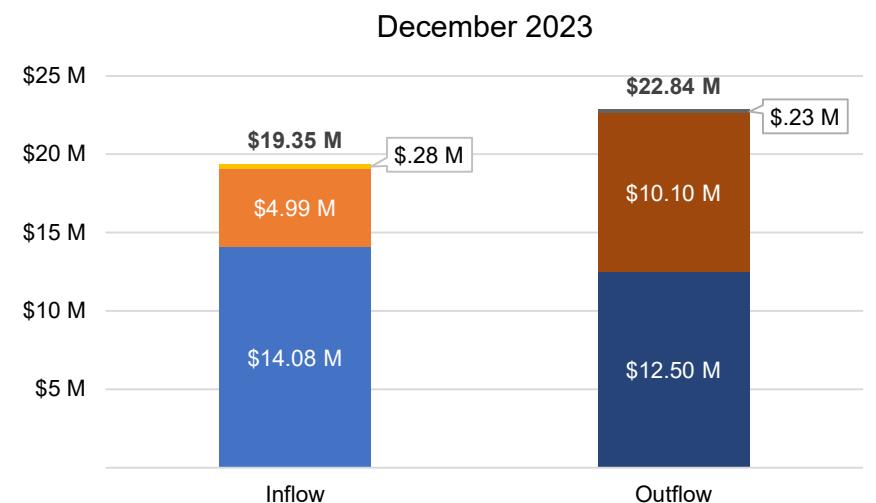
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TAB F

Salt Lake Community College Cash Activity Month Ended 12/31/2023

	December 2023	FY2024 YTD	FY2023 YTD
State Appropriation	\$ 14,076,151	\$ 71,149,882	\$ 64,551,263
Tuition, Fees, & Charges for Services	4,991,683	41,246,010	35,493,662
U.S. Dept of Education Draws	-	17,199,086	28,197,518
Other	278,361	5,702,158	2,543,952
Total Inflows	19,346,195	135,297,136	130,786,395
Payroll	(12,503,144)	(76,900,831)	(70,938,633)
Payments to Suppliers	(10,530,069)	(52,894,584)	(50,093,770)
Payments for Debt Service	-	(162,125)	(184,251)
New Building Construction	428,385	(6,740,698)	(6,073,150)
Other	(230,502)	(8,184,542)	(7,601,318)
Total Outflows	(22,835,330)	(144,882,780)	(134,891,122)
Cash Increase/(Decrease)	\$ (3,489,135)	\$ (9,585,644)	\$ (4,104,727)



TAB G



7.1.020

Policy Development Policy

Date of last board of trustees review: August 10, 2022

The originator of this policy is the President's office. Questions regarding this policy may be directed to the originator by calling 801-957-4227.

1. Policy

All written policies and procedures shall be developed, revised, and reviewed in a transparent, collaborative, efficient, and equitable manner. Policies shall be submitted to Salt Lake Community College's president, executive cabinet, and board of trustees for review and approval. Procedures shall be submitted to SLCC's president and executive cabinet for review and approval. College policies, procedures, and department rules must be clearly written, accessible to the college community, and periodically reviewed.

2. References

- A. State System of Higher Education, Utah Code Ann. § 53B-2-106.
- B. Student Civil Liberties Protection Act, Utah Code Ann. § 53B-27-301.
- C. Utah Administrative Rulemaking Act, Utah Code Ann. §§ 63G-3-101–702.
- D. Delegation of Responsibilities of the President and Board of Trustees, Utah Bd. of Regents r. 220.



7.1.020

Policy Development Procedure

Date of last executive cabinet review: May 24, 2022

The originator of this procedure is the President's office. Questions regarding this procedure may be directed to the originator by calling 801-957-4227.

3. Definitions

- A. Approval date: the date the board of trustees approves a policy, or the president, in consultation with the executive cabinet, approves a procedure.
- B. Comment Period: a 15-calendar-day period during which students, employees, and others may comment on a proposed new or revised policy or procedure.
- C. Department Rule: a written directive that applies to a specified department or subdivision of the college and governs a process that is unique to that department. Department rules may be referred to by various names, which may include departmental rules, department guidelines, department policies, by-laws, charters, regulations, standard operating procedures, or statements of standards.
- D. Effective date: the date a policy or procedure goes into effect. Unless otherwise stated, the effective date will be when the Policy Office posts the policy or procedure on the college webpage, thereby providing notice to the college community.
- E. Emergency policy: a temporary policy and procedure enacted by the president when extraordinary circumstances require immediate action.
- F. Equity Minded Policy Committee (EMPC): a cross-divisional team that focuses on reviewing and providing feedback with an equity lens.
- G. Equity Lens: a process for analyzing or diagnosing the impact of the design and implementation of policies and procedures on under-served and marginalized individuals and groups and to identify and potentially eliminate barriers.
- H. Executive Cabinet: the president, all vice presidents, the provost, and special assistants to the president.
- I. Originator: the person assigned to draft, develop, and maintain a policy or procedure.

- J. Policy: a guiding principle that addresses the governance, philosophies, principles, or broad concepts inherent in carrying out the college's mission. Unless a policy explicitly states otherwise, it is binding on all students, faculty, staff, and all persons visiting the college or using any college facility or resource.
- K. Policy Template: a standardized guidance document with a proper outline and format for policies.
- L. Policy Office: the college department responsible for coordinating the review and revision of policies and procedures and drafting of new policies and procedures. The Policy Office is in the Office of Risk Management.
- M. Procedures: specific methods and processes for implementing college policies.
- N. Procedures Template: a standardized guidance document with a proper outline and format for procedures.
- O. Sponsor: a member of the executive cabinet responsible for a policy or procedure.
- P. Substantive Revision: changes that alter the intent, scope, meaning, application, or process of a college policy or procedure.
- Q. Technical Correction: a change that does not alter the intent, scope, meaning, or application of a college policy or procedure. For example, job titles, department names, responsible personnel, grammatical errors, format revisions, hyperlink updates, policy renumbering, changes in statutory or regulatory citations, and other non-substantive changes.

4. Procedures

- A. General
 - 1. All written policies and procedures shall be developed, revised, and reviewed in a transparent, collaborative, efficient, and equitable manner.
 - 2. All policies shall be submitted to SLCC's president, executive cabinet, and board of trustees for review and approval.
 - 3. All procedures shall be submitted to SLCC's president and executive cabinet for review and approval.
 - 4. College policies, procedures, and department rules must be clearly written, accessible to the college community, and periodically reviewed.
 - 5. These procedures provide for developing, reviewing, and revising all college policies and procedures.
 - 6. Unless a policy explicitly states otherwise, it is binding on all students, faculty, staff,

and all persons visiting the college or using any college facility or resource.

B. Policy Office

1. The Policy Office is responsible for coordinating the drafting and revision of college policies and procedures.
2. The Policy Office shall regularly coordinate with policy sponsors to review college policies and procedures.
3. During the development or revision of a policy or procedure, the Policy Office:
 - a. offers guidance to policy originators;
 - b. ensures a legal review of draft policies and procedures; and
 - c. reviews policies and procedures for accuracy, clarity, and consistency.
4. The Policy Office shall maintain:
 - a. the policy and procedures webpage;
 - b. training materials, guidelines, and policy and procedure templates for policy originators;
 - c. an archive consisting of past versions of policies and procedures as well as obsolete policies and procedures; and
 - d. a parliamentary history of each policy and procedure.

C. Policy and Procedure Approval Process

1. Policy Requests
 - a. Any student or college employee may submit a written request to develop a new or revise an existing college policy or procedure by submitting a request to the Policy Office.
 - b. A request submitted to the Policy Office must contain:
 - (1) the reason for the new policy or procedure or the revision of an existing policy or procedure;
 - (2) suggested conceptual language for the new or revised policy or procedure; and
 - (3) a list of the college community stakeholders the new or revised policy or procedure may impact.
 - c. When the Policy Office receives a request to modify an existing or create a new

policy or procedure, the Policy Office will begin monitoring the progress of the policy or procedure development or revision and forward the request to the appropriate executive cabinet member.

2. Policy and Procedure Drafting

- a. Upon receipt of a request for a new policy or procedure, the executive cabinet member will present the request to the executive cabinet for conceptual approval.
- b. If the executive cabinet approves, cabinet will assign a sponsor for the proposed new policy or procedure.
- c. A policy or procedure revision proposal requires only the approval of the sponsor to proceed; it does not need to be presented to cabinet.
- d. The sponsor will assign an originator to draft or revise the proposed new or revised policy or procedure and notify the Policy Office of the appointment.
- e. Originator Responsibilities
 - (1) The originator is responsible for being the primary drafter and reviewer of a new or revised policy or procedure.
 - (2) The originator will contact the Policy Office for the policy and/or procedure template and equity lens guidelines. The originator will periodically consult with the Policy Office throughout the drafting and approval process.
 - (3) The originator and all editors must use the track changes feature on draft policy and procedure documents so that those reviewing the draft can readily identify all changes and comments.
 - (a) This requirement may be waived by the Policy Office, in consultation with the sponsor, if the revision constitutes a substantial rewrite of the policy or procedure.
 - (b) If a waiver is authorized, the draft must include comments explaining differences and similarities with the existing policy or procedure.
 - (c) Waivers should be limited to substantial rewrites, and when using the track changes feature would create a document lacking clarity.
 - (4) The originator must include stakeholders impacted by the policy or procedure in the drafting process. These may include:
 - (a) the Faculty Senate;
 - (b) the Student Association Executive Board;

- (c) the Equity Minded Policy Committee (EMPC); or
- (d) operational stakeholders.

(5) Once the originator has completed a draft, the originator will send the policy or procedure draft to the Policy Office.

(6) Equity lens review determination

- (a) If the policy or procedure is on the equity lens review priorities list , it will be reviewed by the EMPC.
- (b) If the policy or procedure is not on the equity lens review priorities list, the Policy Sponsor must consult with the vice president for Institutional Equity, Inclusion, and Transformation.
 - (i) If the Policy Sponsor and the vice president for Institutional Equity, Inclusion, and Transformation, based on their collective judgment, mutually agree that the policy should be reviewed or not reviewed by the EMPC, that decision is final.
 - (ii) If they disagree on whether the EMPC should review the policy, the matter will be referred to the President for a final decision. After consulting the Policy Sponsor and the vice president for Institutional Equity, Inclusion, and Transformation, the President will make this decision based on their judgment.

(7) If it is determined that the policy or procedure draft will undergo an equity lens review:

- (a) the Policy Office will forward the draft to the EMPC;
- (b) the EMPC will review the draft and may request to meet with the policy originator to discuss the committee's responses;
- (c) once the equity lens review is completed, the draft will be returned to the policy originator for editing;
- (d) after editing is completed, the policy originator will return the draft with a short statement explaining how EMPC suggestions were incorporated or declined to the Policy Office.

(8) The Policy Office will review the draft for clarity and ensure consistency with other policies and procedures. The Policy Office will also ensure that the college's legal counsel conducts a legal review of the policy or procedure draft.

(9) Once the originator and the Office of General Counsel complete the review, the originator will submit the policy or procedure and, if relevant, the statement regarding EMPC recommendations to the sponsor for review. The originator must copy the Policy Office.

3. Executive Cabinet's First Review

- a. After receiving the draft policy or procedure, the sponsor can present the draft policy or procedure to the executive cabinet or return it to the originator for modification.
- b. If the sponsor presents the proposed policy or procedure to the executive cabinet, the cabinet may:
 - (1) approve the draft policy or procedure with or without revision for a 15-day-comment period;
 - (2) return the draft to staff for further work with instructions on the changes needed; or
 - (3) take other action as it deems appropriate.

4. 15-Day-Comment Period

- a. If the executive cabinet approves the policy or procedure, the President's Office shall direct the Policy Office to post the draft document on the college policy and procedures webpage for a 15-day-comment period.
- b. The executive cabinet may extend the comment period.
- c. When the Policy Office posts a policy or procedure for a 15-day review, all executive cabinet members and college senior leadership team members are responsible for encouraging their respective colleagues and staff to review and comment on the new or revised policy or procedure.

5. Conclusion of the 15-day Comment Period

- a. Upon completion of the 15-day comment period, the Policy Office shall provide all received comments to the sponsor, originator, and the Office of General Counsel.
- b. The Policy Office will remove all identifying information from the received comments and post the comments to the policy and procedures webpage.
- c. Originators must respond to each comment and explain how the originator considered the comment and what action, if any, the originator took in response to the comment.

- d. The Policy Office will post the originator's responses to the comments on the same policy webpage where the comments were previously posted.
- e. Comments and responses will become part of the parliamentary history of the policy or procedure.

6. Revisions

- a. Within 30 calendar days of receiving all comments, and in cooperation with the college's legal counsel, the originator shall evaluate all comments, revise the policy or procedure as needed, and submit the draft policy or procedure to the sponsor.
- b. The originator and the college's legal counsel shall send a joint memorandum summarizing the comments received, revisions made, and any remaining legal or other issues that will accompany the policy or procedure.

7. Executive Cabinet's Second Review

- a. Within 30 calendar days of receiving the draft policy or procedure and the memorandum, the sponsor will present the draft policy or procedure to the executive cabinet for a second review.
- b. After reviewing the draft, the cabinet may make one of the following recommendations to the president:
 - (1) Approve the new or substantively revised policy and forward it to the board of trustees for consideration and approval.
 - (2) Approve the new or revised procedure and request the president to have it posted on the college policy webpage.
 - (3) Return the draft policy or procedure to the originator for further work, with instructions on the changes needed.
 - (4) Reject the new or revised policy or procedure.
 - (5) The president may modify the draft policy or procedure.

8. Board of Trustees Review and Approval

- a. The board of trustees must approve:
 - (1) a new policy; and
 - (2) substantive revisions to an existing policy.
- b. The board of trustees does not need to approve a technical correction of a policy or a new or revised procedure.

- c. The president and executive cabinet shall be responsible for approving a new or revised procedure.
- 9. Posting of an Approved Policy or Procedure
 - a. The President's Office shall notify the Policy Office when the board of trustees approves a policy, or the president and executive cabinet approve a procedure.
 - b. The Policy Office shall post the approved policy or procedure on the policy and procedures webpage and coordinate for the notification of the college community.

D. Time Considerations

- 1. The originator, sponsor, executive cabinet, and board of trustees may review and take any action on a proposed new or revised policy at any time.
- 2. The originator, sponsor, or executive cabinet may review and take any action on a proposed new or revised procedure at any time.
- 3. The timing of the review and approval process for new or revised policies or procedures rests exclusively with the board of trustees or executive cabinet, respectively. However, both entities should provide sufficient time for the following circumstances:
 - a. Stakeholders in the college community should be provided sufficient opportunity to provide comments regarding the proposed policy or procedure. The executive cabinet and Policy Office will avoid sending policies or procedures for a 15-day review outside of the regular academic year whenever possible, especially when faculty are affected by a specific policy.
 - b. Publishing deadline dates for new or revised policies or procedures that are published in college-issued handbooks or manuals.

E. Policy and Procedure Technical Corrections

- 1. The board of trustees has delegated to the president the authority to make technical corrections.
- 2. An employee or student may recommend a technical correction to the originator or Policy Office.
- 3. The Policy Office and the originator must collaboratively review the proposed technical correction to determine if the change is technical or substantively alters the policy or procedure.
- 4. If the originator and the Policy Office agree that the proposed technical correction

does not substantively alter the policy or procedure, the Policy Office will make the correction and notify the policy sponsor.

5. If the policy sponsor disagrees with the technical correction decision, the sponsor may direct the Policy Office to reverse the correction.
6. If there is a disagreement between the originator and Policy Office regarding whether a revision constitutes a technical correction, the policy sponsor and president will evaluate the matter.
7. The president will have the final authority on whether the revision constitutes a technical correction.
8. A proposed revision deemed a substantive revision must go through the policy and procedure approval process described in section 4.C.
9. Technical corrections do not require a 15-day-comment period.
10. Approving technical corrections to a policy or procedure does not constitute a new or revised policy or procedure. It does not change such policies or procedures' approval or effective dates.
11. The Policy Office must record all technical corrections in the policy and procedure parliamentary history.

F. Emergency Policy

1. When the president determines that emergency policy action is required, the president may enact new policies or revise or suspend existing policies.
2. When the president takes emergency policy action, the president shall issue a written memorandum outlining:
 - a. the reasons emergency action is required;
 - b. any applicable emergency procedures;
 - c. the anticipated duration of the emergency policy; and
 - d. if applicable, any other policies that will be affected by the enactment of the emergency policy.
3. The president may issue this emergency policy without prior consent or approval of any college organization. However, when the president issues an emergency policy, the president must notify the board of trustees' executive committee.
4. Emergency policies do not require a 15-day-comment period.
5. Once enacted, the Policy Office will immediately publish the emergency policy on

the college policy webpage. The Policy Office will ensure that an email to the college community notifying of the emergency policy is sent.

6. Following the issuance of the emergency policy, the president will present the policy to the board of trustees and the executive cabinet at the first available opportunity.
7. After consulting with the president, the board of trustees shall have the authority to affirm, modify, or rescind the emergency policy.
8. Except as noted below, the emergency policy must be in effect only for the duration of the emergency, not to exceed one year. The president may not renew an emergency policy.
9. An emergency policy for a protracted public health emergency (e.g., a pandemic) may remain in effect for as long as the emergency continues.

G. Department Rules

1. Given the size, complexity, and numerous departments and offices of the college, directors must be able to develop department rules, as defined in section 3.D. Department rules and procedures provide additional detail to directors in their efforts to manage their respective departments or offices efficiently and effectively.
2. Department rules are subject to the following:
 - a. Any person can recommend a department rule through the person's supervisory hierarchy.
 - b. Once recommended, the appropriate executive cabinet member must approve a department rule for the rule to be binding.
 - c. If the executive cabinet member believes a department rule affects another department or applies to the entire college, they should have the rule evaluated by the executive cabinet.
 - d. If the executive cabinet determines that the department rule applies to the entire college, the cabinet will assign an originator to move the department rule or procedure through the policy and procedure approval process.
 - e. At any time, the president shall have the authority to review, affirm, modify, or rescind any department rule.
3. Department rules must be consistent with the intent and purpose of college policies and relevant laws.
4. Once adopted, the appropriate executive cabinet member is responsible for ensuring the department rule or procedure is posted on the division or department's

webpage within 30 days of the rule's approval.

5. Directors and associate deans are responsible for distributing new department rules and procedures to all employees in the department.
6. A new department rule that is properly adopted is binding on all employees and students within the relevant department or office for which it is developed. If the department rule is not approved, as this section requires, it is non-binding.
7. A department rule existing at the time this policy is approved will remain valid even if it has not gone through the process. Any future revisions of the existing department rule must go through the process.

H. Policy and Procedure Review and Maintenance

1. Executive cabinet members who serve as policy sponsors are responsible for reviewing and addressing their respective departments' policy and procedure needs.
2. Whenever possible, a policy or a procedure will be reviewed every five years after it becomes effective and every five years after that. The responsible policy sponsor will coordinate with the Policy Office to ensure the timely review of policies and procedures.
3. The responsible sponsor will review policies and procedures to assess whether they remain:
 - a. in compliance with applicable laws, regulations, the board of higher education policies, etc.;
 - b. consistent with other college policies and procedures;
 - c. current with policy or procedure format, personnel, positions, and entity information; and
 - d. relevant to the needs of the college and its mission.

I. Obsolete Policy or Procedure

1. A student, staff member, or faculty member who believes a college policy or procedure is no longer needed may recommend to the Policy Office that the policy or procedure is removed.
2. The Policy Office will inform the originator of the recommendation.
3. An originator shall review the recommended deletion with the college's legal counsel.

4. Following a legal review, the originator may provide a written recommendation to the policy sponsor that a policy or procedure should be deemed obsolete. The written recommendation will include the reasons the originator believes the policy or procedure is obsolete.
5. The policy sponsor will present the written request to the executive cabinet.
6. The executive cabinet will approve or deny the recommendation. The President's Office will notify the board of trustees and the Policy Office if the deletion is approved.
7. When notified of a policy or procedure deletion, the Policy Office will remove the policy or procedure from the college policy and procedures webpage and ensure that an email to all college community members notifying of the deletion is sent.

J. Presidential Authority to Create Exception to Policy Requirements

1. The president may make a necessary decision that creates an exception to college policy subject to the following requirements:
 - a. When determining to make an exception, the president shall issue a written memorandum outlining the reasons and necessity for the exception and identify the college policies that have not been followed.
 - b. Before enacting the exception, the president must notify the board of trustees' executive committee of the exception by providing them the memorandum.
 - c. Following the exceptions enactment, the president must notify the executive cabinet at the first available opportunity of the enacted policy exception.
 - d. Subject to Open and Public Meetings Law requirements, the president must notify the board of trustees at the first available opportunity of the exception enactment.
 - e. After consulting with the president, the board of trustees shall have the authority to affirm, modify or rescind the exception.
 - f. The board of trustees' secretary shall maintain a log and the written memorandum of the president's exception actions.
2. The exception shall only apply to the present circumstances and may not be generally applied to other similar college matters.
3. Exceptions should be enacted in limited circumstances and may not be enacted to policies addressing civil liberties and due process rights.

K. Administrative Rulemaking Requirement

When required, as described in Utah Code Ann. § 53B-27-302, the College shall enact an administrative rule following the Utah Administrative Rulemaking Act, Utah Code Ann. §§ 63G-3-101–702.

L. Miscellaneous

Policies, procedures, and department rules adopted by the college are not intended to be contractual in nature, nor should they be interpreted as strict rules for responses to individual activity. The appropriate response to each unique situation may differ based on individual circumstances, the need for immediate action, the frequency or severity of an action, and other factors.

TAB H

To: Dr. Jason Pickavance, Interim Provost of Academic Affairs
FR: Dr. David Hubert, Associate Provost for Learning Advancement
DATE: January 4, 2024
RE: **Recommendation for SLCC's General Education Program in Light of R470 Changes**

Recommendation and Communication Thereof

In fall 2023, the USHE General Education Taskforce advanced the proposal to reduce general education at all USHE institutions to 27-30 credit hours for associate and bachelor's degrees. To position SLCC to implement the changes once formally adopted by the Utah Board of Higher Education, the SLCC General Education Committee took this proposal under consideration at the start of the fall 2023 term. On September 27, 2023, the General Education Committee voted unanimously to recommend that Salt Lake Community College (SLCC) set the minimum size of its General Education program to 27 credits. Sherry Jensen, Faculty Lead of the General Education Committee, reported this recommendation at the next meetings of the Senate Curriculum Committee (October 9) and the Faculty Senate (October 2). Also on October 2, David Hubert reported this recommendation to the Provost at his one-on-one meeting, and on October 4, he shared the recommendation at the Provost's staff meeting. During the October 12 Provost Forum, the Provost made comments about the recommendation and took questions from faculty. On November 1, Michael Young, Associate Dean of General Education, shared the recommendation with the Associate Deans Council.

Background

Utah's R470, the policy that governs General Education programs at public institutions of higher education, has previously allowed institutions to design such programs to be between 30 and 39 credits. SLCC's General Education program was in the middle of that range, totaling a minimum of 34 credits. Those credits were distributed as follows:

Core

Written Composition (EN)	6 credits
American Institutions (AI)	3 credits
Quantitative Literacy (QL) ¹	3 credits

¹Some QL courses are 4 credits. The table depicts the minimum.

Distribution Areas²

Fine Arts (FA)	3 credits
Humanities (HU)	3 credits
Life Sciences (LS)	3 credits
Physical Sciences (PS)	3 credits
Social Sciences (SS)	3 credits

²Currently, one of these courses must also be a Diversity (DV) course.

Institutional Requirements

Communication (CM)	3 credits
International & Global (IG)	3 credits
Lifelong Wellness (LW)	1 credit

Total	34 credits
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The new R470 lowers and narrows the size range for General Education programs, with institutions allowed to have programs between 27 and 30 credits in size. The new policy does still allow three credits of institutional requirements and mandates that they be agnostically transferred, which is a potential benefit to students. However, the University of Utah, Utah State University, and some of the other four-year institutions are creating General Education programs at 27 credits—i.e., with no lower-division institutional General Education requirements.

For the past year Michael Young, David Hubert, and Sherry Jensen kept the General Education Committee members apprised of the conversation about R470 taking place in the Utah General Education Taskforce and the Transfer Council. The General Education Committee reached consensus that the optimal choice for SLCC students is a 27-credit General Education Program. SLCC is the largest community college in the USHE system. Given SLCC's position as a sending institution, setting a requirement above that of our major transfer partners would create an unnecessary burden for our students. If SLCC set a requirement above the receiving institutions, many students would likely leave SLCC without completing their General Education certificate or associate's degree.

Implications of the Recommendation

The direct implication of this recommendation is that SLCC will need to reduce its institutional General Education requirements for the catalog that starts in Fall 2025. This will result in the elimination of the Communications (CM), International & Global (IG), and Lifelong Wellness (LW) requirements for A.S. and A. A. programs. Some IG and CM courses will be moved into the distribution areas, but only if they meet the appropriate designation criteria. My hope is that school curriculum committees will exercise their authority to not bring forward CM and IG courses that don't fit within the distribution areas. The LW courses will no longer carry General Education designation, and the department that hosts those courses will need to re-evaluate the volume and variety of their course offerings.

All A.S. and A.A. program maps will be affected by this change. Each program will need to accommodate six credits³ in their graduation maps that are currently being occupied by the IG and CM requirements. This can be done in several ways:

1. Adding lower-division major requirements. Throughout this change, David, Michael, and Sherry advocated at the system level that all bachelor's degrees commit to more sophomore-level majors courses. If bachelor's programs at transfer institutions have 3000 or 4000-level courses that they currently require their students to take in their sophomore year, SLCC programs should work to have those courses moved to the 2000 level so that students can take them at SLCC.
2. Adding required electives. For example, some programs might want to require students to take a particular CM course, even though CM is no longer a General Education requirement in A.S. or A. A. programs.
3. Adding recommended electives. Programs could strongly suggest that their students take specific major or non-major courses to help them prepare for successful transfer.
4. Adding open electives.

When this change is fully implemented, SLCC's General Education certificate of completion will be the most efficient transfer credential that we currently offer and will represent the best-aligned General Education program that the College has ever offered since SLCC began transfer General Education in 1988.

³Why six instead of seven credits? After all, 34-27 equals 7. SLCC's current minimum requirement of 61 credits for an associate's degree will be moved to 60 credits, which is the minimum required by R470.

TAB I



4.1.030

Early Retirement Policy

Date of last board of trustees review: 2016

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

This policy provides early retirement to full-time, regular, salaried college employees who qualify under specified terms and conditions. The college reviews the early retirement plan yearly to monitor its effectiveness and fiscal implications; however, no change will reduce benefits to any participant who has already retired under this provision unless the participant is reemployed on a full-time, regular basis with the college president's approval.

2. References

Reserved



4.1.030

Early Retirement Procedure

Date of last executive cabinet review: September 13, 2016

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

See [Personnel Definitions](#)

4. Procedures

A. General

1. The college offers an early retirement plan to qualified employees upon approval by the college president after consultation with the associate vice president ("AVP") of People and Workplace Culture ("PWC") and the AVP of the Budget Office.
2. The early retirement plan is intended to maintain or decrease total college personnel costs.
3. The college must approve or deny early retirement applications based on the legitimate needs, well-being, and overall mission of the college.
4. Phased retirement is a type of early retirement where the employee reduces the full-time equivalent ("FTE") of their full-time position.
5. Each year of phased retirement reduces an employee's eligibility for early retirement by one year. The college limits phased retirement to two years.
6. The college may only reemploy or reinstate employees approved for early retirement to full-time, regular status upon the college president's approval. If the employee resumes full-time, regular status, the college will stop the early retirement stipend and benefits and resume the employee's regular retirement premiums.
7. If an employee dies during the early retirement period, the college will end all early retiree benefits and stipend payments at the end of the month after the date of the early retiree's death. If an early retiree dies on the last day of a month, then the early retiree benefits and stipend payments will cease at the end of the following month.

8. The president, upon notification to the board of trustees, may open a temporary window to offer a cash incentive for qualified employees to facilitate their retirement and recover institution budgetary funds. The president must approve exceptions to this procedure.

B. Eligibility

1. Eligible employees must:
 - a. be full-time, regular, salaried employees who are currently employed 75 percent FTE or more of a fiscal year;
 - b. have worked at least 15 years of full-time, regular, salaried service at the college or related Utah System of Higher Education ("USHE") service; hourly service will not be credited;
 - c. be at least 57 years old;
 - d. be serving in a position that is reasonably assured of funding for the duration of the anticipated early retirement contract period;
 - e. contact their financial advisors, retirement companies, attorneys, insurance carriers, other governmental agencies, and other relevant financial institutions before applying for the early retirement program.

2. Application

- a. To apply for early retirement, eligible employees must submit an early retirement agreement application to PWC at least 45 calendar days before their retirement date.
- b. To apply for phased retirement, eligible employees must submit a phased retirement proposal as part of their early retirement agreement application. If the college denies an employee's phased retirement proposal, the employee may withdraw their application.
- c. PWC will facilitate the retirement application process with applicants, calculate monthly retirement benefits with the Budget Office, and obtain the appropriate application signatures.

C. Stipend

1. The college pays eligible early retirees stipend payments in installments as a bridge to Social Security benefits for the shortest time period:
 - a. until the retiree reaches full retirement age, defined by the Social Security Administration; or

- b. seven years.

2. Staff stipend payments are based on the lowest of the following:
 - a. a percent of the employee's current annual salary; or
 - b. the estimated single Social Security benefit available to the individual at full retirement age.

Stipend Period	Stipend
Up to 5 years	20.5 percent per year
5 – 7 years	Pro-rated: Stipend amount for 5 years divided by the number of months the employee selects to be paid.
7 years	14.3 percent per year

3. Faculty stipend payments are calculated as follows:
 - a. If the faculty member worked on a 12-month appointment (or a combination of nine- and three-month appointments) for at least half of their total years of service, the 12-month salary will be used to calculate the base salary.
 - b. If the faculty member worked on a nine-month appointment for more than half of their total years of service, the nine-month appointment will be used to calculate the base salary.
 - c. The College administration adjusts stipend base amounts annually, usually at the same base wage increase for faculty or staff, whichever employee group the early retiree worked under. The early retirement stipend must not exceed the estimated single Social Security benefit available to the individual at full retirement age.

D. Benefits

1. The college provides continued coverage in the group medical and dental insurance programs at the same level provided to all full-time personnel, as follows:

Benefit Period	College Pays	Early Retiree Pays
Up to 5 years	100 percent of premium	0 percent of premium + current payroll deduction

Up to 5 1/2 years	90.9 percent of premium	9.10 percent of premium + current payroll deduction
Up to 6 years	83.3 percent of premium	16.7 percent of premium + current payroll deduction
Up to 6 1/2 years	76.9 percent of premium	23.1 percent of premium + current payroll deduction
Up to 7 years	71.4 percent of premium	29.6 percent of premium + current payroll deduction

2. The college discontinues benefits at the end of the month in which the early retiree turns 65 or when the college has extended the benefit for seven years.
3. The college will pay early retirees any accrued annual leave to the maximum allowed by college policy at the time of retirement.

E. Phased Retirement Option

1. Employees may participate in the phased retirement program subject to administrative approval of the terms and conditions in their phased retirement proposal.
2. Employees cannot propose a phased retirement plan where the total period of phased and early retirement exceeds seven years.
3. Eligible staff may propose to be reduced from 100 percent FTE to no less than 75 percent FTE, up to two years before regular or early retirement.
4. Eligible, full-time faculty may propose to:
 - a. be released from up to three instructional units each semester in the first year and up to six instructional units in the second year before regular or early retirement in the third year; or
 - b. be released from up to six instruction units each semester in the first year and then enter regular or early retirement in the second year.
 - c. Salt Lake Technical College faculty on 12-month contracts may propose to be reduced from 100 percent FTE to no less than 75 percent FTE, up to two years before regular or early retirement.
5. Employees who enter the phased retirement program agree to a reduced FTE

employment status that cannot be increased afterward.

6. Unless specific provisions to the contrary are included in an employee's phased retirement proposal, the employee will be entitled to the same status and employment benefits they earned before the proposal is effective for the duration of phased retirement. The employee will earn annual sick leave and vacation leave on a pro-rated basis according to the percent of time in phased retirement.
7. Participants in the phased retirement program are entitled to financial incentive payments to compensate for the reduced retirement contributions resulting from a reduction in the FTE assignment.
8. The financial incentive is the difference between what the college contributes to the participant's retirement fund before and after the phased retirement takes effect. The financial incentive amount will become part of the phased retirement agreement and will not be adjusted because of any subsequent salary increases.
9. The participant agrees to contribute the incentive added to salary to a college-sponsored, supplemental retirement program of the participant's choice. Any amount that exceeds the IRS limits will not be required to be deferred by the participant.
10. The participant cannot begin withdrawals, payments, or annuities from the basic retirement plan during phased retirement.



8.1.010

Admissions Policy

Date of last board of trustees review: April 12, 2017

The originator of this policy is Admissions. Questions regarding this policy may be directed to the originator by calling 801-957-4485.

1. Policy

Salt Lake Community College is an open enrollment institution that welcomes students for admission to any course of study for which they qualify, including SLTC technical education classes and programs. The college does not exclude from participation in, deny the benefits of, or subject any individual to discrimination based on race, color, national origin, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs, or any other status protected under applicable federal, state, or local law.

Students under the age of eighteen who have not completed high school or high school equivalency must comply with Utah Code 53A-11-102. Students in public or private schools or home-schooled students can only be admitted to Salt Lake Community College as a Concurrent Enrollment or Early Enrollment special status student. Individuals who have not completed 10th grade or are under the age of fifteen are expected to have exhausted all educational resources at the secondary level or home school before petitioning for special status at Salt Lake Community College. Special status at SLCC is not meant to replace other educational resources currently available to public and home-schooled students under the age of 15.

High School students in grades 9-12 are eligible to be admitted to and attend SLTC technical education classes and programs tuition free, per Utah Code 53B-2a-106.

Previous academic status at other institutions shall not constitute criteria for acceptance or denial of admission.

2. References

- A. United States Immigration and Nationality Act, 8 U.S.C. §§ 100-1778.
- B. Presumption of Lawful Admission, 8 C.F.R. § 101.

- C. Approval of Schools for Enrollment of F and M Nonimmigrants, 8 C.F.R. § 214.3.
- D. Institutional Eligibility Under the Higher Education Act, 34 C.F.R. § 600.
- E. Tuition Waiver and Scholarships, Utah Code Ann. §§ 53B-8-101–304.
- F. Qualifications For Entrance to Community Colleges—Preference to Veterans, Utah Code Ann. § 53B-16-203.
- G. Access, Admission and Articulation, Utah State Bd. of Higher Ed. r. 461.3.2.1.
- H. Determination of Resident Status, Utah State Bd. of Higher Ed. r. 512.



8.1.010

Admissions Procedure

Date of last executive cabinet review: February 21, 2017

The originator of this procedure is Admissions. Questions regarding this procedure may be directed to the originator by calling 801-957-4485.

3. Definitions

- A. Concurrent Enrollment: enrollment in college courses, for dual high school and college credit, by public high school students who continue to be enrolled as high school students and counted in average daily membership. It exists when college enrollment occurs under contractual arrangements between a school district and a USHE (Utah System of Higher Education) credit-granting institution. Concurrent enrollment students are considered special status students.
- B. Directory Information: personally identifiable information or records relating to a student.
- C. Early Enrollment: students who are juniors or seniors in high school and would like to attend Salt Lake Community College before high school graduation. Early enrollment students are considered special status students.
- D. Educational Resources: in person or online classes, curriculum, and other instructional materials designed to assist students in completing the work and demonstrating the mastery of skills and competencies required for graduation from high school.
- E. Guest Student: a student who is enrolled and completing a degree or certificate requirement at another college or university (primary institution) and wishes to attend SLCC with the intention of transferring earned SLCC credits to their primary institution.
- F. Home School: students taught academic curriculum at home instead of public or private schooling.
- G. I-20: certificate of eligibility for non-immigrant student status, created by Student and Exchange Visitor Information System (SEVIS) approved schools, language schools, secondary schools, and post-secondary schools.
- H. International Student: any student in the U.S. on a non-immigrant Visa.

- I. LEA: a local education agency, including local school boards/public school districts and schools, and charter schools.
- J. Re-Admit: the return to active registration status of a student absent from the institution for a period of greater than one year.
- K. Residency Status: the determination of permanent domicile in the State of Utah.
- L. SLTC Student: Salt Lake Technical College student enrolled in a low-cost technical education program.
- M. Special Status Student: a high school student permitted to attend as a non-matriculated, non-degree-seeking student to earn college credit.

4. Procedures

A. General Admissions

- 1. Admissions is responsible for implementing guidelines designed to review and accept applications for admissions. This includes [residency](#) determination following Utah State Bd. of Higher Ed. r. 512.
- 2. General admission procedure allows admission on a first-come, first-served basis to students who have met all requirements in the SLCC Admissions Policy for admission to Salt Lake Community College.
- 3. A student who applies as a general admissions student but would only be eligible for admission as a special status student will be notified by email and given instructions to apply as a Concurrent Enrollment or Early Enrollment special status student.

B. General Re-Admittance

- 1. Admissions is responsible for implementing [guidelines](#) designed to re-admit students into Salt Lake Community College.
- 2. [Re-admittance](#) requires that the student be in good disciplinary status, good financial standing, and update directory information with the college.
- 3. Students who have been away from the college for more than one year must complete an admissions update form.

C. International Student Admission

- 1. Following the procedures in 8 C.F.R. § 214.3, Approval of Schools for Enrollment of F and M Non-immigrants, a school or school system seeking authorization for attendance by non-immigrant students under 8 C.F.R. § 101(a)(15)(F)(i) or 101(a)(15)(M)(i), or both, must file a petition for certification with SEVP, using the

Student and Exchange Visitor Information System (SEVIS).

2. International Student Services is responsible for implementing guidelines designed to review and accept applications from qualified non-immigrants.
3. International Student Services may issue form I-20 to a prospective F-1 student only after the conditions listed at 8 C.F.R. § 214.3(k) have been met.
4. To be eligible for admission as a non-immigrant international student, the prospective student must complete an online application for admission.
5. The application, the student's transcripts or other records of courses taken, proof of financial resources for the length of time necessary to pursue education in the United States, and other supporting documents must be received, reviewed, and evaluated by the Salt Lake Community College International Student Services office.
6. International Student Services determines that the prospective student's qualifications meet all standards for international admission.
7. Once accepted, a certificate of eligibility form I-20 is issued to the student. Information regarding current guidelines can be obtained from International Student Services.

D. Guest Student

1. Admissions is responsible for implementing [guidelines](#) to accept guest student applications.
2. To be eligible for guest student status, students must meet the following criteria:
 - a. enrolled and completing degree or certificate requirements at another college or university (primary institution);
 - b. seek to complete 15 credit hours or less at SLCC with the intention of transferring earned SLCC credits to their primary institution; and
 - c. be non-degree seeking and, as a result, ineligible to receive SLCC financial aid or veteran's education benefits at SLCC.
3. A general admissions application for SLCC must be submitted if a student has no previous college credit.

E. Early Enrollment (Special Status Student)

1. Admissions is responsible for implementing [guidelines](#) to review and accept applications for early enrollment. To be eligible for early enrollment, students must meet the following standards:

- a. Students must have completed their 10th grade high school curriculum.
 - b. Students must currently be enrolled in high school, be registered through the school district as a home school student, or be a minor officially released from state compulsory school attendance requirements.
 - c. Students must demonstrate college readiness as defined in the early enrollment guidelines.
 - d. Students submit materials (application and documentation) by specified deadlines as the early enrollment guidelines outline.
2. An appeal process is outlined in early enrollment [guidelines](#). Information regarding current guidelines can be obtained from the Office of Admissions.

F. Concurrent Enrollment (Special Status Student)

Under the direction of Concurrent Enrollment, high schools are responsible for reviewing student eligibility for acceptance. To be eligible for the concurrent enrollment program, students must meet the following standards:

1. Students must submit a completed admission application. SLCC notifies each student of their SLCC identification number.
2. Students must submit eligible placement test scores or approved equivalency or demonstrate college readiness before registering for concurrent enrollment classes.
3. Students in 9th–12th grade are eligible for concurrent enrollment.
4. Students must be counted in the average daily membership of a local education agency (LEA) that has entered into a contract with SLCC to participate in concurrent enrollment.
5. Students must meet admission deadlines established and disseminated by Concurrent Enrollment.
6. Acceptance into a concurrent enrollment program does not guarantee continuing enrollment as a regular student if SLCC Admissions Policy section 4 (procedures) requirements are unmet.

G. Selective Admission

1. When developing selective admission requirements and procedures, academic administrators should provide a fair, equitable, and transparent process that ensures each student is properly notified of the acceptance decision.
2. Selective Admission Requests

- a. In cases where a specific program is affected by regulations or requirements placed upon it by an outside licensing agency or institution and/or extremely limited capacity or facilities and high student demand, the Associate Dean or Dean may request that a selective admission procedure be set up for that program to assure that:
 - (1) outside agency accreditation and placement standards are met; and
 - (2) all students admitted to the program are qualified to perform the required coursework and meet standards for licensure where appropriate.
- b. The request to establish a selective admission procedure must be submitted to the provost of Academic Affairs for presentation and final approval by the executive cabinet.
- c. The executive cabinet reserves the right to request a review when appropriate.

H. Selective Admission Standards

Selective admission standards shall be developed by an ad hoc committee comprised of academic department faculty members, Academic Affairs and Student Affairs representation, college administration, and Risk Management.

TAB K



8.1.098

Student ADA Access and Reasonable Accommodations Policy

Date of last board of trustees review: March 11, 2015

The originator of this policy is the Accessibility & Disability Services director. Questions regarding this policy may be directed to the originator by calling 801-957-4736.

1. Policy

Salt Lake Community College is committed to building and maintaining a community that reflects diversity and improves opportunities for all individuals with disabilities. As part of this commitment, these policies and procedures will ensure that qualified students with disabilities are not subjected to discrimination or denied full and equal access to all programs offered by the college based on their disability. The college prohibits any discrimination against persons with disabilities.

2. References

- A. Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §12101 et seq. (1990).
- B. ADA Amendments Act (ADAAA) of 2008, Pub. L. 110-325
- C. Rehabilitation Act of 1973, 29 U.S.C. §701 et seq. (1973).
- D. Utah Code §34A-5-106(7)(c) (2016).
- E. Fair Housing Act 42 U.S.C. §3601 et seq.



8.1.098

Student ADA Access and Reasonable Accommodations Procedure

Date of last executive cabinet review: January 20, 2015

The originator of this procedure is the Accessibility & Disability Services director. Questions regarding this procedure may be directed to the originator by calling 801-957-4736.

3. Definitions

- A. Accessible: the opportunity to acquire comparable information, engage in comparable interactions, access comparable educational opportunities, and enjoy comparable services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. This principle aims for an equally effective and integrated experience, removing barriers and providing substantially equivalent ease of use across physical spaces, digital resources, programs, and services within the institution.
- B. Disability: a mental or physical impairment, which may be temporary, that substantially limits one or more major life activities of an individual, has a record of such impairment, or is regarded as having such an impairment.
- C. Essential Requirements: the learning outcomes or objectives, conduct standards, performance expectations, and assignments, activities, or assessments that are essential to a degree, program, or course.
- D. Fundamental Alteration: a significant change to a college program, service, or activity that substantially changes the essential nature of the program, service, or activity.
- E. Interactive Process: a collaborative exchange of information, requests, and potential accommodations through which a qualified individual with a disability and [Accessibility & Disability Services \(ADS\)](#) better understand the precise limitations created by the disability and which reasonable accommodations may enable a student to perform essential requirements and otherwise access the programs, activities, and facilities available to other qualified students. The interactive nature of this process emphasizes open communication, flexibility, and a case-by-case approach to finding reasonable and effective solutions tailored to the individual's needs while considering the constraints

and requirements of the situation.

- F. Major Life Activity: includes, but is not limited to, caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, bending, reading, concentrating, thinking and communicating, as well as the normal operations of major bodily systems including but not limited to the immune system, normal cell growth, digestive, bowel, bladder, complications from pregnancy, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Understanding and acknowledging limitations in these activities and bodily systems are critical in evaluating the impact of disabilities and determining appropriate accommodations or support.
- G. Miniature Horse: a horse whose height generally ranges from 24 inches to 34 inches when measured to the shoulders. Its weight generally ranges from between 70 and 100 pounds.
- H. Program: any activity, course, benefit, or service provided by or substantially supported by the college.
- I. Qualified Student with a Disability: an individual with a mental or physical condition who meets the eligibility requirements for a college program, course, service, or activity participation with or without a reasonable accommodation.
- J. Reasonable Accommodation: a modification, adjustment, or change made in the policy, practice, environment, or procedure to provide individuals with disabilities equal access to opportunities and enable their participation in programs, courses, services, or activities. These accommodations are tailored to address barriers posed by the disability while ensuring that essential core elements of a program or service remain intact. These accommodations aim to mitigate the impact of the disability and do not cause a fundamental alteration or undue hardship.
- K. Service animals: dogs and miniature horses that are individually trained to do work or perform tasks for persons with disabilities.
- L. Substantially Limits: an impairment that significantly restricts the duration, manner, or condition under which an individual can perform a particular major life activity compared to the ability of the typical person in the general population to perform the same major life activity. This is a considerable limitation, rather than a minor or temporary restriction.
- M. Undue hardship: an accommodation that causes substantial difficulty or disruption when considering the nature and impact of the accommodation on the nature or operation of the program, course, service, or activity.

4. Procedures

A. General

This policy applies to students and persons who interact with the college, including:

1. All potential, past, current, and future college students, regardless of the educational delivery and practices, including [academic adjustments](#). This applies to students at all campuses and students engaged in distance learning.
2. Concurrent enrollment high school students attending classes at SLCC campuses, accommodations will be provided by the [Office of Accessibility & Disability Services \(ADS\)](#). For students attending classes at their high school, the school district is responsible for providing a plan to meet their educational needs in conjunction with ADS.
3. All students who engage with the college through student programs over which the college exercises substantial control, which may occur outside of the classroom or campus but are a vital part of the college experience, e.g., sponsored events and extension programs.
4. Students and people who participate in trainings or programs sponsored by the college that take place in their workplace or off campus. ADS, in conjunction with the individual workplace, are responsible for providing a plan to meet their educational needs.
5. All students and people with public access to college programs and other offerings for students. This includes but is not limited to athletic events, parking, conferences, and any other student event or service open to the public.
6. All students and people who use facilities and property owned, operated by, or rented by the college for student purposes.
7. All students who use the college's electronic and information technology services, including delivery platforms.

B. Requesting Accommodations

1. All students with a disability may request an accommodation through ADS. The college evaluates all accommodation requests through an interactive process in accordance with state and federal law.

2. Public Campus Accommodations

Students and individuals seeking accommodations to attend public student functions and facilities of the College should contact the ADS Director at 801-957-4659 at least 7 days before the event

3. Student Employee Work Setting Accommodations

Student employees must make accommodation requests related to their work for the college by contacting the FML/ADA Coordinator by submitting an online [Employee Accommodation Request Form](#), or following another option as outlined in the Employee ADA Access and Reasonable Accommodations policy. The ADS Office cannot provide employment accommodations, and accommodations provided to students are not automatically transferred in the individual's role as an employee.

4. Student Educational Setting Accommodations

- a. A student may make accommodation requests each semester through the ADS:
 - (1) by phone at 801-957-4659;
 - (2) by contacting their ADS Advisor;
 - (3) [online through the Student Accommodation Application](#), or
 - (4) by requesting services [in person](#).
- b. As part of the application, students must submit documentation of their disability and its current impact in an educational setting. Documentation should:
 - (1) be from a licensed professional who is not related to the student, such as a medical doctor, audiologist, or therapist/counselor;
 - (2) be written on letterhead, with the name and provider credentials;
 - (3) identify the correlation between the provider's credentials and their diagnosis;
 - (4) clearly state the disability; and
 - (5) describe how the disability substantially limits major life activities, focusing on activities in an educational setting.
- c. Students must communicate with ADS staff in writing, in person, or via other methods as part of the process.
- d. Once documentation has been submitted and reviewed, the ADS staff and student will determine timely reasonable accommodations and/or academic adjustments to provide access to college educational programs.
- e. ADS staff may approve documentation not compliant with section 4.B.4.b. if, in their sole professional judgment, the submitted documentation or information reliably establishes the nature and scope of the student's disability and need for services

5. Parking Accommodations

- a. Students with short-term accessible parking needs must contact ADS at 801-957-4659. A map of these locations can be found on the [Parking Services webpage](#).
- b. The college has designated parking stalls for individuals with disabilities on all [campuses](#).

C. Review and Determination of Student Accommodation Requests

1. The ADS Advisor will review the accommodation request and all supporting documentation, including medical documentation, and then engage in the interactive process with the student and the faculty or staff member implementing the accommodation to identify functional limitations and reasonable accommodations.
2. When making determinations about eligibility and accommodations, ADS staff can use:
 - a. any relevant source of information; and
 - b. their best professional judgment in evaluating student documentation and accommodation requests.
3. Criteria for Evaluating Accommodation Requests

a. Substantial Limitations

When evaluating how a disability substantially limits major life activities relating to the need for a reasonable accommodation, the following factors will be considered:

- (1) the nature and severity of the impairment;
- (2) the duration or expected duration of the impairment;
- (3) impact on function and use caused by the impairment; and
- (4) environmental barriers that may impact the impairment.

b. Fundamental Alteration and Undue Hardship

When evaluating an accommodation request, the ADS Advisor shall evaluate whether the requested accommodation:

- (1) fundamentally alters the nature of the program, course, activity, or service; or

(2) constitutes an undue hardship on the college or the department providing the program, course, activity, or service.

4. Reasonable Accommodation Determination

- a. The ADS Advisor may develop reasonable accommodations using the interactive process. Accommodations will be determined on a case-by-case basis.
- b. Procedure
 - (1) The ADS Advisor's determination of a reasonable accommodation must be provided in writing and specify the reasonable accommodations being provided to the student;
 - (2) The written letter of accommodation must be provided to the student and the member of faculty and/or staff responsible for implementing the determination; and
 - (3) The faculty and/or staff member who receive the letter of accommodation are responsible for timely implementation of the determination.

D. How to Appeal an ADS Reasonable Accommodation

1. The student may request an appeal of the reasonable accommodation determination by submitting a written appeal to the Dean of Students within ten business days of the date that the accommodation determination is sent to the student and relevant faculty or staff member. The written appeal should include:
 - a. the grounds and explanation for the appeal; and
 - b. any new documentation supporting the appeal that was not available at the time of the ADS Advisor's Decision.
2. Upon receipt of the Appeal, the Dean of Students will provide a copy of the appeal to the ADS Advisor and non-appealing party.
3. If the appeal or supporting documentation contains personal medical information, the Dean of Students may, in the Dean's sole discretion, withhold the confidential information from one or all of the aforementioned parties.
4. The Dean of Students should consult with legal counsel regarding disclosing or withholding confidential information.
5. The Accommodation Review Committee will review the appeal. This Committee shall be comprised of
 - a. Dean of Students;

- b. FML/ADA Coordinator;
- c. Director of Risk Management;
- d. Office of General Counsel representative; and
- e. Director of Diversity and Multicultural Affairs.

6. The Committee shall review the ADS Advisor's written decision and all supporting documentation reviewed by the ADS Advisor in making the accommodation decision. In reviewing the matter, the Committee, in its sole discretion, may consult with the ADS Director, supervisor, or employee.
7. Within 20 calendar days of receiving the appeal, the Committee shall provide its decision in writing to the student, ADS Advisor, and related faculty or staff member.
8. The Committee's written decision should avoid disclosing confidential medical information.
9. The Committee's written decision shall be final and binding.

E. Reporting Discrimination Against Individuals with Disabilities

Any student, college community member, or user of college services who believes they have been discriminated against because of a disability may contact the director of ADS.

F. Service Animals

1. Students may bring [service animals](#), as defined by the ADA, on campus.
2. Only dogs, and in some cases miniature horses, are considered service animals under the ADA.
3. Students do not need to register with ADS to use a service animal on campus.
4. The student handler must determine when a situation is unsafe for their service animal and may necessitate an ADS accommodation request.
5. A student's service animal may be excluded from campuses and classrooms when the animal's behavior threatens the health and safety of others or if the handler does not maintain proper control of the animal. Each occurrence will be evaluated on an individual basis by ADS.
6. Dogs that do not perform an identifiable task or function directly related to a disability do not qualify as service animals under the ADA and are not allowed in college buildings.
7. Emotional Support Animals ("ESA") may be allowed in student housing under the

Fair Housing Act. ESA are not permitted in college facilities outside of student housing.

G. Student Confidentiality and Privacy

1. Information concerning a student's reasonable accommodation, medical condition, or medical history, shall be kept confidential, except that:
 - a. faculty and persons with a legitimate need to know, may be informed regarding the student-related accommodations for persons with disabilities;
 - b. medical and public safety officials may be informed where appropriate if the condition might require emergency treatment; and
 - c. employees with a duty to investigate compliance with the acts shall be provided disaggregated relevant information upon request.
2. Information concerning a student's medical condition or history shall be kept confidential.

H. Responsibilities

Duties of ADS Advisor, Student Requesting the Accommodation, and Faculty or Staff-member enforcing accommodation

1. ADS Advisor
 - a. Conduct accommodation reviews and issue written letters of accommodation;
 - b. Request necessary documentation, including medical documentation, in support of accommodation requests;
 - c. Direct the interactive process with the person implementing the accommodation;
 - d. Oversee and monitor the implementation of the accommodation;
 - e. Provide assistance and training to members of faculty, administration, and individuals responsible for implementing the accommodation;
 - f. Maintain strict confidentiality regarding student's accommodations and medical conditions; and
 - g. Take all additional necessary actions consistent with this policy's purposes.
2. Student Requesting Accommodation (Qualified Student with a Disability)
 - a. Initiate the accommodation process set forth in section 4.B.
 - b. Provide appropriate medical and other documentation or information that

confirms a disability, or that is requested by the ADS Advisor.

- c. Participate in the interactive process to identify appropriate reasonable accommodation.

3. Individuals that provide instruction or control a program must:

- a. Refer student accommodation requests to ADS. Faculty and/or staff members are not permitted to develop ADA accommodations without ADS.
- b. Engage in the interactive process with the ADS Advisor to develop appropriate and reasonable accommodations.
- c. Comply with and implement reasonable accommodations under the direction of the ADS.
- d. Maintain confidentiality of accommodation needs and medical information.

4. College

- a. Ensure that students with disabilities are provided with reasonable accommodation as outlined in this policy.
- b. Ensure student access to all college programs while maintaining fundamental and essential program standards.
- c. Inform college program participants about the availability of accommodations.
- d. Identify and establish the abilities, skills, and knowledge necessary for entrance and ongoing participation in its programs and evaluate applicants and participants on this basis.
- e. Make reasonable modifications to the environment, policy, or practice and/or provide auxiliary aids and services when a student's program is substantially impacted by their disability.
- f. Inform students of the availability of internal and external [appeals processes](#) as applicable.
- g. Determine necessary individuals to receive private information to establish and implement reasonable accommodations, reporting, and resolution as outlined in the policy.
- h. Maintain confidentiality of personal medical information and educational records in compliance with federal student privacy laws and this policy.

I. Special Pregnancy-Related Accommodations

1. Students who are seeking accommodation related to pregnancy, childbirth, false

pregnancy, termination of pregnancy, or recovery therefrom are not required to provide certification for more frequent restroom, food, or water breaks.

2. Student requests for consideration of pregnancy-related needs can be made with ADS using [this form](#).
3. Students can follow the appeals and grievances process for pregnancy-related accommodations on the [ADS website](#).