



Board of Trustees – August 13, 2025, 9:00 a.m.
The SLCC Board of Trustees will convene for a Board of Trustees Meeting
on August 13, 2025 at 9:00 a.m. at the Taylorsville/Redwood Campus in
AAB428

Meeting to be conducted by Lori Chillingworth, Chair

**Executive Session is not anticipated in
connection with this meeting.**

I.	BOARD BUSINESS: Lori Chillingworth, Chair	
	A. JUCO World Series Champions	
	B. Oath of Office for new SLCCSA/Student Trustee Roena Delfin	
	C. Board Self-Evaluation Survey Results	
	D. Bylaws (2 nd Read)	TAB A
	E. Review of Committee Assignments	TAB B
	F. Mission Fulfillment Committee Report – Performance Funding	
	G. ACTION: CONSENT CALENDAR: It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:	
	1. Executive Session: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held October 8, 2025 to consider matters permitted by the Utah Open and Public Meetings Act.	
	2. Minutes of Previous Meeting	TAB C
	3. Personnel Report	TAB D
	4. Government Funding Report	TAB E
	5. Investment Report	TAB F
	6. Interim Financial Report	TAB G
	7. Cash Flow Report	TAB H
II.	PRESIDENT'S REPORT: Greg Peterson, President	
	A. Presidents Report – President Greg Peterson	
	1. INFORMATION: HB265 Update	
	2. INFORMATION: USHE Presidential Spending Audit Update	
	3. INFORMATION: September Retreat Preview	
	4. ACTION: Policy Review/Approval	
	a. Holiday Leave Policy (2 nd Read)	TAB I
	b. Advertising and Posting Policy (2 nd Read)	TAB J
	c. Record of Student Complaints Policy (2 nd Read)	TAB K
	d. Code of Student Rights and Responsibilities (2 nd Read)	TAB L
	e. Sabbatical Leave Policy (2 nd Read)	TAB M
	f. Safety Intervention Policy (2 nd Read)	TAB N
	5. INFORMATION:	
	a. FLSA and Overtime Pay Policy (1 st Read)	TAB O
	6. INFORMATION: Inauguration Celebration	
	B. Campus-based & Constituents Reports:	
	1. INFORMATION: Faculty Senate Report – Gabe Byars, Faculty Senate President	
IV.	ADJOURNMENT:	

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 801-957-4722, at least three working days prior to the meeting.

Calendar of Important Events:

DESCRIPTION	DAY/TIME	LOCATION
President Peterson's Inauguration Celebration	Thursday, August 21, 2025 6-9PM <i>[Invite Only]</i>	South City Campus
Convocation	Monday, August 25, 2025	Taylorsville/Redwood
Gail Miller Utah Leadership Cup Golf Tournament	Monday, September 8, 2025 8AM-2PM <i>[Invite Only]</i>	Hidden Valley Country Club
Board of Trustees Retreat	Friday, September 12, 2025 8:30AM-2PM <i>[Invite Only]</i>	Jordan Campus Huval Student Center Multipurpose Rooms
President Emeritus Deneece Huftalin Portrait Unveiling	Thursday, September 25, 2025 4:30-6PM <i>[Invite Only]</i>	Taylorsville/Redwood Campus AAB Fourth Floor
SLCC Speaker Series Community Conversations: Alok Vaid-Menon	Tuesday, September 30, 2025 5:30-7:30PM	South City Campus Multipurpose Room & Grand Theatre
Board of Trustees Meeting	Wednesday, October 8, 2025 9-11:30AM	Taylorsville/Redwood Campus AAB428
President's Art Show Reception [Show runs October 24 thru November 26]	Wednesday, November 5, 2025 6-8:30PM	South City Campus Multipurpose Rooms

TAB A

BY-LAWS OF THE SALT LAKE COMMUNITY COLLEGE BOARD OF TRUSTEES

I. Vision, Mission, and Values

- A. The Salt Lake Community College Board of Trustees serves to advance the college's vision, mission, and values and to govern using an equity lens to ensure the advancement of equity, diversity, and inclusion.
 - 1. SLCC Vision: Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of students.
 - 2. SLCC Mission: Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.
 - 3. SLCC Values: We don't just state our values, we live them through dedicated, collective effort. Our values of collaboration, community, inclusivity, learning, innovation, integrity, and trust ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

II. Roles and Responsibilities

- A. Introduction
 - 1. The Board of Trustees ("Board") performs duties, responsibilities, and functions authorized by Utah Code Title 53, Chapter 2 and delegated to it by the Utah State Board of Higher Education policy R220 ("USBHE");
 - 2. The Board may enact college policies and exercise other powers, not specifically prohibited by the USBHE or law, as may be necessary and proper to ensure the college's effective and efficient administration; and
 - 3. It is the college President's responsibility to administer Board policies and manage the college programs, operations, and public affairs.
- B. Statutory Responsibilities:

The Board shall have the responsibility to:

1. Consult with and give advice to the President on matters related to the institution through the Utah System of Higher Education Equity Lens Framework;
2. Facilitate communication between the institution and the community;
3. Assist in planning, implementing, and executing fund raising and development projects aimed at supplementing institutional revenues;
4. Perpetuate and strengthen alumni and community identification with the institution's tradition and goals;
5. Select recipients of honorary degrees; and
6. Approve changes to the institutions academic and technical programs.

C. Institutional Responsibilities

The Board shall have the responsibility to:

1. Approve and monitor implementation of the approved institutional mission and strategic plan, including periodic review and update to:
 - a. Ensure that college's strategic plan and associated goals and objectives are aligned with USBHE state attainment goals, workforce needs, Board goals and the college's distinctive role and mission; and
 - b. Assess the college's progress toward achieving both the college's strategic plan and the USBHE strategic plan.
2. Approve Institutional Policies and Programs as prescribed by the President;
3. Review and approve academic program planning, including
 - a. Approve recommended changes to the institution's degree granting and technical college programs, in accordance with Section 53B-16-102, including, but not limited to:
 - (1) Academic program quality reviews;
 - (2) Program additions and discontinuations; and
 - (3) Name changes.
4. Approve all candidates for earned degrees and diplomas as recommended by the college's Provost, as authorized by the USBHE.

5. Approve Masterplan, Real Property Transactions and Capital Projects:
 - a. Approve institutional facility master plans;
 - b. Approve acquisition, purchase, sale, and lease of real property;
 - c. Approve capital development and improvement project planning including the design and construct facilities; and
 - d. Review and approve all requests for funds for capital facilities to be appropriated by the legislature.
6. Monitor Budgeting, Spending and Auditing:
 - a. Approve recommended budget requests;
 - b. Approve tuition and fee adjustments;
 - c. Approve financial performance reports;
 - d. Review institutional investment policies;
 - e. Approve research training contracts and grants;
 - f. Approve contracts with non-profit corporations and foundation to aid with attaining approved education, research, and public service goals.
 - g. Approve semi-annual bad debt write-off summary reports;
 - h. Review institutional audits with the participation of the President at the Board's discretion; and
 - i. Review and approve President's plan to handle financial exigencies and personnel reductions consistent with USBHE guidelines.
7. Review and approve institutional reports on athletics, auxiliary and service enterprises, development fund, institutional discretionary fund, investments, leased property, money management, and real property.
8. Review and approve all fleet, surplus, security and other reports as directed by USBHE policy.
9. Assess Performance:
 - a. Conduct biennial self-assessment of Board goals, responsibilities, and performance; and
 - b. In collaboration with USBHE designees, conduct annual assessments of President's performance.

III. Membership

- A. Composition: The Board has ten (10) members who are appointed in the following manner:

1. Eight (8) of who shall be appointed by the Governor and approved by the Senate of the State of Utah; and
2. Two (2) of who shall be voting *ex-officio* members by virtue of their position.
 - a. President of the college's alumni association; and
 - b. President of the college's student association.

B. Term of Office

1. The eight appointed Trustees shall serve staggered four-year terms commencing on July 1 of the year of appointment; and
2. The two *ex-officio* members shall serve commensurate to their positions.
3. Each Board member shall take the official oath of office prior to assuming the office.

C. Vacancies

1. Vacancies occurring before the expiration of a term will be filled by appointment by the Governor for the remainder of the unexpired term;
2. An appointed member holds office until a qualified successor is appointed; and
3. Ex-officio trustees serve for the same period as they serve as presidents of their organization and until a successor has been named.

D. Trustee Emeriti

1. The Board may appoint any Trustee whose term has ended as a Trustee Emeriti.
2. The role of this trustee will be ad hoc and dependent on the former trustee's skills and the college's needs. Examples of roles that Trustee Emeriti may hold include:
 - a. Service as a legislative or philanthropic champion for the college;
 - b. Service as a member on Board sub-committees; or
 - c. Providing counsel to the President and/or Board members.
3. Appointment process
 - a. A Trustee Emeriti may be nominated at any time and by a current Trustee; and
 - b. Nominations, which must include the nominees proposed role, shall be presented in advance to the entire Board and a vote will be held at the subsequent Board meeting.
4. A Trustee Emeriti will not be eligible to vote on any matter before the Board.
5. Duration of Emeriti Status
 - a. Once awarded, emeritus status continues in perpetuity unless the recipient either requests to have their emeritus status rescinded or the Board of Trustees votes to revoke the emeriti status because the recipient:
 - (1) does not fulfill a commitment upon which the appointment was approved;
 - (2) is convicted of a felony;
 - (3) engages or has engaged in conduct that makes the continued association with the Trustee Emeriti damages the reputation of the college or is contrary to the college's best interests.

E. Compensation and Reimbursement

1. Trustees will receive an honorarium for their Board related service.
2. Trustees will be reimbursed for actual expense incurred during performance of their duties in accordance with college guidelines.

IV. Code of Ethics and Standards of Conduct

- A. All Board members are expected to maintain the highest standards of conduct and ethical behavior as provided for in these Bylaws.

- B. The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:
 - 1. Act only in the best interests of the entire community.
 - 2. Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
 - 3. Prevent conflicts of interest and the perception of conflicts of interest.
 - 4. Exercise authority only as a Board.
 - 5. Use appropriate channels of communication.
 - 6. Respect others; acting with civility.
 - 7. Be informed about the college(s), educational issues, and responsibilities of Board membership.
 - 8. Devote adequate time to Board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
 - 9. Maintain confidentiality of executive sessions.
- C. Each member of the Board will reaffirm adherence to the provisions in these Bylaws by signing a statement at the annual organizational meeting.

V. Conflict of Interest, Disclosure and Recusal Requirements

- A. General Requirements
 - 1. Trustees must comply with the Utah Public Officers' and Employees' Ethics Act which governs public officials' conflict of interests and service; and
 - 2. Trustees shall not use or attempt to use their official positions to further substantially their personal economic interest or to secure special privileges or exemptions for themselves or others.

B. Sworn Disclosure Statement Requirement

1. A Trustee who has any one of the following conflicts of interest must submit, a written sworn statement disclosing material if:
 - a. A trustee receives or agrees to receive compensation assisting any person or business entity in any transaction with the college;
 - b. A trustee is an officer, director, employee of a business entity that is or may be involved in any transaction with the college; or
 - c. A trustee is an owner of a substantial interest in any business entity that is or may be involved with a transaction with the college.
 - (1) Substantial interest means the legal or equitable ownership, by a Trustee, the Trustee's spouse, or the Trustee's minor children, of at least 5% of the outstanding capital stock of a corporation or a 5% in interest in any other business entity.

C. Disclosure Statement Process

1. The sworn statement must be sent to the Board Secretary;
2. The Secretary must provide a copy of the statement to:
 - a. Office of the President;
 - b. Commissioner of Higher Education; and
 - c. State of Utah Attorney General.
3. The disclosure statement will be reviewed by the Trustee Executive Committee;
4. The disclosure statement must be submitted before the Trustee participates in the transaction, but no later than 30 calendar days from the date the conflict or potential conflict of interest; and
5. If the conflict of interest continues, the Trustee must complete a new disclosure statement by August 31 of the new academic year.

D. Recusal

1. A trustee whose action falls within the scope of section V.A and V.B shall recuse themselves from the discussion and vote on the matter; and
2. The Board meeting minutes shall contain the Trustee's name who abstained from a vote because their actions fall within the scope of section V.B

VI. Board Development

- A. To develop and strengthen Board leadership capabilities and general knowledge

related to higher education and community colleges, Board members will participate in opportunities for development that may include, but are not limited to, the following:

1. Participation in conferences, workshops and conventions held by state and national educational associations and organizations;
 2. Meeting with national and state representatives to advocate for the community college and related legislation, appropriations, and other matters in the college's interest; and
 3. Subscriptions to publications addressing Board member concerns.
- B. To control both the investment of time and funds necessary to support this development, the Board establishes these principles and procedures for its guidance:
1. The President will inform Board members of appropriate conferences, conventions, and other development opportunities;
 2. Funds for participation at such meetings will be included in the annual college budget. The Board will designate which members would be most appropriate to participate in a given event;
 3. If authorized to attend, Board members will be reimbursed according to college travel guidelines, for appropriate expenses; and
 4. Those who do participate will be requested to share at the next Board meeting information, recommendations, and materials acquired at the event.

VII. Meetings

A. Frequency

1. The Annual Board meeting shall be held in August of each year;
2. Regular meetings shall be held once per month, except for the months of May, July, September, and December; and
3. Special meetings, including emergency meetings, may be convened by the chairperson or by a majority of the Board.

B. Open and Public Meetings Act Requirements

1. General Applicability
 - a. All Board meetings shall be conducted in compliance with the Utah Open and Public Meetings Act. This includes meetings where the Executive Committee acts on behalf of the full Board; and
 - b. All Board committee meetings are advisory and not subject to the Open and Public Meetings Act.
2. Notice of Board Meetings
 - a. Notice of all Board meetings shall be provided at least twenty-four hours prior to any meeting. This notice shall include the date, time, and place of the meeting. This notice shall be distributed by:
 - (1) Posting written notice on college property;
 - (2) On the Utah Public Notice website; and
 - (3) Providing notice to the local media
 - b. Notice of all Board meetings shall be provided to each trustee, at least one week prior to the date of such meeting. This written notice shall specify:
 - (1) The time and place of the meeting; and
 - (2) Include a copy of the agenda indicating the nature of the business under review.
 - (a) The agenda of each meeting will be approved by the Executive Committee.
 - (b) Board members may request certain items be placed on the agenda.
 - c. Notice of all Board meetings, including the meeting agenda, shall be provided to the Faculty Senate President, Faculty Association President and Staff Association President.

3. Notice for Electronic Meetings

- a. If an electronic meeting is to be held, the notice shall
 - (1) Include all information set forth in section VII.B.2b of these bylaws as well as instructions for Board members to connect to the electronic meeting;
 - (2) Be provided to all Board members at least 24 hours before the meeting;
 - (3) Post written notice of the meeting at the anchor location; and
 - (4) Provide space and facilities for members of the public to participate at the anchor location.

4. Quorum and Voting

- a. A meeting may not be convened unless a quorum is present. A quorum shall consist of six members.
- b. Voting:
 - (1) Each trustee shall have one (1) vote;
 - (2) Proxy voting is not allowed; and
 - (3) A Board majority is necessary to approve any agenda item.

5. Closed Meeting Procedures

- a. All meetings are open to the public; however, the Board may meet in closed session as authorized by law.
- b. A closed meeting may be held if a motion is made stating the grounds for closure which are:
 - (1) Character, professional competence, or physical or mental health of an individual;
 - (2) Investigative proceedings and deployment of security systems;
 - (3) Strategy sessions to discuss:
 - (a) Pending or reasonably imminent litigation; or
 - (b) Sale, purchase, exchange, or lease of real property or water rights; and
 - (4) Any other grounds identified under the Open and Public Meetings Act.
- c. A majority of the Trustees must vote to approve closing the meeting; and
- d. At the conclusion of the closed session, the Board must reconvene in public meeting, and, if applicable, conduct a public vote regarding the matter discussed in the closed session.

C. Public and Community Participation

1. General

- a. All meetings are open to the public; however, the Board may meet in closed session as authorized by law.
- b. Members of the public may request to address the Board by submitting a request to the Secretary of the Board at least ten (10) days prior to the meeting. The Board chairperson may impose time and other limitations on the public statement as circumstances warrant.
- c. Alternating reports from the Faculty Senate President, Faculty Association President and Staff Association President. Each will be allotted time at all regular meetings to report matters related to their organization. The Board chairperson may impose time and other limitations on these reports as circumstances warrant.
- d. All agenda items and reports will be sent to the Secretary ten (10) days in advance to allow for distribution to trustees

2. Public Participation Procedures and Decorum

- a. Members of the public and college community are encouraged to attend Trustee's meeting and share ideas and opinions with the Board, when appropriate.
- b. Persons wishing to address the Board must submit a request to the Secretary of the Board at least ten (10) days in advance of the regular meeting. Speakers request to present to the Board will be accepted on a first, come, first serve basis.
- c. Only persons who have registered to speak before the deadline will be called to address the Board.
- d. Persons addressing the Board must address the Board in a normal tone of voice and may offer objective criticism of college operations and programs. However, the speaker must not provide complaints concerning individual college employees or students.
- e. Individual presentations to the Board are limited to three (3) minutes and the total time for presentations will be limited to no more than fifteen (15) minutes.
- f. Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the President for consideration and recommendation.
- g. At the discretion of the Board Chairperson, the Board may deviate from the procedures set forth in bylaws section VII.B.6.c.d and f.

D. Electronic Meetings

- 1. Electronic Board meetings may be held by telephone or computer conference.
- 2. Electronic meetings shall originate from the location where Board meeting are typically held ("anchor") location so that the public may attend.
- 3. In any electronic meeting, at least two Trustees must be physically present at the anchor location.
- 4. In any Board meeting or meeting where Trustees participate electronically, no

Trustee may vote or otherwise act by proxy.

5. In any Board meeting where Trustees electronically participate all votes must be by roll call unless there is a unanimous vote.
6. Electronic Participation in a Meeting:
 - a. Provided the requirements of section VII. D. 1-4 are met, if a Board quorum is not physically present for a meeting, Trustees who seek to electronically participate in the Board meeting may be considered part of the Board quorum necessary to conduct the meeting.
 - b. Under such circumstances, a Trustee participating electronically in the Board meeting may vote on all actions before the Board.
 - c. An electronic meeting may be held without an anchor location, if the board chairperson makes a written determination that the anchor location will present a substantial risk to the health and safety of the trustees, participants and members of the public who attend the meeting.
 - d. When holding an electronic meeting without an anchor location, the Board must include:
 - (1) the facts that are the basis for the substantial risk to health and safety determination set forth in section VII.D.6.c.
 - (2) in the meeting public notice:
 - (a) the grounds for this determination; and
 - (b) information on how a member of the public may view or make a comment at the meeting.
 - (3) a statement at the beginning of the meeting explaining substantial health and safety risk necessitating the electronic meeting and absence of the anchor location.
 - e. The written health and safety determination referenced in section VII.D.6.c expires 30 calendar days after the Board chairperson makes the determination.

E. Meeting Minutes

1. Written minutes and a recording shall be kept of all open meetings;
2. The minutes shall include the information required by the Open and Public Meeting Act;
3. The recording shall a complete and unedited record of the open portion of the meeting;
4. A copy of the meeting minutes shall be distributed to:
 - a. Each Trustee; and
 - b. Faculty Senate, Faculty Association and Staff Association Presidents.

5. The Board shall review and approve the meeting minutes at the next scheduled regular meeting.

VIII. Officers

- A. Board Officers shall be:
 1. Chairperson;
 2. Vice-chairperson; and
 3. Secretary.
- B. Term:
 1. The Chairperson and Vice-Chairperson shall hold office for two years or until their successor is elected and qualified; and
 2. The College President's Executive Assistant shall be the Secretary.
- C. Election and Removal:

Officers shall be elected pursuant to the following procedures:

 1. The chairperson shall appoint a Board nomination committee;
 2. The nomination committee shall recommend nominations for the chairperson and vice-chairperson to be submitted to the full Board for the annual meeting which is held in August;
 3. The chairperson shall ask the Board if there are additional nominations for either chairperson or vice-chairperson;
 4. When the nomination process is complete, the chairperson shall call for a vote; and
 5. Elections will be conducted by closed ballot and the results will be announced in public session by the secretary.
- D. Removal: An elected or appointed officer may be removed, with or without cause by Board majority vote. The vote shall be conducted by closed ballot.
- E. Vacancy: Any vacancy due to an officer's death, resignation, removal, disqualification or otherwise may be filled by the Board for the unexpired portion of the term of such office.

F. Officers' Duties and Powers

1. The chairperson shall preside at all Board meetings and shall have such duties and responsibilities as are assigned by the Board;
2. The chairperson conducts the meeting and will call on members and/or institutional representatives to report;
3. The vice-chairperson shall have such duties as are assigned by the chairperson and shall preside at Board meetings in the chairperson's absence; and
4. The Executive Assistant to the President will serve as Secretary to the Board and will uphold all Open and Public Meeting guidelines as prescribed, prepare and post the agenda, keep meeting minutes, and perform such other duties as the Board may direct.

IX. Committees

A. Executive Committee

1. This committee's membership shall be comprised of the Board chairperson, vice chairperson, audit committee chairperson and college President who is an ex officio non-voting member.
2. The committee shall have full authority to act upon routine matters during the interim period between Board meetings;
3. The committee may act on non-routine matters only under extraordinary and emergency circumstances; and
4. The Executive Committee shall report any activity taken to the full Board at its next regular meeting.

B. Standing Committees

The Board must have or serve on the following committees:

1. Audit Committee-This committee must be comprised of three (3) Trustees;
2. Investment Committee-This committee must be comprised of two (2) Trustees; and
3. Foundation Committee: The Board chairperson shall appoint a Trustee to serve on the Salt Lake Community College Foundation Board.

C. Other Committees

1. The Board may establish other advisory committees as deemed appropriate.
2. The Board chairperson shall assign Trustees to each committee. Each committee shall be supported by appropriate college staff.
3. Committee meetings may be convened as determined by the committee chairperson or majority of the committee members.
4. Committee meetings are not subject to the Open and Public Meetings Act.
5. Committee meetings may be held in person or through electronic means.

X. Public Information and Communication

- A. The chairperson is the only Board member authorized to make official pronouncements for the Board or its committees.
- B. The college President is authorized to provide spoken or written communications to the Board on policy matters approved by the Board and on administrative matters.
- C. Individual trustees may publicly comment on college matters; however, such statements should be clarified as unofficial or opinion.
- D. The Board, after notification to the President of its intention to do so, may petition the Board directly on any matter the Board views to be of importance to the institution. When it is deemed necessary, the Board may request a special meeting with the Board.



XI. Amendments

- A. These bylaws may be amended, by majority vote, at any regular Board meeting.
- B. Prior to such vote, the proposed written amendment, shall be given to each Trustee at least seven days before action on the amendment is taken.
- C. These bylaws are subject to applicable provisions of law. If there is any inconsistency between these bylaws and such law, or if applicable law is later amended to become inconsistent with these bylaws, these bylaws shall be deemed amended accordingly.

TAB B

SLCC Board of Trustees Committees

2025-2026

 Committees	Chairperson(s)	 Members:
Executive Committee	<ul style="list-style-type: none"> Trustee Chair Lori Chillingworth 	<ul style="list-style-type: none"> Trustee Vice Chair Starr Fowler Audit Committee Chair Arthur Newell President Greg Peterson
Audit Committee	<ul style="list-style-type: none"> Trustee Arthur Newell 	<ul style="list-style-type: none"> Trustee Sunny Washington VP Chris Martin Internal Audit Director Travis Lansing
Finance & Investment Committee	<ul style="list-style-type: none"> Trustee Chair Lori Chillingworth 	<ul style="list-style-type: none"> Trustee Yvette Donosso VP Chris Martin
Mission Fulfillment Committee	<ul style="list-style-type: none"> Trustee Nate Boyer 	<ul style="list-style-type: none"> Trustee Starr Fowler Trustee Sunny Washington
Vision Matrix Subcommittee	<ul style="list-style-type: none"> Trustee Chair Lori Chillingworth 	<ul style="list-style-type: none"> Trustee Yvette Donosso Trustee Starr Fowler President Greg Peterson VP Leonel Nieto
Community Relations Committee	<ul style="list-style-type: none"> Trustee Coralie Alder VP Abby McNulty 	<ul style="list-style-type: none"> Trustee Nate Boyer Trustee Yvette Donosso Trustee Sunny Washington VP Tim Sheehan
Nominating Committee	<ul style="list-style-type: none"> Trustee Coralie Alder 	<ul style="list-style-type: none"> Trustee Nate Boyer Trustee Starr Fowler
Ad Hoc Committees:	<i>Include 1-2 members of governing board at discretion of chairperson and meet as needed.</i>	
Board Development Committee	<ul style="list-style-type: none"> Trustee Chair Lori Chillingworth President Greg Peterson 	
Legislative Committee	<ul style="list-style-type: none"> Trustee Yvette Donosso Trustee Sunny Washington 	
Public Image/Relations Committee	<ul style="list-style-type: none"> Trustee Coralie Alder 	
Foundation Board Liaison	<ul style="list-style-type: none"> Trustee Coralie Alder 	

Board of Trustees Meeting MINUTES

June 11, 2025		Taylorsville/Redwood Campus AAB 428	9:00 a.m.
Trustee Attendance:	Chair Lori Chillingworth, Trustees Coralie Alder, Mike Bird, Starr Fowler, Sunny Washington, Kim Wilson		
Excused:	Trustees Nate Boyer, Brady Southwick, Yvette Donosso		
Internal:	<p>President Greg Peterson, 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,</p> <p>SLCC Representatives: Faculty Senate President, Gabe Byars, Faculty Association President Rachel Marcial, Staff Association President, Brandi Mair, Incoming Staff Association President Jonathan Sayer, Legal Counsel, Anastasia Morgan, Executive Assistant to the President and Secretary to the Board of Trustees, Sandra Lehman, OIT Support, Laif Erickson</p>		
Guests:	USHE Deputy Commissioner Angie Stallings		

	AGENDA ITEM	DISCUSSION SUMMARY AND ACTION
I.	BOARD BUSINESS: Lori Chillingworth, Chair	Chair Chillingworth opened the meeting at 9AM.
	A. Board Positions / Special Election	Trustee Alder expressed that it has been an honor and a pleasure to serve as Vice Chair of the Board. As Chair of the Nominating Committee, she consulted with fellow members and, in light of Chair Chillingworth's term concluding next year, the addition of new trustees, and her own personal commitments, she has decided to step down from the Vice Chair role. Trustee Alder nominated Trustee Starr Fowler to succeed her as Vice Chair. The nomination was seconded by Trustee Wilson and was unanimously approved. Chair Chillingworth, President Peterson, and the Board extended their sincere thanks to Trustee Alder for her dedicated service and the valuable contributions she has made in her role as Vice Chair.
	B. Farewell and thank you to outgoing Staff Association President, Brandi Mair and welcome and introduction for incoming president Jonathan Sayer	Chair Chillingworth and President Peterson thanked Brandi Mair for her time serving as President of the Staff Association and presented her with a plaque and farewell gift of a Rob Adamson print. Brandi introduced incoming Staff Association President Jonathan Sayer who begins his term on July 1.
	C. Approval of FY26 Meeting Schedule	The Board approve the 2025-26 schedule as presented.
	D. Bylaws (1 st Read)	<p>The board received a draft of the Bylaws for a 1st reading. They will review for any additional changes needed and the 2nd reading, and approval will take place at the next meeting in August.</p> <p>President Peterson announced that Tashelle Wright has accepted a permanent position at the College which creates a conflict for her to serve as a trustee. Both he and Chair Chillingworth indicated their support for Mike Bird to continue serving on the board until a new Alumni representative is identified.</p>
	E. Finance and Investment Committee Report	VP Martin presented on the Finance and Investment Committee report with the April Interim Financial reports.
II.	CONSENT CALENDAR:	

ACTION: It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:		
1.	Executive Session: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held August 13, 2025, to consider matters permitted by the Utah Open and Public Meetings Act.	Trustee Wilson moved to accept the Consent Calendar items as submitted; Trustee Fowler seconded the motion. The motion carried unanimously.
2.	Minutes of Previous Meeting	
3.	Personnel Report	
4.	Government Funding Report	
5.	Investment Report	
6.	Interim Financial Report	
7.	Cash Flow Report	
8.	Annual Surplus Property Report	
III.	PRESIDENT'S REPORT:	
A.	Campus-based & Constituents Reports: INFORMATION: Staff Association Report – Brandi Mair, Staff Association President	Brandi Mair reflected on her experience serving as Staff Association President, sharing how the role has shaped her leadership both within the association and in other capacities at the college. She spoke about her background, the journey that led her to SLCC, and the profound impact the college has had on her life and the lives of many students. Brandi expressed gratitude to the Board for the opportunities and support she has received. She also highlighted key accomplishments of the Staff Association during her tenure. President Peterson expressed his deep appreciation for the work of the college's constituent groups and thanked Brandi for her meaningful contributions. Chair Chillingworth agreed, acknowledging the many responsibilities Brandi undertook during her term and commending her for managing them with excellence.
B.	President's Report – President Greg Peterson	President Peterson asked VP Perozzi to provide an update on the baseball teams success. The coach, new Athletics Director and as many team members as possible will be invited to the August meeting so the board can congratulate them on their successful season.
1.	INFORMATION: Update on HB265	
2.	INFORMATION: Commencement and Prison Education Program Graduation follow-up	
3.	ACTION: Policy Review/Approval:	President Peterson thanked everyone who attended Commencement and the Prison Education Program graduation and said they were both positive events.
a.	Honorary Naming of College Facilities and Programs Policy (2 nd Read)	
b.	Investments Policy (2 nd Read)	He reported that Board of Higher Education reviewed and approved the HB265 plan, and it will next go to the legislature for final approval in August.
c.	Banking Services Policy (2 nd Read)	
d.	Curriculum Graduation Standards Policy (2 nd Read)	President Peterson reported on a meeting he had with the Legislative Fiscal Analyst and provided an update on position changes and hiring for the positions of VP SLTech, General Counsel, Sr. Associate Provost, and Chief of Staff. VP Martin announced that Sean Clayton accepted the Controller position and an interim AVP for PWC will be appointed until the permanent replacement is hired.
4.	INFORMATION: Policy Review	President Peterson reviewed the list of policies on the agenda for approval and asked for questions or concerns board members have. Hearing and seeing none, Trustee Alder motioned to approve the Honorary Naming of College Facilities and Programs Policy; Trustee Wilson seconded the motion that carried unanimously.
a.	Holiday Leave Policy (1 st Read)	
b.	Advertising and Posting Policy (1 st Read)	
c.	Record of Student Complaints Policy (1 st Read)	
d.	Code of Student Rights and Responsibilities (1 st Read)	
e.	Sabbatical Leave Policy (1 st Read)	
f.	Safety Intervention Policy (1 st Read)	
	Trustee Wilson moved to approve the Investments Policy, Banking Services Policy, and Curriculum Graduation Standards Policy. Trustee Fowler seconded the motion. The motion carried unanimously.	
C.	Academic Affairs Report – Interim Provost Jason Pickavance	Curriculum changes were provided in advance and Provost Pickavance reviewed them with trustees. Trustee Alder moved

	<p>1. ACTION: Curriculum Changes</p> <ul style="list-style-type: none"> a. Revised: Commercial Driver's License Class A (technical certificate) b. Revised: Welding Technology (technical certificate) <hr/> <ul style="list-style-type: none"> c. Revised: Machining Technology <ul style="list-style-type: none"> i. Discontinue: Apprenticeship CNC Machinist Technician (technical certificate) ii. Discontinue: CNC Operator (technical certificate) iii. Discontinue: Manual Machinist (technical certificate) discontinue iv. New: CNC Machinist Technician (technical certificate) v. New: Machining Technology (technical certificate) <hr/> <ul style="list-style-type: none"> d. Revised: Diesel Technology (technical certificate) <hr/> <ul style="list-style-type: none"> e. New: Practical Nursing (technical certificate) <hr/> <ul style="list-style-type: none"> f. HB265 Curricular Changes 	<p>to approve the non-HB265 curricular changes as presented; Trustee Fowler seconded the motion. The motion carried unanimously.</p> <p>Trustee Fowler moved to approve the HB265 curricular changes; Trustee Bird seconded the motion that carried unanimously.</p>
	<p>D. Institutional Advancement Report – VP Abby McNulty</p> <p>1. INFORMATION: Development Quarterly Report</p>	<p>VP McNulty provided the Development update highlighting the Gail Miller Utah Leadership Cup scheduled for September 8. She provided more detail for where the funds raised will be applied to scholarships.</p>
IV.	ADJOURNMENT	<p>Trustee Starr moved to adjourn the meeting at 10:06 a.m.; Trustee Alder seconded the motion that carried unanimously.</p>

date

Sandra Lehman, Executive Assistant to
President Greg Peterson

SALT LAKE COMMUNITY COLLEGE
PERSONNEL HIRING REPORT
July 1 - 31th, 2025

TAB D

Name	Title	Department	Date
ADMINISTRATION			
Shelley Bodily	Interim Dean	School of Arts, Communication & Media	July 1, 2025
Julia Wylie	Interim Associate Dean	Exercise Science - 2G5	July 1, 2025
Jose Crespo	Interim Associate Dean	Div of Accounting, Finance, & Legal Studies (School of Business)	July 1, 2025
Alia Criddle	Director of Faculty Development, Faculty Teaching and Learning Center	Faculty Development	July 1, 2025
William Shiflett	Interim Executive Director	The Mill Entrepreneurship Center	July 1, 2025
Anastasia Morgan	College General Counsel	Office of General Counsel	July 1, 2025
Christopher Needham	Program Director, National Team Athlete Career Education (Temporary)	Institutional Advancement - Development Office	July 16, 2025
FACULTY			
STAFF--EXEMPT			
Madeline Powzioli	Advisor, Accessibility	Accessibility and Disability Services	July 1, 2025
EmyRosa Kata	Advisor, Adult Recruitment	Admissions	July 1, 2025
Nicole Stott	Advisor, Concurrent Enrollment Advsg Coord	Concurrent Enrollment	July 1, 2025
Annastayzia Wilson	Advisor, Career Education Coach	Career Services	July 1, 2025
Elena Justice	Advisor, Concurrent Enrollment Advising Coordinator	Concurrent Enrollment	July 1, 2025
Maria Cooper	Advisor, Concurrent Enrollment Advising Coordinator	Concurrent Enrollment	July 1, 2025
Marlene Perez Morales	Coordinator, Student Success, Dream Center	Student Engagement, Experience, & Achievement	July 1, 2025
Nicolas Zarazua	Advisor, Academic & Career	Academic Advising	July 1, 2025
Christopher Needham	Program Director, National Team Athlete Career Education (Temporary)	Institutional Advancement - Development Office	July 16, 2025
Natalie Spendlove	Program Manager, Operations, Engagement, Events & Analytics	PWC	July 16, 2025
Shanalee Sadler	Advisor, Accessibility	Accessibility & Disability Services	July 16, 2025
STAFF--NON-EXEMPT			
Sarah Anne Rutledge	Specialist, Lead, Early Childhood Education	Child Care and Family Services	July 1, 2025
Jennifer Williams	Assistant, Medical Reception	Center for Health and Counseling	July 1, 2025
Antoine Murillo	HVAC Technician 1	HVAC	July 1, 2025

TAB E

**Vice President of Finance and Administration
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting: June 2025**

Submitted Funding Proposals Under Consideration							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
Total Funding Requests Under Consideration:					\$12,907,488		
UDVMA 25-26 Veterans Initiatives	5/9/25	\$21,530		Under Consideration	\$0	7/1/25-6/30/26	Student Affairs
SLCAC Grand Theatre Youth FY26	5/29/25	\$4,000		Under Consideration	\$0	9/1/25-8/31/26	School of Arts, Communication and Media
SLCo Zap Tier II 2025-2026 Grand Theater	4/29/25	\$100,000		Under Consideration	\$0	7/1/25-6/30/26	School of Arts, Communication and Media
OUSF AmeriCorps Dental Hygiene 25-26	4/1/25	\$4,275		Under Consideration	\$0	8/5/25-8/4/26	School of Health Sciences
USHE BHT	4/4/25	\$234,000		Under Consideration	\$0	7/1/25-6/30/25	School of Humanities and Social Science
NIH (UU) NEURO	1/29/25	\$193,858		Under Consideration	\$0	12/1/25-11/30/30	School of Science, Math and Engineering
NSF ITC Avian Ecology	12/18/24	\$500,000		Under Consideration	\$0	9/1/25-8/31/28	School of Science, Math and Engineering
Build to Scale Program	10/28/24	\$2,141,890		Under Consideration	\$0	1/1/25-12/31/30	Business Development Resources
NSF ATE Micro-Nanotech	10/4/24	\$1,000,000		Under Consideration	\$0	4/1/25-3/31/28	School of Science, Math and Engineering
ED TRIO SSS Disability	7/15/24	\$1,361,820		Under Consideration	\$0	9/1/25-8/31/30	Student Support Services
ED TRIO SSS South City	7/15/24	\$1,361,820		Under Consideration	\$0	9/1/25-8/31/30	Student Support Services
ED TRIO SSS-STEM Renewal	7/15/24	\$1,361,925		Under Consideration	\$0	9/1/25-8/31/30	Student Support Services
ED SSS-STEM Jordan	7/15/24	\$1,361,820		Under Consideration	\$0	9/1/25-8/31/30	Student Support Services
ED TRIO SSS-Veterans	7/15/24	\$1,361,820		Under Consideration	\$0	9/1/25-8/31/30	Student Support Services
ED TRIO SSS R Renewal	7/15/24	\$1,898,730		Under Consideration	\$0	9/1/25-8/31/30	Student Support Services
Newly Funded Awards							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
Newly Funded Awards:					\$63,037		
ED (MCCCD) Open Textbooks Pilot	10/29/24	\$85,200		Funded	\$0	7/1/23-6/30/26	Learning Advancement
NASA Space Consortium	6/25/2024	\$40,000		Funded	\$40,000	5/18/25-5/17/29	School of Science, Math and Engineering
USHE (CCC) RTW CNC Machining	4/4/25	\$23,037		Funded	\$23,037	7/1/25-6/30/26	Salt Lake Technical College

Active Awards							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
Total Funding for Active Awards:					\$11,476,013		
25RA U-RAPT SLCC	6/12/2025	\$8,000		Funded	\$8,000	6/13/25-6/30/25	Salt Lake Technical College
City of South Salt Lake EEP	5/1/2025	\$10,000	5/14/2025	Awarded	\$10,000	4/8/25-6/10/25	Business Development Resources
Dairy West	2/10/2025	\$23,000	3/27/2025	Awarded	\$23,000	2/11/25-2/10/25	School of Science, Math and Engineering
SBA (USU) SBDC CY25	1/4/25	\$260,000	3/4/25	Awarded	\$260,000	1/1/25-12/31/25	Business Development Resources
USHE UTW Composites	1/10/25	\$121,582	2/25/25	Awarded	121,582	3/1/25/2/28/26	Salt Lake Technical College
USHE UTW Injection Molding	1/10/25	\$101,675	2/25/25	Awarded	\$101,675	3/1/25/2/28/26	Salt Lake Technical College
USHE UTW Assembly	1/10/25	\$310,958	2/25/25	Awarded	310,958	3/1/25/2/28/26	Salt Lake Technical College
Gates Fndn (Dig Prom) ChemCORE	2/12/25	\$11,250	2/12/25	Awarded	18,500	1/13/25-8/31/25	School of Science, Math and Engineering
Utah STEM Action Center CPGP	9/23/24	\$50,000	11/4/24	Awarded	\$20,544	11/1/24-6/30/25	School of Science, Math and Engineering
ED (USBE) Perkins V FY2025	6/25/24	\$353,042	10/22/24	Awarded	\$353,042	7/1/24-6/30/25	School of Applied Technology and Technical Specialties
SLCo: ZAP Tier II Grand Theatre 2024-2025 Season	4/29/24	\$90,000	10/9/24	Awarded	\$90,000	7/1/24-6/30/25	School of Arts, Communication and Media
CDC (ASPPH) (UU)	9/7/24	\$45,306	10/7/24	Awarded	\$45,306	10/1/24-9/29/25	School of Applied Technology and Technical Specialties
SLCAC Grand Theatre Youth	6/18/24	\$5,000	9/10/24	Awarded	\$5,000	9/1/24-8/31/25	School of Arts, Communication and Media
USHE TRC Ski Lift Maintenance Tech	7/16/24	\$232,923	8/19/24	Awarded	\$232,923	9/1/24-8/31/26	School of Science, Math and Engineering
USHE UTW Principles of Scientific Molding	7/9/24	\$78,000	8/19/24	Awarded	\$78,000	9/1/24-8/31/25	Salt Lake Technical College
RWJF S4A Developmental Study	5/22/24	\$97,655	8/15/24	Awarded	\$99,960	9/15/24-9/14/25	School of Health Sciences
USHE HTWD Surg Tech	7/22/24	\$50,650	8/19/24	Awarded	\$45,032	9/1/24-8/31/25	School of Health Sciences
UDCCE ILL	8/16/24	\$3,000	8/13/24	Awarded	\$3,000	7/1/24-6/30/25	Library Services
UDEM EMPG 2024-25	5/22/24	\$20,000	8/7/24	Awarded	\$8,000	7/1/24-6/30/25	Public Safety
USL LSTA Bridging the Digital Divide	5/30/24	\$17,500	7/1/24	Awarded	\$21,992	7/1/24-8/31/25	Library Services
NSF: (USU) Biotech ExLENT	9/6/23	\$19,587	6/18/24	Awarded	\$19,587	7/15/24-6/30/27	School of Science, Math and Engineering

UHEAN Dental Hygiene 24-25 (FY25 Education Award in support of Dental Hygiene Student persistence and completion through service-oriented education awards.)	2/28/24	48 slots	6/7/24	Awarded	\$251,601	8/5/24-8/4/25	School of Health Sciences
UDVMA 24-25 Veterans Initiatives	3/18/24	\$21,530	5/14/24	Awarded	\$15,930	7/1/24-6/30/25	Student Affairs
UTDPS Motorcycle Training	10/23/24	\$450,000	10/29/24	Awarded	\$450,000	7/1/23-6/30/28	Institute of Public Safety
GOEO MBDA Finance Framework	4/2/24	\$100,000	4/2/24	Awarded	\$100,000	4/1/24-6/30/25	Business Development Resources
SBA WVETP	3/21/24	\$362,167	5/3/24	Awarded	\$225,000	5/1/24-6/30/28	Business Development Resources
DOD (BioMade (USTEM Fndn) Biotech	6/12/23	\$51,778	9/6/23	Awarded	\$16,490	4/22/24-6/30/25	School of Science, Math and Engineering
USHE UTW ManfOnboarding	6/28/23	\$100,000	7/11/23	Awarded	\$227,500	7/1/23-11/30/25	Salt Lake Technical College
ED: Experimental Sites Initiative, Second Chance Pell to PEP Transition	5/17/23	\$0	6/22/23	Awarded	\$296,290	7/1/23-6/30/26	Academic Affairs
UDVMA 24-25 Veterans Business Resource Center	7/5/24	\$100,000	6/21/24	Awarded	\$500,000	7/4/24-6/30/27	Business Development Resources
ED: PACE Program (Earmark)	4/7/23	\$390,000	7/20/23	Awarded	\$390,000	6/1/23-5/31/26	Student Affairs
UDA&M: Utah Original Writing Competition	12/1/22	\$90,000	5/25/23	Awarded	\$118,000	4/1/23-6/30/26	School of Humanities and Social Science
Dept. of Commerce: Utah MBDA Business Center	5/31/22	\$1,707,138	9/22/22	Awarded	\$1,498,147	9/1/22-6/30/26	Business Development Resources
ED: Child Care Access Means Parents in School (CCAMPIS)	7/11/22	\$648,200	9/20/22	Awarded	\$637,612	10/1/22-9/30/26	Student Affairs
HRSA (UU) AHEC Main Renewal FY22-27	4/1/22	\$739,289	9/7/22	Awarded	\$568,637	10/1/22-9/30/26	AHEC
ED: Talent Search, Salt Lake School District	2/25/21	\$1,422,940	8/6/21	Awarded	\$1,422,940	9/1/21-8/31/26	Student Affairs
DWS: Business Training & Coaching for Child Care Providers	6/10/21	\$169,593	6/25/21	Awarded	\$839,181	7/1/21-6/30/25	Workforce and Economic Development
NSF: Scholarships in STEM	3/25/20	\$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	1/24/20	1,265,260	8/12/20	Awarded	\$1,320,021	9/1/20-8/31/25	Student Affairs
ED: Student Support Services	1/27/20	\$1,834,520	8/12/20	Awarded	\$1,913,920	9/1/20-8/31/25	Student Affairs
NSF (Middlebury College, Lead): Critical Zone Collaborative	12/2/19	\$401,139	7/28/20	Awarded	\$401,139	9/1/20-8/31/25	School of Science, Math and Engineering
TOTAL FUNDING REQUESTS UNDER CONSIDERATION:			\$12,907,488				
NEWLY FUNDED AWARDS:			\$63,037				
TOTAL FUNDING FOR ACTIVE AWARDS:			\$11,476,013				

TAB F

TO: LORI CHILLINGWORTH, 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.


Sean Clayton
Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE MONEY MANAGEMENT INVESTMENTS INVESTMENT PORTFOLIO AT 5-31-2025

	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
<u>US Treasury Obligations and Agency Bonds</u>					
United States Treasury	4.89%	08/15/23	08/15/25	7,977,833.26	7,979,375.04
	4.70%	02/15/24	10/31/25	2,703,133.69	2,706,285.92
	4.76%	03/27/24	10/31/25	2,001,545.20	2,004,656.24
	4.50%	02/06/24	11/15/25	1,999,966.08	2,001,062.50
	4.37%	01/08/24	12/31/25	9,994,078.32	9,996,875.00
	3.89%	08/22/24	08/15/26	8,043,160.94	8,024,687.52
	3.57%	10/01/24	12/15/26	2,049,335.55	2,010,312.50
	4.26%	01/21/25	12/31/26	9,998,358.00	10,035,156.20
	4.77%	05/30/24	04/15/27	1,991,071.16	2,019,609.38
	4.76%	05/30/24	05/15/27	1,991,051.63	2,020,703.12
	3.87%	03/12/25	06/15/27	2,028,693.69	2,027,265.62
	3.88%	03/12/25	07/15/27	2,019,753.92	2,018,281.24
	4.38%	02/20/24	09/30/27	1,989,433.90	2,010,312.50
	4.14%	11/01/24	09/30/27	1,999,304.19	2,010,312.50
	4.08%	10/29/24	10/15/27	1,994,361.93	1,998,437.50
	4.38%	02/20/24	10/31/27	1,988,838.32	2,010,078.12
	4.08%	10/29/24	11/30/27	2,022,695.72	1,998,984.38
	3.89%	03/12/25	02/15/28	2,018,024.88	2,018,125.00
Federal Agricultural Mortgage Corporation	5.06%	11/24/23	09/08/25	1,979,460.84	1,980,001.10
	3.58%	10/07/24	10/07/27	2,000,000.00	1,979,166.12
	5.40%	10/16/23	10/16/28	2,000,000.00	2,000,615.88
	4.92%	11/01/23	11/01/28	2,000,000.00	2,057,101.22
	4.38%	02/09/24	02/09/29	2,000,000.00	1,994,179.18
	4.74%	01/15/25	01/15/30	2,000,000.00	2,002,248.04
	4.57%	02/04/25	02/04/30	2,000,000.00	2,010,388.44
Federal Farm Credit Bank	4.77%	07/11/23	04/10/26	1,997,800.00	2,008,649.10
	4.00%	04/18/23	04/13/26	1,996,116.58	1,991,577.48
	4.45%	07/17/23	07/17/26	2,003,437.88	2,011,272.22
	4.57%	07/21/23	07/17/26	2,001,090.53	2,011,272.22
	4.98%	10/11/23	09/01/26	1,994,822.80	2,018,043.36
	4.83%	12/14/23	12/11/26	2,000,000.00	1,997,998.20
	5.50%	10/11/23	10/02/28	1,998,666.60	2,002,151.20
	4.31%	12/15/23	12/15/28	1,996,276.06	2,019,736.74
Federal Home Loan Bank	1.25%	12/30/21	06/30/25	2,000,000.00	1,995,102.48
	4.05%	07/28/22	07/28/25	2,000,000.00	1,998,886.56
	4.05%	07/28/22	07/28/25	2,000,000.00	1,998,886.56
	3.85%	05/04/23	03/13/26	2,009,206.50	2,004,390.18
	0.88%	03/23/21	03/23/26	1,000,000.00	972,778.55
	5.00%	10/11/23	06/12/26	1,988,367.60	2,004,446.52
	1.13%	07/29/21	07/29/26	2,000,000.00	1,932,619.64
	1.10%	08/30/21	08/24/26	2,000,000.00	1,926,419.36

	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Federal Home Loan Bank	1.00%	08/25/21	08/25/26	2,000,000.00	1,923,892.52
	4.95%	11/01/23	09/11/26	1,998,226.56	2,020,008.86
	1.00%	10/14/21	10/14/26	2,000,000.00	1,916,934.54
	1.25%	10/28/21	10/28/26	2,000,000.00	1,921,491.50
	1.38%	11/16/21	11/16/26	2,000,000.00	1,923,754.24
	1.50%	11/23/21	11/23/26	2,000,000.00	1,925,217.60
	1.63%	12/30/21	12/30/26	2,000,000.00	1,924,104.56
	4.51%	06/26/24	03/12/27	2,011,514.72	2,030,085.98
	4.80%	06/23/23	06/23/28	2,000,000.00	1,998,420.78
	4.43%	02/13/24	02/12/29	1,997,961.28	1,997,014.32
	5.00%	03/19/24	03/19/29	2,000,000.00	1,999,758.64
	5.10%	04/30/24	04/26/29	2,000,000.00	2,021,504.32
	4.60%	01/22/25	01/10/30	2,000,000.00	2,011,726.92

Federal National Mortgage Association	4.13%	08/30/22	08/28/25	2,000,000.00	1,998,564.24
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Medium Term Floating Rate Bonds

Citigroup Inc	3.70%	08/12/22	08/12/25	2,000,000.00	1,993,638.36
	5.46%	01/19/24	12/04/26	2,009,997.69	2,010,632.72

JP Morgan	5.40%	01/12/24	12/08/26	2,008,630.62	2,017,768.00
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Royal Bank of Canada	3.49%	08/04/22	08/04/25	2,000,000.00	1,994,449.72
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Mutual Funds, PTIF, Sweep Account

Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	6.70%	Various	Open	35,000.00	164,880.01
Janus Forty Fund	8.03%	Various	Open	41,250.00	258,800.69
The Vanguard 500 Index Fund	10.42%	Various	Open	43,750.00	307,268.77
Mutual Funds - Alumni Office					
Janus Research Fund	10.79%	Various	Open	26,500.00	124,831.82
Janus Enterprise Fund	9.97%	Various	Open	31,500.00	126,462.19
The Vanguard 500 Index Fund	10.42%	Various	Open	27,000.00	182,817.70
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	8.41%	12/26/06	Open	95,717.01	207,098.79
Utah State Treasurer					
Public Treasurers' Investment Fund	4.41%	05/31/25	Open	18,854,900.21	18,854,900.21
Zions First National Bank					
Sweep Account	1.10%	05/31/25	Open	2,460,118.51	2,460,118.51
Total Investment Portfolio				<u>167,417,952.37</u>	<u>168,124,597.14</u>

2018 Revenue Bond Holdings


Utah State Treasurer					
Public Treasurers' Investment Fund	4.41%	05/31/25	Open	1,592,658.11	1,598,531.81

**MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2025**

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends**	Interest Rate**
July 2024	163,462,383.93	18,101,676.56	22,491,333.50	159,072,726.99	164,413,425.67	590,850.81	4.17%
August 2024	159,072,726.99	51,952,783.60	48,277,417.21	162,748,093.38	180,859,672.14	655,912.50	4.21%
September 2024	162,748,093.38	41,193,600.50	39,733,760.63	164,207,933.25	176,798,294.15	625,303.43	4.24%
October 2024	164,207,933.25	40,454,716.63	44,301,365.65	160,361,284.23	173,358,702.98	597,359.49	4.00%
November 2024	160,361,284.23	28,523,586.19	24,773,467.09	164,111,403.33	173,848,438.54	671,390.96	4.63%
December 2024	164,111,403.33	29,252,597.72	30,159,808.87	163,204,192.18	165,499,500.50	541,964.82	3.80%
January 2025	163,204,192.18	45,971,313.62	39,461,988.73	169,713,517.07	181,635,679.28	643,047.32	4.11%
February 2025	169,713,517.07	28,220,620.78	31,006,012.86	166,928,124.99	182,857,099.49	544,517.63	3.83%
March 2025	166,928,124.99	28,856,557.54	28,403,677.73	167,381,004.80	167,892,856.09	497,384.77	3.44%
April 2025	167,381,004.80	24,140,684.36	22,243,672.89	169,278,016.27	171,874,922.13	572,897.98	4.00%
May 2025	169,278,016.27	27,672,803.53	29,532,867.43	167,417,952.37	167,758,840.99	646,834.90	4.48%
June 2025							
		364,340,941.03	360,385,372.59		173,345,221.09	6,587,464.61	4.08%

* Based on average of months shown


** Includes unrealized gains/losses on mutual fund holdings



Greg Peterson, Ed.D. President

TO: LORI CHILLINGWORTH, 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.


Sean Clayton

Public Treasurer, Salt Lake Community College

**SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 6-30-2025**

	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
<u>US Treasury Obligations and Agency Bonds</u>					
United States Treasury	4.89%	08/15/23	08/15/25	7,988,916.59	7,986,377.60
	4.70%	02/15/24	10/31/25	2,702,506.95	2,705,537.11
	4.76%	03/27/24	10/31/25	2,001,158.88	2,004,101.56
	4.50%	02/06/24	11/15/25	1,999,971.72	2,001,035.16
	4.37%	01/08/24	12/31/25	9,995,065.28	9,999,902.30
	3.89%	08/22/24	08/15/26	8,040,078.01	8,034,687.52
	3.57%	10/01/24	12/15/26	2,048,029.11	2,014,765.62
	4.26%	01/21/25	12/31/26	9,998,444.42	10,057,421.90
	4.77%	05/30/24	04/15/27	1,991,496.34	2,024,765.62
	4.76%	05/30/24	05/15/27	1,991,458.38	2,026,250.00
	3.87%	03/12/25	06/15/27	2,027,498.12	2,033,046.88
	3.88%	03/12/25	07/15/27	2,018,963.76	2,024,687.50
	4.38%	02/20/24	09/30/27	1,989,811.26	2,017,968.76
	4.14%	11/01/24	09/30/27	1,999,329.96	2,017,968.76
	4.08%	10/29/24	10/15/27	1,994,669.74	2,006,718.76
	4.38%	02/20/24	10/31/27	1,989,223.20	2,018,046.88
	4.08%	10/29/24	11/30/27	2,023,015.66	2,007,421.88
	3.89%	03/12/25	02/15/28	2,017,461.60	2,026,718.76
	3.86%	06/13/25	07/31/28	2,015,004.26	2,023,828.12
	3.92%	06/13/25	09/30/29	1,996,836.41	2,008,906.24
Federal Agricultural Mortgage Corporation	5.06%	11/24/23	09/08/25	1,986,307.20	1,985,625.70
	3.58%	10/07/24	10/07/27	2,000,000.00	1,987,615.68
	5.40%	10/16/23	10/16/28	2,000,000.00	1,999,714.04
	4.92%	11/01/23	11/01/28	2,000,000.00	2,065,566.02
	4.38%	02/09/24	02/09/29	2,000,000.00	2,002,557.08
	4.74%	01/15/25	01/15/30	2,000,000.00	2,010,833.58
	4.57%	02/04/25	02/04/30	2,000,000.00	2,010,757.44
Federal Farm Credit Bank	4.77%	07/11/23	04/10/26	1,998,020.00	2,007,781.22
	4.00%	04/18/23	04/13/26	1,996,504.91	1,993,883.96
	4.45%	07/17/23	07/17/26	2,003,173.44	2,012,883.80
	4.57%	07/21/23	07/17/26	2,001,006.64	2,012,883.80
	4.98%	10/11/23	09/01/26	1,995,167.94	2,016,423.76
	4.83%	12/14/23	12/11/26	2,000,000.00	1,999,236.80
	5.50%	10/11/23	10/02/28	1,998,699.93	2,002,658.92
	4.31%	12/15/23	12/15/28	1,996,364.73	2,032,022.92
Federal Home Loan Bank	4.05%	07/28/22	07/28/25	2,000,000.00	1,999,506.72
	4.05%	07/28/22	07/28/25	2,000,000.00	1,999,506.72
	3.85%	05/04/23	03/13/26	2,008,183.56	2,004,607.02
	0.88%	03/23/21	03/23/26	1,000,000.00	976,183.30
	5.00%	10/11/23	06/12/26	1,989,336.98	2,005,533.68
	1.13%	07/29/21	07/29/26	2,000,000.00	1,940,208.72
	1.10%	08/30/21	08/24/26	2,000,000.00	1,933,867.16

	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Federal Home Loan Bank	1.00%	08/25/21	08/25/26	2,000,000.00	1,931,498.10
	4.95%	11/01/23	09/11/26	1,998,344.80	2,020,630.60
	1.00%	10/14/21	10/14/26	2,000,000.00	1,924,380.94
	1.25%	10/28/21	10/28/26	2,000,000.00	1,928,932.94
	1.38%	11/16/21	11/16/26	2,000,000.00	1,931,069.12
	1.50%	11/23/21	11/23/26	2,000,000.00	1,933,278.64
	1.63%	12/30/21	12/30/26	2,000,000.00	1,931,731.96
	4.51%	06/26/24	03/12/27	2,010,938.99	2,033,864.40
	4.80%	06/23/23	06/23/28	2,000,000.00	1,998,582.06
	4.43%	02/13/24	02/12/29	1,998,007.61	2,002,576.84
	5.00%	03/19/24	03/19/29	2,000,000.00	2,005,588.20
	5.10%	04/30/24	04/26/29	2,000,000.00	2,020,406.08
	4.60%	01/22/25	01/10/30	2,000,000.00	2,019,829.92
Federal National Mortgage Association	4.13%	08/30/22	08/28/25	2,000,000.00	1,998,862.66

Medium Term Floating Rate Bonds

Citigroup Inc	3.70%	08/12/22	08/12/25	2,000,000.00	1,995,973.36
	5.40%	01/19/24	12/04/26	2,009,442.26	2,014,602.74
JP Morgan	5.34%	01/12/24	12/08/26	2,008,149.48	2,016,385.78
Royal Bank of Canada	3.49%	08/04/22	08/04/25	2,000,000.00	1,996,618.80

Mutual Funds, PTIF, Sweep Account

Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	11.04%	Various	Open	35,000.00	172,498.06
Janus Forty Fund	17.05%	Various	Open	41,250.00	282,161.10
The Vanguard 500 Index Fund	15.12%	Various	Open	43,750.00	322,883.59
Mutual Funds - Alumni Office					
Janus Research Fund	17.87%	Various	Open	26,500.00	133,898.39
Janus Enterprise Fund	12.77%	Various	Open	31,500.00	130,667.13
The Vanguard 500 Index Fund	15.12%	Various	Open	27,000.00	192,108.03
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	10.51%	12/26/06	Open	95,717.01	212,480.61
Utah State Treasurer					
Public Treasurers' Investment Fund	4.42%	06/30/25	Open	15,636,547.80	15,636,547.80
Zions First National Bank					
Sweep Account	1.10%	06/30/25	Open	4,390,210.59	4,390,210.59
Total Investment Portfolio				<u>168,154,063.52</u>	<u>169,218,283.41</u>

2018 Revenue Bond Holdings

Utah State Treasurer					
Public Treasurers' Investment Fund	4.42%	06/30/25	Open	1,604,603.21	1,598,531.81

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
June 2025


Description	Interest	Settlement Date	Maturity Date	Call Date	Cost
Investments - May 31, 2025					167,417,952.37
<u>PURCHASES</u>					
U.S. Treasury U.S. Treasury Note	3.86%	06/13/25	07/31/28	None	2,015,421.04
U.S. Treasury U.S. Treasury Note	3.92%	06/13/25	09/30/29	None	1,996,773.14
Utah State Treasurer Public Treasurers' Investment Fund	4.42%	Various	Various	None	20,781,647.59
Zions First National Bank Sweep Account	1.10%	Various	Various	None	12,470,232.60
Total Purchases					37,264,074.37
<u>SALES / MATURITIES / CALLS</u>					
Net Premium/Discount Amortization					(12,177.30)
Federal Home Loan Bank US Agency	1.25%	12/30/21	06/30/25	None	2,000,000.00
Utah State Treasurer Public Treasurers' Investment Fund	4.42%	Various	Various	None	24,000,000.00
Zions First National Bank Sweep Account	1.10%	Various	Various	None	10,540,140.52
Total Sales					36,527,963.22
Investments - June 30, 2025					168,154,063.52

**MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2025**

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends**	Interest Rate**
July 2024	163,462,383.93	18,101,676.56	22,491,333.50	159,072,726.99	164,413,425.67	590,850.81	4.17%
August 2024	159,072,726.99	51,952,783.60	48,277,417.21	162,748,093.38	180,859,672.14	655,912.50	4.21%
September 2024	162,748,093.38	41,193,600.50	39,733,760.63	164,207,933.25	176,798,294.15	625,303.43	4.24%
October 2024	164,207,933.25	40,454,716.63	44,301,365.65	160,361,284.23	173,358,702.98	597,359.49	4.00%
November 2024	160,361,284.23	28,523,586.19	24,773,467.09	164,111,403.33	173,848,438.54	671,390.96	4.63%
December 2024	164,111,403.33	29,252,597.72	30,159,808.87	163,204,192.18	165,499,500.50	541,964.82	3.80%
January 2025	163,204,192.18	45,971,313.62	39,461,988.73	169,713,517.07	181,635,679.28	643,047.32	4.11%
February 2025	169,713,517.07	28,220,620.78	31,006,012.86	166,928,124.99	182,857,099.49	544,517.63	3.83%
March 2025	166,928,124.99	28,856,557.54	28,403,677.73	167,381,004.80	167,892,856.09	497,384.77	3.44%
April 2025	167,381,004.80	24,140,684.36	22,243,672.89	169,278,016.27	171,874,922.13	572,897.98	4.00%
May 2025	169,278,016.27	27,672,803.53	29,532,867.43	167,417,952.37	167,833,377.94	721,371.84	4.99%
June 2025	167,417,952.37	37,264,074.37	36,527,963.22	168,154,063.52	173,517,212.58	651,100.66	4.50%
		401,605,015.40	396,913,335.81		173,365,765.12 *	7,313,102.22	4.16% *

* Based on average of months shown

** Includes unrealized gains/losses on mutual fund holdings



 Greg Peterson, Ed.D. President



TAB G

June 2025 Interim Income Statements

SLCC – Education & General Fund

As of June 30, 2025, the College's total revenues for the Education & General Fund Operations are \$191,177,250, with total expenses of \$180,195,268.

Revenues are behind plan by 3.8% or \$7,205,988, due to waivers, and have increased by 3.9% or \$7,201,318 compared to FY 2024, mainly due to higher State Appropriations and Tuition and Fee Revenue for Fall 2024, Spring 2025, and Summer 2025 semesters.

Expenses are 10.1% or \$18,187,969 below plan but 1.8% or \$3,254,022 higher than FY 2024, primarily due to increased salaries and benefit costs.

Net Income for Education and General Fund Operations is projected to rise by \$18,015,679.

Respectfully Submitted:

Chris A. Martin

Vice President for Finance and Administration



June 2025 Interim Income Statements

Salt Lake Technical College

As of June 30, 2025, SLTC has recorded total year-to-date revenues of \$15,989,290, and total expenses of \$13,659,242.

Revenues are currently exceeding plan by 6.6%, or \$1,056,390, as of June 30th. Compared to FY 2024, year-to-date revenue has improved by 20.1%, or \$2,673,485. This increase is primarily attributed to higher tuition and fee revenue and increased State Appropriations compared to the previous year.

Expenses are trending below plan by 9.3%, or \$1,273,658, as of June 30th. However, when compared to FY 2024, year-to-date expenses have risen by 10.9%, or \$1,338,916. This variance is largely driven by higher salaries and benefit costs over FY 2024, along with an increase in current expenses year-over-year.

Net income for Salt Lake Technical College is projected to increase by \$2,010,245.

Respectfully Submitted:

Chris A. Martin

Vice President for Finance and Administration

Salt Lake Community College
Interim - Actual Budget Income Statement (Unaudited)
Education and General Fund
As of June 30, 2025
100% of Year Has Elapsed

	----- FY-25 -----			FY-24	\$ Difference	
	Rev. Budget	Actual YTD	% of Budget	Actual YTD	of Actual YTD	% of Change
Revenues						
State Approp	137,700,700	139,485,763	101.30 %	131,973,588	7,512,175	5.69 %
Tuition & Fees	60,452,537	51,680,931	85.49 %	51,952,529	(271,598)	(0.52)%
Educ Dept Sales	30,000	7,930	26.43 %	35,187	(27,257)	(77.46)%
Other Rev	200,000	2,625	1.31 %	14,628	(12,003)	(82.06)%
Total Revenues	198,383,237	191,177,250	96.37 %	183,975,932	7,201,318	3.91 %
Expenditures						
Salaries	82,380,551	82,411,527	100.04 %	77,263,221	5,148,306	6.66 %
Wages	28,178,528	27,305,483	96.90 %	25,617,707	1,687,776	6.59 %
Benefits	44,060,959	41,085,278	93.25 %	39,862,200	1,223,078	3.07 %
Current Exp	36,159,722	24,696,010	68.30 %	27,926,178	(3,230,168)	(11.57)%
Fuel-Powr	3,314,980	2,393,768	72.21 %	2,503,003	(109,235)	(4.36)%
Travel	1,396,184	839,562	60.13 %	1,047,911	(208,349)	(19.88)%
Equipment	2,478,624	1,049,950	42.36 %	1,914,137	(864,187)	(45.15)%
Transfers	413,690	413,690	100.00 %	806,889	(393,199)	(48.73)%
Total Expenditures	198,383,237	180,195,268	90.83 %	176,941,246	3,254,022	1.84 %

Projected YE Net Income			FY-25 Tuition & Fees Breakdown & YE Projection		
Est. YE Tuit & Fees Overage (Shortage):	(172,291)			Rev. Budget	Actual
Est. FY25 Waivers Remaining	—		Summer Term (1/2 complete)	7,892,052	4,934,814
Est. Savings Due to Exp Less than Budget:	18,187,969	(9.17% Exp Savings)	Fall Term	26,064,161	28,473,120
Est. YE Total Net Income:	18,015,679	X Exp Budget)	Spring Term	24,323,691	25,647,731
			Other Fees	2,172,633	226,513
FY-25 Beginning Fund Balance	11,500,000		Less Actual Tuition Waivers		(7,601,247)
			Totals Before Est. Adjmts:	60,452,537	51,680,931
Est. FY-25 Ending Fund Balance	29,515,679				
			Add est. 1/2 Summ 2025 Term		7,794,442
			Add est. Spr 2025 Term		—
			Add est. Add'l Other Fees		1,946,120
			Sub-Total		61,421,493
			Less est. remaining CE Transfer Out of E&G *		(1,141,247)
			Est. YE Tuition & Fees Total:		60,280,246
			Est. Over (Short) of Tuit & Fees:		(172,291)

Note: As of 6/30/2025

current + travel + equipmt encumbrance is: 6,315,278
salary & est, hrly and benefits encumbrance is: 115,357
6,430,635

* In FY24, \$1,141,247 was transferred out of PBASSP for FY24 to CE indexes. For FY25, as of 07/07/2025, \$0 has been transferred to CE indexes. Estimated still to be transferred out: \$1,141,247.

Built in WDesk - Interim Income Statement



Salt Lake Community College
Interim - Actual Budget Income Statement (Unaudited)
Salt Lake Technical College
As of June 30, 2025
100% of Year Has Elapsed

	----- FY-25 -----			FY-24	\$ Difference	
	Rev. Budget	Actual YTD	% of Budget	Actual YTD	of Actual YTD	% of Change
Revenues						
State Appropriations	13,342,900	13,662,702	102.40 %	12,002,400	1,660,302	13.83 %
Tuition & Fees	1,590,000	2,326,587	146.33 %	1,313,405	1,013,182	77.14 %
Other Sources	—	—	— %	—	—	— %
Total Revenues	14,932,900	15,989,290	107.07 %	13,315,805	2,673,485	20.08 %
Expenditures						
Salaries	6,199,268	5,814,997	93.80 %	4,894,182	920,815	18.81 %
Wages	3,527,093	2,498,328	70.83 %	2,630,816	(132,488)	(5.04)%
Benefits	3,253,697	2,886,725	88.72 %	2,541,969	344,756	13.56 %
Current Exp	969,590	2,036,697	210.06 %	1,354,388	682,309	50.38 %
Fuel-Powr	90,600	90,600	100.00 %	90,600	—	— %
Travel	42,403	24,595	58.00 %	28,990	(4,395)	(15.16)%
Equipment	850,249	307,301	36.14 %	374,645	(67,344)	(17.98)%
Transfers	—	—	— %	404,736	(404,736)	(100.00)%
Total Expenditures	14,932,900	13,659,242	91.47 %	12,320,326	1,338,916	10.87 %

Projected YE Net Income

Est. YE Tuit & Fees Overage (Short):	736,587	(Tuit Budget, less Actual / (12/12))
Est. Savings Due to Exp Less than Budget:	1,273,658	(8.53% Exp Savings x Exp. Budget)
Est. YE Total Net Income:	2,010,245	
 FY-25 Beginning Fund Balance	 2,408,240	
 Est. FY-25 Ending Fund Balance	 <u>4,418,485</u>	

Note: As of 6/30/2025

current + travel + equipmt encumbrance is:	1,061,901
salary & est, hrly and benefits encumbrance is:	<u>2,108</u>
	1,064,009

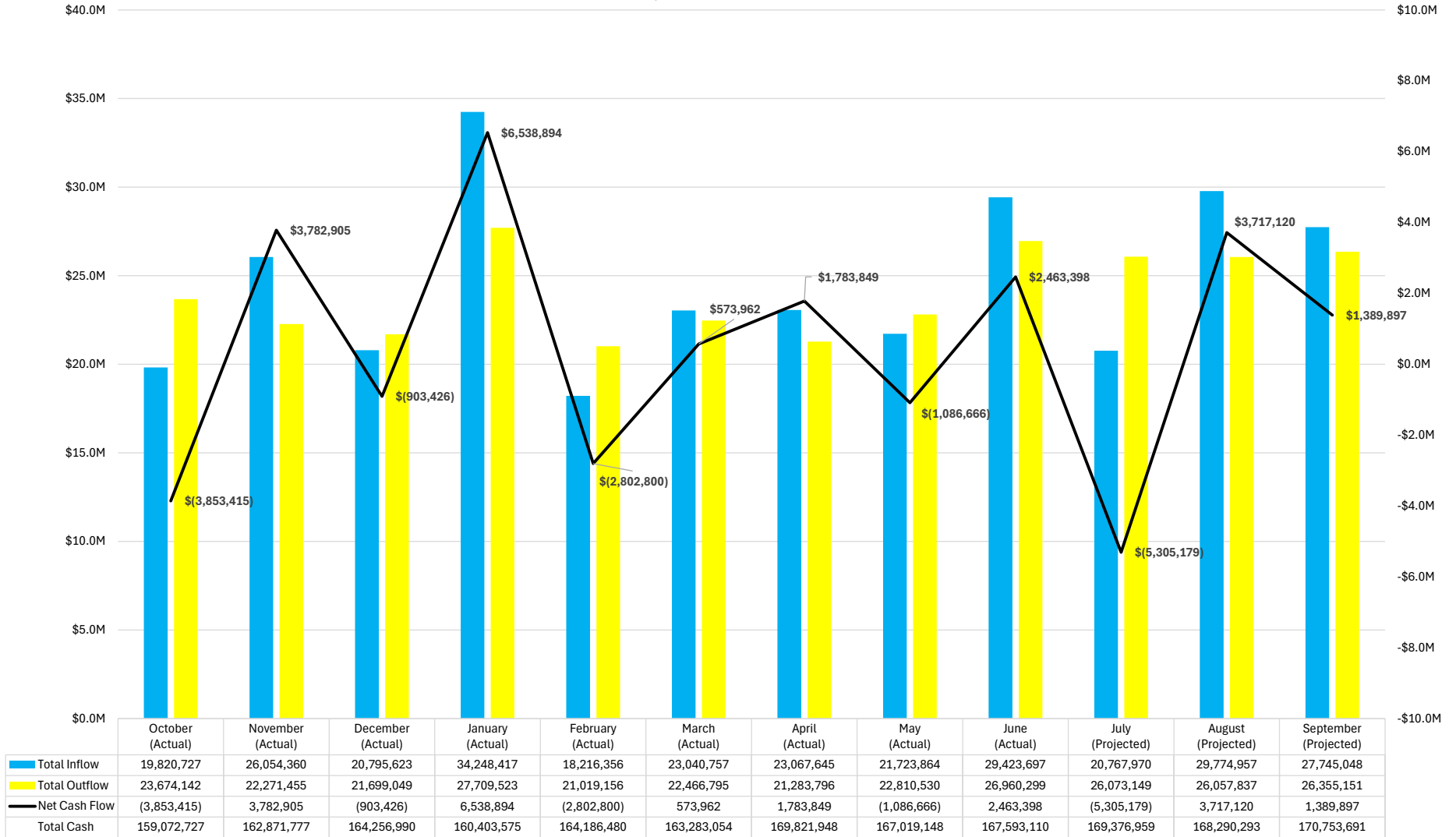
Built in WDesk - Interim Income Statement



TAB H

SLCC Cash Flows (Actual and Projected)

Prepared on 07/10/2025



■ Total Inflow
 ■ Total Outflow
 — Net Cash Flow



Controller's Office
 SALT LAKE COMMUNITY COLLEGE

Holiday Leave Policy

Date: April 17, 2025

Sponsor: vice president Chris Martin

Summary

Type of Review: 5-year

Last Board of Trustees Review: November 9, 2016

Context

1. The revised policy recognizes that employees celebrate various religious holidays and affirms the College's commitment to supporting employees' religious observances.
2. The revisions explicitly support the expectation that time-off requests related to religious holidays should be granted, and supervisors should "make every effort" to grant requests for time-off related to religious holidays.
3. Employees may use available vacation time, compensatory time, or leave without pay, at their discretion, to accommodate these requests.

Holiday Leave Memorandum

To: Salt Lake Community College Executive Cabinet, via vice president Chris Martin
From: Lei Pakalani, associate vice president – policy originator
Jen Hughes, policy coordinator
Anastasia Morgan, associate general counsel
Subject: 4.1.090 Holiday Leave Policy – Post-15-day Memo
Date: April 17, 2025

Introduction

The Holiday Leave policy was posted for the 15-day review period from February 24 – March 18, 2025. There were 5 unique posts received, totaling 6 comments. Many comments highlighted concerns that the policy fails to sufficiently account for college-observed holidays during a possible 4-day work week in the summer. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: This policy doesn't address the Friday closures and how to handle holidays that fall on Fridays or Saturdays during the summer. Clarity is needed for these occurrences.

Response: A holiday that falls on Friday will be observed on Thursday.

Comment: This policy basically says there are no Monday classes in the summer. Is the plan to work a T-F schedule? This makes more sense to avoid negatively affecting summer classes.

Response: Thank you for your comment. Holidays that fall on Mondays will not be changed.

Comment: It would make more sense to reserve a Friday for Juneteenth instead of a Monday. I would also like to point out that if a holiday is going to be forced off a designated day, I would prefer it be Pioneer Day over Juneteenth.

Response: As good stewards of taxpayer monies, full-time employees are still to work a 40-hour work week during the summer schedule.

Comment: Consider adding R821 as a hyperlink in section 2.

Response: Thank you for your comment. We do not hyperlink to USHE policies or state and federal laws in the References section of our college-wide policies.

Comment: Consider adding Utah Code §34A-5-122 entitled "Religious Liberty protections—Expressing beliefs and commitments in workplace—Prohibition on employment actions against certain employee speech" to section 2. References.

Response: After discussion, it was determined that this reference is unnecessary.

Legal Review

The Holiday Leave Policy was last reviewed in January 2023. This policy is being reviewed in accordance with SLCC Policy Development Policy 3.L, due to proposed substantive changes.

The revised policy recognizes employees celebrate various religious holidays and affirms the College's commitment to supporting employees' religious observances. Specifically, the policy directs supervisors to make every effort to approve time-off requests for religious observances.

Employees may use available vacation time, comp. time, or leave without pay, at their discretion, to accommodate these requests.

In 2024, amendments were made to the Utah Antidiscrimination Act that expanded protections for employees' religious rights in the workplace. The law states employers may not discriminate regarding terms and conditions of employment based on an individual's personal religious convictions. (See *generally* UT. Code Ann. § 34A-5-112).

While SLCC has never engaged in discriminatory practices, the policy revisions strengthen and clarify the College's position in plain language. The revisions explicitly support the expectation that time-off requests related to religious holidays should be granted, and supervisors should "make every effort" to grant requests for time-off related to religious holidays.

The substantive changes to the policy are legally acceptable.

4.1.090

Holiday Leave Policy

Date of last board of trustees review: ~~November 9, 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

Salt Lake Community College provides holiday leave to full-time employees as a benefit of employment to facilitate an employee's desire to participate in community and civic events.

2. References

Utah System of Higher Ed. R821 § 3.2.2

4.1.090

Holiday Leave Procedure

Date of last executive cabinet review: ~~January 24, 2023~~

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. Holiday Schedule. Full-time, salaried employees are provided the following paid holidays each year:

Holiday	Date
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Freedom Day	Third Monday in June
Independence Day	July 4
Pioneer Day	July 24
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Three additional holidays	As determined by the president

People and Workplace Culture ("PWC") will propose the annual holiday schedule to the president's cabinet in a five-year running calendar. PWC will notify employees of the holiday schedule upon the president's approval.

B. Variations

1. If a holiday falls on a Sunday, the following Monday will be observed as a holiday. If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.

2. Employees whose normal work week includes Saturday and Sunday will receive another day off if a college holiday falls on their regular day off. Holidays must be taken the same week as the holiday falls, Saturday through Friday. This must be scheduled in advance with the supervisor.
3. The college recognizes there are days of religious observance or obligation not listed in section 4.A. Supervisors are encouraged to make every effort to work with their employees in granting time-off requests for religious observances. Employees taking leave time should use available vacation leave, comp time if applicable, and then leave without pay.
4. A holiday may only be reported as a hire or termination date if the individual is actually working that day.

DRAFT



Advertising and Posting Policy

Date: April 17, 2025

Sponsor: vice president Brett Perozzi

Summary

Type of Review: 5-year

Last Board of Trustees Review: March 4, 2020

Context

This policy is one of our more complex policies, and there was a robust conversation throughout the college as to the recommended changes.

1. The policy definitions were clarified to define Official College Postings as those that are advertisements of Institutional Marketing, Facilities Services, or the Office of Public Safety.
2. The definition of College Community was also expanded because the previous version was not clear regarding third-parties not related to the college. The policy now is clear that all persons, whether a student, employee, or third-party, need to follow the policy.
3. The proposed revisions add a definition for Time, Place, and Manner restrictions related to freedom of expression. This helps explain when a posting might be denied, removed, or relocated. The revised procedures clarify that the authority to determine whether a posting contains unlawful expression, or a reasonable time, place, or manner restriction, rests with the Office of General Counsel.
4. The policy has long required all postings to be approved and stamped prior to display. The revised procedures provide greater clarity to ensure consistent application across all college campuses.
5. The revisions clarify that postings, standing signs, and display racks must not obstruct access or impede the movement of individuals, including those using mobility devices.

Advertising and Posting Memorandum

To: Salt Lake Community College Executive Cabinet, via vice president Brett Perozzi
From: Curt Larsen, assistant vice president – policy originator
Jen Hughes, policy coordinator
Anastasia Morgan, associate general counsel
Subject: 8.1.020 Advertising and Posting Policy – Post-15-day Memo
Date: April 17, 2025

Introduction

The Advertising and Posting policy was posted for the 15-day review period from February 24 – March 18, 2025. There were 14 responses posted, totaling 34 comments. The comments received and responses are below. Technical suggestions were accepted when appropriate. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: The Office of Financial Aid and Scholarships frequently gets requests via email to print and post external scholarship flyers.

Response: The process for third parties to post is included in the policy.

Comment: Will relevant academic departments be included in discussions on what locations are approved for signage in specific buildings? Who is responsible for monitoring signage compliance at each campus to ensure appropriateness?

Response: The Facilities Posting Procedure includes this information. Once the Facilities Posting Procedure is updated, it will be linked to from the policy. Leaders across the different campuses are working together to monitor postings, in partnership with Facilities and the owner of the advertisement or posting.

Comment: Definition of 3.B. Approval Location. Given section 4.B.3, do we need this definition? The term is used twice in the procedures.

Response: Removed language regarding institutional marketing from section 4.B.3 to provide clarification regarding nonofficial college postings.

Comment: 4.B.2 – We don't need to include the existing language about college legal representatives reviewing matters. This is in the Campus Speech policy.

Response: This was revised in consideration of Section 4.A.2. The definition of Official College Postings was revised in accordance with other comments.

Comment: 4.B.3 – Consider revising this section to not list every location. Also, Institutional Marketing and Communications does not have a history of approving postings. Is this a responsibility that the Division wants to assume? Is IMC set up to perform this duty?

Response: The location listed at each campus was a committee decision. Clarified in the policy that anything Institutional Marketing produces is an official college posting.

Comment: It will be important for The Mill's department marketing manager to have the date stamp to approve fliers created for The Mill's weekly events to get them posted in a timely manner.

Response: Departments may seek approvals through Department Rules per the Policy Development Policy.

Comment: 4.C.2 – Who is responsible for granting the exceptions to the posting requirements? This should be clarified.

Response: The vice president for Student Affairs, or their designee, is responsible for granting exceptions.

Comment: 4.C.2 – Is there a maximum amount of time that posted materials or advertisements can be posted? 30 days, a semester, 6 months? What are the standards for granting exceptions?

Response: This is the discretion of the vice president of Student Affairs.

Comment: 4.C.2 – Reasonable time, place, and manner is a First Amendment concept. How is that related to providing an exception?

Response: For issues related to freedom of speech, postings are referred to the Office of General Counsel, including the determination of reasonable time, place, and manner restrictions.

Comment: 4.D.1.a – My concern is that at locations where general information boards are limited, these boards may turn into "community boards" instead of spaces that support the college's programs, activities, events, and partnerships in support of our students.

Response: We are a public entity and cannot limit who posts information in a designated area.

Comment: 4.D.3 – Multiple comments suggest that posting in these locations, especially on garbage cans, recycling bins, kiosks, etc., could quickly get out of hand. Concerns about these postings being impacted by weather conditions such as sun, snow, rain, and wind, and the finish on these posting locations being damaged. Who will oversee making sure they are removed? Who will be responsible for removing the expired fliers if the department that posted the fliers does not remove them?

Response: This is addressed in the Facilities Services Posting Procedures. Related, 4.D.3.a has been revised.

Comment: 4.D.3.a.(7) – Is the policy stating that free-standing signs such as A-frames and easels can remain in place for 14 days upon approval? If there will be designated areas for the free-standing signs, this could limit the number of signs that can be approved due to the extended period that they can remain in place, which seems to conflict with 4.D.4.a.(4) that states that the free-standing sign needs to be removed within 3-days.

Response: This is not a conflict; the procedure for freestanding signs is delineated.

Comment: 4.D.4 - Free-standing signage, particularly standing banners, is often used to promote school/department offerings that are not time-limited. Will there be exceptions for this?

Response: This does not apply to Official College Postings through Office of Institutional Marketing.

Comment: 4.D.6 - What department is charged with enforcement? This should be clearly stated in the policy.

Response: Please see the Facilities Posting Procedures. Leaders across the different campuses are working together to monitor postings, in partnership with Facilities and the owner of the advertisement or posting.

Comment: Enforcement of this policy is up to the discretion of leadership. If a fine is involved, who is responsible for addressing the individual or department that violated the procedure and reporting the issue to Facilities? For a first-time offense of improper signposting, is it appropriate to fine the department, or should a warning be issued instead?

Response: This is not a substantive change from the current policy. Enforcement of this policy is the discretion of leadership.

Legal Review

The Advertising and Posting policy was last reviewed on March 4, 2020. This policy is being reviewed in accordance with SLCC Policy Development Policy 4.H.2, recommending review every five (5) years. This policy is one of our more complex policies, and there was a robust conversation throughout the college as to the recommended changes.

A definition for Time, Place, Manner restrictions, as related to freedom of expression, was added in the proposed revisions to provide insight as to when a posting may be denied, removed, or relocated. While a poster has not been denied due to content, some have been relocated away from roadways. The revised procedures clarify that the authority to determine whether a posting contains unlawful expression, or a reasonable time, place, or manner restriction, rests with the Office of General Counsel. This revision ensures that both people requesting to post and those reviewing requests are not responsible for making legal determinations regarding freedom of expression.

The policy has long required all postings to be approved and stamped prior to display; however, the revised procedures provide greater clarity to ensure consistent application across all college campuses. This maintains a balance between protecting expressive activity and meeting the College's operational needs, such as timely removal of expired posters and prevention of damages to facilities by postings being displayed in accordance with guidance. The revisions clarify that postings, standing signs, and display racks must not obstruct access or impede the movement of individuals, including those using mobility devices.

The policy, as drafted, is legally acceptable.

8.1.020

Advertising and Posting Policy

Date of last board of trustees review: ~~March 4, 2020~~

The originator of this policy is Student Affairs. Questions regarding this policy may be directed to the originator by calling 801-957-4284.

1. Policy

Salt Lake Community College (SLCC) allows information sharing about programs, events, and services that interest the college community and support its mission. This information sharing should be done in an environmentally friendly, safe, and tidy way without damaging buildings or creating a mess. This policy does not apply to official college postings.

2. References

- A. Campus Free Expression Act, U.C.A. § 53B-27-201.
- B. Free Expression on Campus, Utah Administrative Code R784-2.

8.1.020

Advertising and Posting Procedure

Date of last executive cabinet review: ~~October 29, 2019~~

The originator of this procedure is Student Affairs and Enrollment Management. Questions regarding this procedure may be directed to the originator by calling 801-957-4284.

3. Definitions

- A. **Advertisement:** The dissemination of information about a service, product, or program through print, electronic, broadcast, or other forms of communication.
- B. **Approval Locations:** college locations responsible for approving and stamping advertisements and posted materials.
- C. **College Community:** faculty, staff, trustees, students, registered student organizations, college entities, and anyone using or providing services to college facilities.
- D. **Commercial Materials:** materials intended to create financial profit for a person, organization, or institution.
- E. **Entity:** any group or person, regardless of their association with the college community, wanting to post any materials or advertisements on college property. This includes student organizations.
- F. **Free-Standing Signs:** temporary displays such as A-frames, retractable banners, easels, arrow signs, table tents, brochure stands, brochure tables, newspaper stands, or racks.
- G. **Official College Postings:** materials or advertisements posted by Institutional Marketing, Facilities Services, or the Office of Public Safety.
- H. **Posted Materials:** any printed, written, painted, photographic, or other display that presents an idea and is attached or displayed on college buildings or properties.
- I. **Posting:** the act of attaching, hanging, or displaying material on property owned or controlled by the college.
- J. **Student Organizations:** groups of SLCC students established and organized for religious, political, educational, economic, social, or other lawful purposes and registered, approved, and compliant with college requirements.

- K. Time, Place, and Manner Restrictions: restrictions on when, where, and how messages may be presented on college campuses. These restrictions are content-neutral, viewpoint-neutral, and designed to serve important college interests while preserving other communication channels.

4. Procedures

A. Getting Needed Approval to Post Materials

1. All posted materials and freestanding signs must follow the approval process.
2. Materials will be approved unless the content contains defamatory, obscene, or other unlawful expressions. Such materials must be reviewed by a college legal representative before a formal decision to approve the material for posting is made.
3. Approved materials will be stamped with an official college date stamp.
4. Materials without a date stamp may not be posted.
5. Once approved, materials must only be posted in approved locations identified in the Facilities Posting Procedure.

B. Approval of Postings on SLCC's Campuses

1. All posting and distribution of materials must follow the [Campus Speech Policy](#) and the Facilities Posting Procedure.
2. All advertisements or posted materials, indoor or outdoor, require approval from a recognized approval location:
 - a. Taylorsville Redwood Campus–Admissions Hub/Information Desk or Thayne Center Office
 - b. South City Campus–Student Services / Information Desk
 - c. Jordan Campus–Student Services / Information Desk
 - d. Miller Campus–Student Services / Information Desk
 - e. Westpointe Campus–Student Services /Information Desk
 - f. Herriman Campus–Student Services / Information Desk
 - g. West Valley Center–Student Services / Information Desk

C. Length of Posting and Removal

1. Posted materials may be posted for up to 14 calendar days and must be removed within three business days after the event or date stamp expires.

2. Exceptions may be granted to allow materials to remain posted longer. Decisions to prohibit extended periods may consider reasonable time, place, and manner restrictions.
3. The person, group, or department who posted the materials is responsible for removing them.

D. Requirements for Advertisements or Posted Materials

1. General List of What is Needed to Post Approved Materials at all SLCC locations:
 - a. A posting or advertisement must clearly identify the sponsoring entity on the advertisement or posting.
 - b. A visible expiration date will be stamped by the college on all posted materials.
 - c. Posted materials will be attached in approved locations in a manner appropriate to the display space.
 - d. Duplicate postings on the same board or in the same approved area are not allowed and may be removed.
 - e. Advertised or posted materials must not:
 - (1) interfere with classes or scheduled meetings;
 - (2) damage college property;
 - (3) create trash or messiness on college property;
 - (4) block doorway glass;
 - (5) block or interfere with pedestrians or vehicles on college property; or
 - (6) when posting on fence lines or campus entry or exit points to college property, it may not block, obstruct, or interfere with line-of-sight for drivers or people walking.
 - f. Due to limited available approved posting locations, the size and number of a particular posted material or advertisement permitted to be posted may be limited by recognized approval locations.
 - g. All advertised and posted materials must obey related laws, including laws protecting intellectual property such as copyrights and trademarks.
2. Indoor Posting for all Buildings on all Campuses
 - a. After approval, an entity may post non-commercial materials on indoor announcement boards, kiosks, tack strips, plastic sign holders, or other areas

specifically approved for such usage.

- b. Except for approved locations, no advertisements or posted materials are allowed on any wall, door, floor, mirror, side-light, or window.
- c. Helium balloons are not allowed in many college buildings due to beam detector fire alarms that can be set off by moving balloons. Contact [Fix It](#) a minimum of one week before posting for approval and to coordinate locations and removal;

3. Outdoor Posting for all Campuses

- a. After approval, an entity may post non-commercial materials on outdoor announcement boards, kiosks, display racks, or other designated areas, provided they use easily removable painter's tape to attach the advertisements or posted materials. Other designated areas are as follows:
 - (1) fences—signs must be lightweight and not larger than 4 feet by 8 feet;
 - (2) within tree rings and shrub beds;
 - (3) grass and lawn areas: contact [Fix It](#) a minimum of one week before posting for approval and to coordinate locations and removal; and
 - (4) freestanding signs (e.g., a-frame or portable upright signs) must be placed in an approved location as outlined in the Facilities Posting Procedure.
- b. Materials or advertisements may not be placed on the following:
 - (1) vehicles;
 - (2) newspapers racks;
 - (a) Commercial signs affixed to a newspaper rack where the rack owner or college has been paid for the right to advertise on the rack are allowed.
 - (3) artwork or sculpture;
 - (4) marquees or cloth canopies or other coverings located at the entrance of any campus building; and
 - (5) existing college signs or banners.
- c. Sidewalk chalk and floor stickers may be used on walkways with written approval from [Fix It](#).
- d. Helium balloons may be used in outside areas instead of posted materials or advertisements.

4. Special Rules for Freestanding Signs.

After approval, an entity using freestanding signs must obey the following:

- a. The department, organization, or person must display name and contact information on the signs.
- b. It must clearly display the date of an event and the expiration date stamp.
- c. It must not block or interfere with a walkway, entrance, or exit of a building.
- d. It must be removed within three business days after the event.

5. Commercial Materials

- a. Any commercial materials or advertisements must be displayed following this policy and the college's [Sales and Sponsorship Policy](#).
- b. Any non-college entity that seeks to advertise a publication using a physically placed rack or another such container for the publication on college property must complete a contract related to such distribution.

6. Enforcement for Policy Violations

- a. Any college community member has the authority to remove materials not properly approved or posted following the procedures in this policy.
- b. The college has the authority to enforce this policy and collect reasonable costs related to damages to college property, litter collection expenses, or cost for cleanup of abandoned materials violating this policy. The college may recover these reasonable costs by:
 - (1) withholding monies budgeted;
 - (2) withholding money due to a responsible individual, group, or entity; or
 - (3) seeking repayment through interdepartmental billing (IDB) transfer, civil or criminal judicial proceedings.
- c. The college may pursue sanctions under the [Code of Student Rights and Responsibilities](#) for students or student organizations violating this policy.
- d. The college may take corrective action against faculty or staff violating this policy.

E. Exceptions

- F. Exceptions to this policy may only be made upon approval by the vice president for Student Affairs or their designee. Any exceptions and the reasons for the exception will be documented in writing.

Record of Student Complaints Policy

Date: April 23, 2025

Sponsor: vice president Brett Perozzi

Summary

Type of Review: 5-year

Last Board of Trustees Review: April 10, 2019

Context

The revised policy draft:

1. Reorganizes portions of the policy and makes it more understandable.
2. Categorizes the types of complaints.
3. Clarifies the internal and external options for reporting types of complaints.
4. Clarifies investigation requirements and specifies applicable timelines for the internal reporting options.
5. Aligns with accreditation requirements under 34 C.F.R. § 602.16 and the Northwest Commission on Colleges and Universities to maintain a record of student complaints received.
6. Aligns with SLCC's updated Code of Student Rights and Responsibilities, Title IX policies, and Equal Opportunity policies.

Record of Student Complaints Memorandum

To: Salt Lake Community College Executive Cabinet, via vice president Brett Perozzi
From: Candida Mumford, Dean of Students and AVP – policy originator
Jen Hughes, policy coordinator
Steve Gordon, assistant attorney general
Subject: 8.1.070 Record of Student Complaints Policy – Post-15-day Memo
Date: April 23, 2025

Introduction

The Record of Student Complaints policy was posted for the 15-day review period from March 3 – 24, 2025. There were 2 posted replies, totaling 21 comments. Most of the comments requested clarification regarding terminology, timelines, and posed questions about harassment, retaliation, bullying, advisors, and confidentiality. The substantive comments and responses are provided below. Technical suggestions were accepted when appropriate. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: Policy Statement (section 1), third sentence – what are the “other existing channels?” Additionally, consider removing the phrase “following this policy” to make the sentence more concise and clearer.

Response: The other existing channels are related to harassment, discrimination, misconduct, grades, and other academic matters. Each of these has a policy governing the way to navigate these kinds of concerns. Removed “following this policy” – thanks for the feedback.

Comment: Suggestions to revise the definitions of Harassment and Retaliation to match those in the Anti-Discrimination and Harassment policy.

Response: No changes were made. These definitions were intentionally chosen as they are consistent with the definitions of Harassment and Retaliation in the recently revised Code of Student Rights and Responsibilities.

Comment: 4.A & B – there are 11 separate ways to make a complaint at the college. Concern was raised that knowing who to complain to may make this policy difficult for students to navigate.

Response: Often students submit a concern to the Dean of Students Office, and we help them navigate to the proper avenue. This policy is really in relation to complaints that aren’t covered anywhere else.

Comment: The procedures focus on discrimination and harassment. SLCC’s workplace bullying policy only applies to employees. How would a student make a complaint about bullying? There is a need for guidance on how faculty members should manage bullying issues. The Faculty Prerogatives policy does not specifically address this issue.

Response: The Faculty Prerogative Policy is up for 5-year review soon, and it does seem like this would be the proper place to address bullying. Also, while the Code of Student Rights &

Responsibilities doesn't use the word bullying, it does have other terms that can address bullying as well, like verbal abuse, intimidating behavior, and harassment. Hazing is also included.

Comment: The procedures do not reference confidentiality. The policy should include language addressing the confidentiality of student complaints.

Response: Thanks for the comment. These complaints do not always have the same level of confidentiality as an anti-discrimination complaint. We actually often need to disclose who the student complainant is in order to resolve the situation. I am hesitant to add a confidentiality statement because I don't want students to have a false expectation that they will be anonymous.

Comment: There should be a requirement that the Dean of Students provide written quarterly and annual reports. A similar provision exists in the Anti-Discrimination and Harassment policy (4.N).

Response: Thanks for the comment. There is already a statement that the Dean of Students office will provide a log of complaints. That is the reporting function of this policy.

Comment: 4.B.3 – This section outlines the complaint avenue for out-of-state online students. USHE's website for out-of-state student complaints provides a complaint process and staff to assist out-of-state students in navigating this process. I suggest revising this section.

Response: Thanks. We were actually planning to change that to align with SARA requirements already. Those changes have been made.

Comment: 4.C.2 – Why must a complaint be filed within 10 business days? Can there be a more flexible time limit? What about alleged misconduct that occurs right before semester break or the summer semester?

Response: This is in place to ensure we are not receiving complaints that are outdated so they can be addressed in a timely manner. We will make reasonable exceptions as needed if it overlaps with a break or if there are other extenuating circumstances.

Comment: 4.C.4 – The term "Advisor" should be added to the definitions, along with an explanation of an advisor's responsibilities and limitations. Additionally, there should be training at the college so that we have a list of students or employees who can act as advisors.

Response: Thanks for the recommendation. Advisors in this context aren't always staff members. It can be any support person the student wants to bring. Most often, they bring family members or friends from outside the college.

Comment: This policy should be accessible from the Dean of Students webpage. Additionally, all faculty syllabi should link to this policy, allowing students to easily access it.

Response: Good idea. We'll get that added to both.

Comment: Should sections be added to the policy to assist students in requesting ADA accommodations and religious accommodations?

Response: No...we have separate policies for that.

Legal Review

The Record of Student Complaints Policy (the “Policy”) of Salt Lake Community College (“SLCC”) was last reviewed on April 10, 2019, and is under review pursuant to Section 4.H.2 of SLCC’s Policy Development Policy. The Policy has been revised and because of the nature of the proposed revisions, they must be approved by SLCC’s Executive Cabinet and Board of Trustees.

The draft revised Policy:

1. Reorganizes portions of the Policy and makes it more understandable.
2. Adds definitions.
3. Categorizes the types of complaints.
4. Clarifies the internal and external options for reporting types of complaints.
5. Clarifies investigation requirements and specifies applicable timelines for the internal reporting options.
6. Aligns with accreditation requirements under 34 C.F.R. § 602.16 and the Northwest Commission on Colleges and Universities to maintain a record of student complaints received.
7. Aligns with SLCC’s updated Code of Student Rights and Responsibilities, Title IX policies, and Equal Opportunity policies.

The revisions to the Policy referenced above comply with legal standards and definitions, and standards established by the Utah System of Higher Education. Thus, the revised Policy, as currently drafted, is legally acceptable.

8.1.070

Record of Student Complaints Policy

Date of last board of trustees review: ~~April 10, 2019~~

The originator of this policy is the dean of students. Questions regarding this policy may be directed to the originator by calling 801-957-5027.

1. Policy

At Salt Lake Community College (SLCC), student concerns are addressed promptly and appropriately through established policies and procedures. This policy addresses general complaints made by students. Students may initiate a complaint if they feel their specific issues cannot be resolved through other existing channels that address harassment, discrimination, misconduct, grades, and other academic matters.

2. References

- A. Accreditation and Preaccreditation Standards, 34 C.F.R. § 602.16.
- B. [Record of Student Complaints Policy](#), The Northwest Commission on Colleges and Universities.

8.1.070

Record of Student Complaints Procedure

Date of last executive cabinet review: ~~January 15, 2019~~

The originator of this procedure is the dean of students. Questions regarding this procedure may be directed to the originator by calling 801-957-5027.

3. Definitions

- A. Discrimination: treating someone differently based on a person's protected class when such conduct adversely affects the term, condition, or privilege of an individual's employment or participation in a college program or activity.
- B. Harassment: any repeated acts of unwanted verbal, written, electronic, or nonverbal conduct, whether directly, indirectly, or through a third party, that are objectively offensive or severely pervasive. Such conduct limits, interferes with, or denies a student's educational benefits or opportunities.
- C. Retaliation: any action or treatment intended to restrain, or does restrain, a person from making a complaint or participating in an investigation.
- D. Sexual Harassment: making the provision of aid, benefit, or service of the college conditional on an individual's participation in unwanted sexual conduct or unwanted sexual conduct that is so severe, pervasive, and objectively offensive that it interferes with someone's access to a college program or activity. Sexual harassment includes sexual violence, dating violence, domestic violence, and stalking, as defined in the Violence Against Women Act.

4. Procedures

- A. Specific SLCC complaint procedures are available for [different types of issues](#):
 - 1. Discrimination, harassment, or retaliation: File a complaint with the [Equal Opportunity \(EO\) and Title IX Office](#).
 - 2. Sex or gender-based harassment or discrimination: Submit a complaint to the [EO Office](#) and [Title IX Coordinator](#).
 - 3. Complaints about a faculty member: Refer the issue to the academic department's

chair, associate dean, or dean.

4. Academic grievances: Follow the procedures outlined in section VII.B. of the [Code of Student Rights and Responsibilities](#).
5. Fraud, corruption, conflict of interest, or other improper or unethical activities: Report the issue to the [Ethics and Compliance Reporting Hotline](#).
6. Complaints about a college policy directly affecting a student's civil liberties: Follow the procedure outlined in Complaint Process–Reporting Utah Code Ann. [§ 53B-27-303](#)

B. Students have several external (non-college) options to file complaints:

1. Students can file complaints about fraud, false advertising, or other deceptive practices by the college with the [Utah Commerce Division of Consumer Protection](#).
2. For complaints regarding the college's application of Title IX, the Violence Against Women Act (VAWA), and the Clery Act, students can file a complaint with clery@ed.gov, info@eeoc.gov, or ocrcas.ed.gov.
3. Online students living outside of Utah can file a complaint with the [Utah System of Higher Education](#) or through their home state's higher education authority.
4. Students can file complaints regarding the college's quality of education or accreditation issues with the [Northwest Commission on Colleges and Universities](#).
5. Students can file a discrimination complaint with the Office for Civil Rights (OCR) using their [reporting form](#).

C. A student with a complaint not covered under another SLCC policy and procedure may submit a [general complaint](#) through the dean of students office. The dean of students office will transfer a complaint to the appropriate college department if another college policy governs the complaint.

6. Students should discuss the matter in question with the appropriate SLCC department or employee most directly involved as a first step.
7. A student with a complaint against a college department, employee, contractual employee, or a third party must complete the [Student Complaint Form](#) within 10 business days of the action or inaction.
 - a. A student may request assistance in preparing the student complaint form by contacting the dean of students office.
 - b. The time frame for filing a complaint may be extended for a good cause, which the dean of students will determine.

8. The dean of students office shall:
 - a. contact the student within 10 business days following receipt of the student complaint form;
 - b. investigate the issues raised by the student, if appropriate;
 - c. work with other college offices to ensure the student complaint is addressed;
 - d. the outcome will shared with the student within 30 business days of receiving the complaint.
9. A student may have an advisor attend any meeting with the dean of students or other college officials to support their case.
10. If the complaint alleges misconduct on the part of any college employee, the dean of students shall provide a copy of the complaint record to the appropriate supervisor for investigation in consultation with People and Workplace Culture.
11. Departments must report the outcome of all complaints referred to the department to the dean of students office within 30 business days.

C. Record Keeping

1. The dean of students office will maintain a record of all general complaints and outcomes.
2. Complaint records shall be maintained following the Utah State Archives records retention guidelines and the college's [Records Management Policy](#).
3. At the end of each academic year, the dean of students will submit an electronic copy of a log of student complaints made under this policy to the vice president for Student Affairs.

Code of Student Rights and Responsibilities

Date: March 25, 2025

Sponsor: vice president Brett Perozzi

Summary

Type of Review: 5-year

Last Executive Cabinet Review: October 16, 2018 (5-year); February 28, 2023 (technical revisions)

Last Board of Trustees Review: March 8, 2017

Context

The Code of Student Rights and Responsibilities has undergone a comprehensive revision and restructuring. The new policy streamlines the original 47-page document by nearly 20 pages while preserving its core content and purpose. The updates incorporate recent developments, including compliance with SB 414 for student due process, Title IX, clarified access to ADA and pregnancy-related accommodations, protections for free speech, standard honor code language, and alignment with USHE due process standards for student issues.

1. Accommodations
 - a. The accommodations section has been reorganized to enhance clarity, allowing students to find all types of accommodations—including accessibility, pregnancy, and religious accommodations—in one central location.
2. Amnesty Provisions
 - a. To provide more information, a definition of amnesty was added, clarifying that the Code allows students to report violations or seek help in emergencies without fear of disciplinary action for minor infractions.
 - b. This amnesty provision is designed to encourage students to prioritize health and safety over concerns about punishment. The goal is to foster a supportive environment where students feel safe to report serious issues or seek assistance without hesitation.
3. Artificial Intelligence (AI)
 - a. AI was addressed in the definition of plagiarism, and a hyperlink to the current [OIT Guidelines on the use of AI at SLCC](#) was added to IV.D, Personal Misconduct involving Computers/Technology.
 - b. Most USHE institutions are not addressing AI in their codes directly as it is an evolving landscape, and institutions have not yet created firm parameters for “policing” AI usage by students.

4. Due Process Rights
 - a. The student accountability process was adjusted to reflect the [USHE policy requirements](#).
5. Harassment and Retaliation
 - a. The harassment definition was revised to align with Title IX, EO college policies, and Utah state law.
 - b. A definition for retaliation was also added.
6. Student Employees
 - a. As revised, the dean of students will collaborate with the People and Workplace Culture department to ensure consistent and fair disciplinary actions for students. This coordination will guarantee that individuals, whether students or employees, who are banned from campus are properly managed.
 - b. This will prevent students from receiving duplicate sanctions or corrective measures for the same misconduct.
7. Student Responsibilities
 - a. The Code separates accountability procedures into two sections: personal misconduct, which falls under the dean of students' office, and academic misconduct, which falls under the Faculty Prerogatives policy.
 - b. The appeal process for personal misconduct now involves a faculty-led board that reviews whether due process was followed, if new evidence has emerged, or if there was bias from the dean of students that affected the outcome. The final decision rests with the Vice President of Student Affairs, who will consider the appeal committee's recommendations.
 - c. For academic misconduct appeals, the Dean of the School overseeing the faculty member who reported the misconduct is designated as the final decision-maker. Additionally, the dean of students will be informed of all academic misconduct decisions, creating a centralized record in case further action is required for repeated offenses.

To: Salt Lake Community College Executive Cabinet, via vice president Brett Perozzi
From: Candida Mumford, AVP/Dean of Students – policy originator
Jen Hughes, policy coordinator
Steve Gordon, assistant attorney general
Subject: 8.1.050 Code of Student Rights and Responsibilities – post-15 memo
Date: March 25, 2025

Introduction

The Code of Student Rights and Responsibilities was posted for the 15-day review period from January 27 – February 11, 2025. A total of 16 comments were received regarding definitions, artificial intelligence, student rights as college employees, and technical suggestions. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: How were students involved in this revision? What role did they have to ensure that the Code is understandable by students?

Response: The changes were reviewed by SLCCSA Student Senate and the E&R Board to get student feedback.

Comment: Although shortened in length, this policy is still long and challenging to read. Suggest dividing this single policy into multiple policies.

Response: We intentionally are keeping this as one policy. It is meant to be a comprehensive document of all student rights & responsibilities.

Comment: Suggestions regarding the definition of “student” (section I) and the need to expand this definition in relation to the “Rights of Students as College Employees” section (III.J).

Response: No changes were made. This definition is intentionally broad because many offices conceptualize students differently, and it is broad to catch all student activity. Anybody enrolled in a course, regardless of the credits offered, is a student. This definition also aligns with the definition of student provided in FERPA. All students who are also employees will be treated as students first unless they are full-time employees. Since this has complexities, we included the language about consulting with PWC.

Comment: Suggestion to incorporate “unauthorized use of Artificial Intelligence” in the definition of Cheating, like the Plagiarism definition.

Response: This was added. Thanks for the suggestion.

Comment: III.G Rights to Access Records – Should a section addressing Directory Information and a student’s right to opt out of having his or her Directory Information disclosed be added? Should language directing students to contact the Registrar’s Office regarding FERPA or Student Records questions be included? III.G.2.c & d. references student hearing rights. What are student hearing rights?

Response: Directory information is covered in III.G.e. which states that students can limit directory information. The contact information for the Registrar's office was added. We intentionally included the Right to a Hearing in accordance with FERPA, but did not go into the student hearing rights specifically because the statutory requirements in federal law are subject to change.

Comment: IV.D.2 discusses "Unauthorized Use of Computers and Technology: Theft or abuse of computer facilities or resources..." II.S. defines Plagiarism as "presenting the ideas, representations or words . . . of artificial intelligence within one's own work." This section does not clearly define when the use of AI is considered plagiarism. Concerns that SLCC's decentralized approach to AI use will cause confusion for our students.

Response: This would be considered the faculty's prerogative because it depends on the class, the nature of the assignment, and the learning objectives. This was intentionally left broad.

Comment: IV.E.29. Recording of Hearing, Meetings, and Academic Instruction. The Employee Conduct Policy, section 4.B.22, also addresses Recording Employee Communications and Meetings. Do these two policies align? If a student wants to record a classroom lecture, who are the faculty members supposed to get prior permission from to record the lecture?

Response: It is the faculty's prerogative to allow students to record their lectures or not. The only exception is if there are approved accommodations through ADS. The Code relates to student activity in the classroom, so it does not need to align with the Employee Conduct Policy.

Comment: Suggestion to create diagrams for Section V so students can better understand the Student Accountability and Personal Misconduct Procedures.

Response: We have a diagram on the DOS website, and determined this is the best place to house this information.

Comment: Is the Students Standards Committee a standing committee?

Response: Yes, this is a standing committee.

Comment: Various technical suggestions were submitted.

Response: These technical suggestions were accepted when appropriate.

Legal Review

The Code of Student Rights and Responsibilities (the "Code") of Salt Lake Community College ("SLCC") has been revised consistent with the five-year review requirement of Section IV.H.2 of SLCC's Policy Development Policy. The draft revised Code:

1. Simplifies the Code, and reduces it by about 20 pages, to make it more understandable and usable.
2. Incorporates recent legal developments, thereby ensuring compliance with SB 414, Title IX, the Americans with Disabilities Act and other pregnancy-related accommodations statutes, free speech protections, and standards for student due process requirement of the Utah System of Higher Education ("USHE").
3. Adds definitions, modifies definitions to make them more understandable, and deletes definitions that are no longer applicable.

4. Reorganizes the “accommodations” section of the Code to: (a) ensure that students can find all types of accommodations easily in one location; and (b) ensure that the Code complies with federal regulations, new Utah statutes, and USHE rules.

5. Provides a clear definition for “harassment” that aligns with Title IX, SLCC policies, and Utah state law.

6. Ensures that the Code complies with SLCC policy and applicable laws regarding freedom of expression.

7. Ensures clear and appropriate due process for students.

8. Ensures that individuals no longer permitted on campus are managed appropriately.

9. Ensures that students are not subjected to duplicate sanctions or corrective actions for the same conduct.

10. Modifies the “responsibilities” section to: (a) inform students that the Code applies to both personal and academic misconduct; and (b) clarify that misconduct may occur not only on SLCC property but also in virtual settings, during SLCC-related trips, internships, clinicals, or any other setting connected to SLCC functions.

11. Separates accountability procedures into a personal misconduct section under the Dean of Student’s office, and an academic misconduct under Faculty Prerogatives policy, and outlines what constitutes academic violations.

12. Informs faculty and students of the due process requirements, including an appeal process, for students accused of “academic misconduct” which complies with Utah law.

13. Modifies the “personal misconduct” section to provide due process, including an appeal process, that complies with Utah law.

14. Outlines the sanctions that may be given for academic/personal misconduct and sets clear expectations for students.

Because of the nature and scope of the revisions to the Code, the draft revised Code must be reviewed and approved by SLCC’s Board of Trustees. The revisions to the Code referenced above comply with legal standards and definitions, and standards established by USHE. Thus, the revised Code, as currently drafted, is legally acceptable.

Code of Student Rights and Responsibilities

I. Policy

The safety of students, faculty, staff, and the college community largely depends on the behavior and engagement of its students. Students enrolled at the college are expected to conduct themselves in accordance with Salt Lake Community College's [Values](#).

All students are subject to college expectations while enrolled at Salt Lake Community College (SLCC). The college reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives, is not in the best interests of the student, other students, or the college. Students engaged in the accountability process should expect to find their sanctions enforced at all SLCC campuses. In the Code of Student Rights and Responsibilities ("Code"), the term student is used to refer to:

1. All people taking SLCC courses, both full-time and part-time;
2. All people not officially enrolled for a particular term but have a continuing relationship with SLCC or intend to enroll in the next term. This provision includes those persons enrolled in the spring and fall semesters who engage in misconduct during the summer; and/or
3. All people attending SLCC courses or other courses on an SLCC campus.

SLCC complies with all Federal laws, rules, regulations, and statutes, the State of Utah and appropriate local jurisdictions, the Utah Board of Higher Education, the SLCC board of trustees, and the president's executive cabinet.

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II. Definitions

- A. Academic Integrity Violation: any activity that undermines the institution's academic integrity.
- B. Affirmative Consent: known, expressed, and freely given consent. Affirmative Consent cannot be obtained by force, which includes the use of physical violence, threats, intimidation, and/or coercion. (See [Title IX Sexual Harassment Policy](#) for additional information.)
- C. Aiding Cheating or Other Acts of Academic Dishonesty: providing material or information to another student with the knowledge that this material or information will be used to deceive faculty.
- D. Amnesty: allows students to report violations of the Code or seek help in emergencies without fear of facing disciplinary action for their own minor infractions. Amnesty is designed to encourage students to prioritize health and safety over concerns about punishment. This approach aims to foster a supportive environment where students feel safe to report serious issues or seek assistance without hesitation
- E. Cheating: unauthorized use of artificial intelligence, notes, study aids, or acquiring information from another student's papers on an examination; obtaining a copy of an examination or questions from an exam before taking the exam; altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name; allowing another to take an examination in one's name; submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.
- F. Data Misrepresentation: fabricating data; deliberately presenting in an assignment data that was not gathered following assigned guidelines or deliberately fabricated; or providing an inaccurate account of the method by which the data was gathered and generated.
- G. Copyright Infringement: conduct or activities that violate federal copyright laws, including, but not limited to, the piracy of written or electronic media, are not permitted.
- H. Cyberbullying: any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person using electronic or digital media.
- I. Dishonesty: conduct including, but not limited to, false accusations of misconduct; forgery, alteration, or misuse of any college document, record, or identification; and giving to a college official information known to be false.
- J. Disorderly Conduct: obstructive or disruptive behavior or actions that interfere with

teaching, research, administration, or other college or college-authorized activities.

- K. **Endangerment:** actions that put oneself or others in the college community or the academic process in danger or peril.
- L. **Falsification of academic records or documents:** altering any documents affecting academic records, forging signatures, or falsifying information on an official academic document such as a grade report, ID card, library card, or any other official college letter or communication.
- M. **Falsification of Identity:** communicating or acting under the guise, name, identification, email address, signature, or other indications of another person or group without proper authorization or authority.
- N. **Falsification of Information:** inaccurate or misleading information that is presented as if it is true.
- O. **Harassment:** any repeated acts of unwanted verbal, written, electronic, or nonverbal conduct, whether directly, indirectly, or through a third party, that are objectively offensive or severely pervasive. Such conduct limits, interferes, or denies a student's educational benefits or opportunities.
- P. **Hazing:** any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- Q. **Intimate Partner Violence:** any act or threat of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship.
- R. **Lewd or Indecent Conduct:** sexually inappropriate or obscene behavior that is considered offensive by community standards.
- S. **Obstruction:** Intentionally hindering, blocking, or preventing access to college facilities, property, or programs.
- T. **Physical Abuse:** physical force or violence to restrict the freedom, action, or movement of another person or to endanger the health or safety of another person. Physical behavior that involves an expressed or implied threat to interfere with an individual's personal safety.
- U. **Plagiarism:** presenting the ideas, representations, or words of another person or artificial intelligence within one's own work without customary and proper acknowledgment of authorship is considered plagiarism.

- V. Retaliation: any action or treatment intended to restrain, or does restrain, a person from making a complaint or participating in an investigation.
- W. Sexual Assault: any intentional sexual touching or penetration, however slight, with any object or body part, performed by a person upon another person, and that is without affirmative consent or by force or both.
- X. Sexual Exploitation: purposely or knowingly:
1. causing the incapacitation of another person through alcohol, drugs, or any other means for the purpose of compromising that person's ability to give affirmative consent to sexual activity;
 2. allowing third parties to observe private sexual activity from a hidden location or through electronic means (e.g., live streaming);
 3. watching private sexual activity without the consent of the participants or viewing another person's intimate parts in a place where that person would have a reasonable expectation of privacy;
 4. recording or photographing private sexual activity or a person's intimate parts without consent;
 5. disseminating or posting images of private sexual activity or a person's intimate parts without consent;
 6. prostituting another person; or
 7. exposing another person to a sexually transmitted infection (STI) or virus without the other's knowledge.
- Y. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature that limit, interfere, or deny a student's educational benefits or opportunities.
- Z. Solicitation of Funds: individuals or organizations seeking to use campus facilities or scheduling activities to solicit funds must first obtain written approval from the appropriate college official.
- AA. Stalking: engaging in two or more acts in which a person directly, indirectly, or through third parties, by any method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.
- BB. Threatening or Intimidating Behavior: actions or words intended to instill fear or apprehension in another person.

CC. Verbal Abuse: a form of harsh, insulting, or offensive communication used to intimidate or interfere with a person's freedom, well-being, or personal safety.

DD. Violence: behavior intended to inflict harm, control, or intimidation on another person's health, safety, and well-being

III. Student Rights

SLCC recognizes its responsibility to support and uphold all students' fundamental freedoms and rights within educational settings, including experiences inside and outside the classroom. All students have the following rights:

A. Rights in the Pursuit of Education

Classrooms, laboratories, libraries, studios, and other spaces are the essential learning environments of the college, and the college's faculty and staff should promote and encourage the freedom to learn in these environments. The following statements have been developed to support students' rights in all learning environments within the college. Students shall have the right to:

1. have reasonable access to faculty and staff, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process;
2. have reasonable access to academic advising and clear expectations for degree and completion requirements;
3. have decisions related to the pursuit of their education made clearly;
4. learn in an environment that supports the freedom of self-expression and association;
5. participate in an exchange of ideas, within their constitutional rights and the policy section of the Code, free from conduct that hinders either a faculty member's ability to teach or the student's ability to learn; and
6. study, work, and interact in an environment of professionalism, mutual trust, and respect, free from romantic or sexual advances by college employees. All romantic or sexual relationships between employees and students are discouraged (see the [Employee Conduct Policy](#)). Such professional responsibility encompasses both instructional and non-instructional contexts.

B. Right to Freedom from Discrimination: Diversity Statement

1. SLCC works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment based on race, color, national origin, sex, sexual orientation, gender identity, genetic information, disability, pregnancy or related condition, religion, protected veteran

status, or any other status protected under applicable federal, state, or local law

2. For more information or if you believe you have been subject to discrimination based on sex, sexual orientation, or gender identity, please contact SLCC's Title IX office:

Cindy Cole
4600 S Redwood Rd.
Academic and Administration Building, Suite 201
Salt Lake City, UT 84123
801.957.4561
title IX@slcc.edu

3. For more information on requesting accommodations for a disability, contact:

[Accessibility and Disability Services](#)
(801) 957-4659

4. If you believe you have been subject to discrimination, please go to the [ADS grievances and complaints webpage](#).

You may also file a complaint with :

U.S. Department of Education–Denver Office
Office of Civil Rights (OCR)
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
Fax: 303-844-4303; TDD 800-877-8339
Email: OCE.Denver@ed.gov
Website: www.ocrcas.ed.gov

C. Right to Accommodation for Individuals with Disabilities

1. Accessibility & Disability Services (ADS) staff seek to ensure that all students who meet eligibility requirements, as defined by college policy, receive reasonable accommodations.
2. Reasonable accommodations for students with disabilities will be made to ensure access to academic programs, services, and employment under section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act, and based upon the college [policies](#) and procedures, such as the [Student ADA Access and Reasonable Accommodations Policy](#).

D. Right to Pregnancy Accommodations

The college will not discriminate against or exclude any student from participating in any part of an educational program based on the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery.

1. To request pregnancy accommodations, contact the Disability Resource Center at 801-957-4659 or submit a [Pregnancy Accommodation Request Form](#).
2. If a student is unsatisfied with an accommodation request, they may submit a formal complaint with:

Cindy Cole

Title IX Coordinator

EEO & Title IX Office

Taylorville Redwood Campus, Academic and Administration Building, Suite 201
801.957.4561

title IX@slcc.edu

3. Students may request an accommodation, file a complaint, and appeal an accommodation decision for a pregnancy-related condition using the procedures in the [Student Pregnancy Accommodation Department Rule](#).

E. Right to Religious Accommodations

Faculty and staff will be mindful of students' religious beliefs and practices. SLCC will make religious accommodations upon appropriate prior notice (see [Religious Accommodation Request Form](#)).

F. Right to Freedom from Harassment

1. SLCC is committed to maintaining a place of work and study free from abuse, intimidation, harassment, and retaliation, where everyone is treated with respect, dignity, and courtesy. Conduct that disrupts, interferes with the safety of others, adversely affects, or otherwise interferes with the lawful functions of the college or the rights of an individual to pursue an education at the college, may be subject to college sanctions.
2. Parties will not be subject to sanctions under this Code if they engaged in unlawful or prohibited use of alcohol or drugs when the alleged violation occurred.
3. Amnesty applies only to the personal use of alcohol or drugs and does not extend to other potential violations of the Code or other college policies. For example, if the respondent provided alcohol or drugs to the complainant as a means of facilitating the alleged violation, the respondent may face additional disciplinary action.

G. Right to Access Records

1. SLCC maintains an educational record for each student who is or has been enrolled at the college.
2. Under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the following student rights are covered by the act and given to all students at the college:
 - a. The right to inspect and review information in the student's educational records.
 - b. The right to challenge the contents of the student's educational records.
 - c. The right to a hearing if the outcome of the challenge is unsatisfactory.
 - d. The right to submit an explanatory statement for inclusion in the educational record if the hearing outcome is unsatisfactory.
 - e. The right to prevent disclosure, with certain exceptions, of personally identifiable information.
 - f. The right to secure a copy of the institutional policy.
 - g. The right to [file complaints](#) with the Department of Education concerning alleged failures by SLCC to comply with the act's provisions. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
3. For questions related to student records, contact the [Office of the Registrar and Student Records](#).

H. Student Right to Know

1. The 1990 Federal Student Right to Know Act requires colleges and universities to report the persistence and graduation rates of full-time technical certificate and degree-seeking students to prospective and current students.
2. The graduation rate is based upon program completion within 150 percent of the time usually required for a full-time student. For technical certificate students, this is the number of full-time students graduating in three semesters.
3. For associate degree students, this is the number of students graduating in six semesters. Information regarding SLCC's compliance with the 1990 Federal Student

Right to Know Act may be found on the college's [website](#).

I. Right to Freedom of Association, Expression, Advocacy, and Publication

1. Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.
2. Following state and federal constitutions and college policies, the college recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble, speak, write, publish, or invite speakers on any subject without college interference or fear of college disciplinary action.
3. Students may engage in peaceful and orderly protests and demonstrations in traditional public forums, specifically outdoor areas of the college campus, that do not substantially disrupt the functions of the college. Such protests and demonstrations are subject to appropriate regulation concerning time, place, and manner so long as the restrictions:
 - a. are narrowly tailored to serve a significant institutional interest;
 - b. are based on published, content-neutral, and viewpoint-neutral criteria;
 - c. leave alternative channels for communication;
 - d. do not restrict spontaneous and contemporaneous assembling in outdoor areas of the college campus; or
 - e. do not restrict a person from freely engaging in lawful, noncommercial expressive activity in outdoor areas of the college campus.
4. Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the college administration, and will not be prohibited.
5. Demonstrators, however, do not have the right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, permanently occupy land, erect structures or shelters, camp in college facilities and on all college properties, or otherwise disrupt educational or institutional processes in a way that interferes with the safety or freedom of others.
6. Students may be subject to disciplinary action when their actions cause, or are likely to cause, disruption or interfere with the college's regular and essential operations as outlined in the Code.
7. Students who have questions about protests, demonstrations, or any other form of expression should contact the dean of students office for [more information](#).

8. Students who publish in student publications with college support and approval have the right to be free of college censorship. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the organization responsible for appointing such editors and managers.
9. SLCC requires a student group or organization to [register](#) and be approved by the college. Student groups and organizations must comply with all federal, state, and local laws and college policies.
10. A student, student group, or organization may be authorized to use college facilities for extracurricular activities, subject to the procedures established by the college.
11. SLCC students shall be free, individually and collectively, to express their views on institutional policy and procedures, which shall include examining and discussing issues of interest to them and expressing opinions publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the college

J. Rights of Students as College Employees

1. College policies and procedures govern a student's rights and responsibilities as an employee of the college.
2. A student employee who violates the Code will be held accountable through the Dean of Students office, which will consult with People and Workplace Culture.
3. The student employee's supervisor will navigate other matters.

IV. Student Responsibilities

Just as students have fundamental freedoms and rights within an educational setting, students also have responsibilities. SLCC expects students to be responsible for the following:

1. Uphold and follow this Code, relevant expectations of respective schools, professional programs, or professional societies, and all rules applicable to conduct in-class environments, including distance education courses, programs, college-sponsored activities, off-campus clinicals, field, internships, athletics, in-service experiences, activities utilizing college technology, or other college approved activities. It is the responsibility of the student to inquire with their academic department regarding any additional responsibilities that may apply to them.
2. Obey all applicable college policies and procedures and all local, state, and federal laws.

3. Respect the learning environment, which includes, but is not limited to, attending class, completing class assignments, and coming to class prepared.
4. Use college property and facilities to support their education while being mindful of the rights of others to use college property and facilities.
5. Maintain and regularly monitor their college accounts, including e-mail and student finance (Bursar) accounts, and ensure financial obligations are met.
6. Uphold and maintain academic and professional honesty and integrity.
7. Be responsible for their behavior and respect the rights and dignity of others both within and outside the college community.

A. Rights in the Pursuit of Education

Classrooms, laboratories, libraries, studios, and other spaces are the essential learning environments of the college, and the college's faculty and staff should promote and encourage the freedom to learn in these environments. The following statements have been developed to support students' rights in all learning environments within the college. Students shall have the right to:

1. have reasonable access to faculty and staff, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process;
2. have reasonable access to academic advising and clear expectations for degree and completion requirements;
3. have decisions related to the pursuit of their education made clearly;
4. learn in an environment that supports the freedom of self-expression and association;
5. participate in an exchange of ideas, within their constitutional rights and the policy section of the Code, free from conduct that hinders either a faculty member's ability to teach or the student's ability to learn; and
6. study, work, and interact in an environment of professionalism, mutual trust, and respect, free from romantic or sexual advances by college employees. All romantic or sexual relationships between employees and students are discouraged (see the [Employee Conduct Policy](#)). Such professional responsibility encompasses both instructional and non-instructional contexts.

B. Academic Integrity & Professional Behavior

1. SLCC recognizes academic integrity as a fundamental principle of higher learning. The credibility of the college's educational programs rests upon the foundation of

student learning and integrity. Academic integrity is expected of all students. Faculty and the college may sanction a student for actions inconsistent with expectations of academic integrity.

2. The college views any act of academic dishonesty as a serious offense requiring sanctions, including failure for the exam or specific course work, course failure, removal from an academic program, suspension, or expulsion from the college. An act of academic dishonesty may lead to a formal process outside the college.
3. Students unsure of what constitutes academic dishonesty should consult with their instructors. Claims of ignorance will not necessarily excuse the offense. Violations of academic integrity or professional behavior include, but are not limited to, the following acts:
 - a. Cheating or Aiding Cheating;
 - b. Data Misrepresentation; or
 - c. Plagiarism.

C. Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship Experience.

Conduct that is lewd, indecent, obscene, inappropriate, or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

D. Personal Misconduct Involving Computers/Technology

1. SLCC network access is provided to students for academic work. Files on the SLCC network, such as Bruinmail, Canvas, and OneDrive, are not private and are subject to review for compliance with the [Acceptable Use of College Computing Resources Policy](#).
2. Unauthorized Use of Computers and Technology: Theft or other abuse of computer facilities and resources, including:
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. use of another individual's identification or password;
 - d. use of computing facilities and resources to interfere with the work of another student, faculty member, or college official;
 - e. use of computing facilities and resources to send obscene or abusive

messages;

- f. use of computing facilities and resources to interfere with the normal operation of the college's computing system;
 - g. use of computing facilities and resources in violation of copyright laws; or
 - h. any violation of the college's [computer use policy](#).
 - i. The current [OIT Guidelines on the use of AI at SLCC](#) support the computer use policy.
3. Password Protection: Students are strongly encouraged to safeguard passwords and passcodes that grant access to college resources, databases, email, and other systems. Sharing passwords and passcodes that lead to academic dishonesty is grounds for disciplinary action.

E. Personal Misconduct

The college may sanction a student for the following acts of personal misconduct that occur on any campus or in connection with college-sponsored events, activities, or programs, regardless of location or context.

- 1. Aiding/Participating in a Riot.
- 2. Arson.
- 3. Committing College Funds: Committing college funding, including student clubs or organizations, without written approval will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being taken. No student shall enter into a contract with an outside agency using the college's name. Contracts entered into in violation of this rule shall be the student's personal responsibility.
- 4. Copyright Infringement.
- 5. Damage to Property
- 6. Dishonesty.
- 7. Disorderly Conduct.
- 8. Endangerment.
- 9. Explosive Devices: Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
- 10. Failure to Comply: Refusal to follow the directions of authorized college officials (staff, faculty, administrators) in the performance of their duties, including failure to

- identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; refusal to vacate a college facility when directed to do so.
11. Falsification of Academic Records or Documents.
 12. Falsification of Identity.
 13. Falsification of Information.
 14. Fire/Safety Equipment: Unauthorized setting of fires on college property; unauthorized use of or interference with fire equipment and emergency personnel.
 15. Gambling and Betting: Unlawful gambling and betting, in any form, at the college or any college-sponsored event is prohibited.
 16. Harassment.
 17. Lewd or Indecent Conduct.
 18. Interference with Dissemination of Information.
 19. Intimate Partner Violence.
 20. Littering: Intentional littering, including, but not limited to, unapproved distribution of materials, handouts, flyers, etc., is prohibited.
 21. Minors on Campus: Minors are not permitted in classrooms at any time unless enrolled in the course or approved on a case-by-case basis by the course faculty member or administrative staff.
 22. Obstruction.
 23. Parking: Students are expected to comply with parking regulations. Parking spaces for persons with disabilities and visitors' areas are reserved for those purposes. Vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.
 24. Physical Abuse.
 25. Possession of Weapons: Possession of any weapon, potential, or facsimile of a weapon on any college property contrary to law or college policy.
 26. Possession/Distribution/Consumption of Alcohol: Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or college policy. SLCC prohibits:
 - a. Public intoxication, use, or possession of alcoholic beverages on college property and at college events or activities;

- b. Providing or possessing alcohol contrary to law.
27. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or college regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to sanctions.
28. Possession/Distribution/Use of Illegal Drugs or Controlled Substances:
Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. This may also include being under the influence of illegal drugs or unauthorized controlled substances. Medical Cannabis is considered a controlled substance and is not permitted on campus (see [college policy](#)).
29. Recording of Hearings, Meetings, and Academic Instruction: Audio-recording communications, including lectures or other academic events, are prohibited unless the appropriate faculty member or college administrator receives prior permission. A student with a disability may seek a reasonable accommodation from Accessibility & Disability Services to allow audio recordings. Designated administrative meetings and student hearings may be audio recorded so long as the recording device is in plain view and those in attendance are aware the communication is being audio recorded. This section does not apply to monitoring or recordings pursuant to court orders or other legitimate law enforcement activities).
30. Retaliation.
31. Sale/Distribution of Firearms/Controlled Substances: Sale of any firearms or controlled substance from college property or using college facilities, including computer accounts and telephones.
32. Sexual Assault.
33. Sexual Exploitation.
34. Sexual Harassment.
35. Sexual Misconduct.
36. Smoking/E-Cigarettes: Smoking, including e-cigarettes, is prohibited within 25 feet of any entrance or ventilation access of any building on any college site except where federal laws apply and greater distances are posted.
37. Solicitation of Funds.
38. Stalking/Hazing/Cyber-Bullying.

39. Theft.
40. Threatening or Intimidating Behavior.
41. Travel Policies and Procedures: All student travel, whether as a class or club activity, must be approved by appropriate college officials. Each student participating in travel must follow college policy.
42. Unauthorized use of College Facilities.
43. Unauthorized use of College Property.
44. Unauthorized use of College Resources.
45. Verbal Abuse.
46. Violation of State or Federal Criminal Law.
47. Violence.

V. Student Accountability Procedures

SLCC accountability procedures will be used to determine responsibility for violations of the Code and the appropriate consequences for policy violations.

1. The college's accountability procedures are separate from formal legal proceedings.
2. The procedures for imposing sanctions are designed to provide students with due process, procedural fairness, and developmental growth opportunities, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct.
3. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures provide that the imposition of sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any.
4. For the purposes of the Code, business days are based upon the college's academic calendar and exclude weekends, holidays, and official college break periods and closures.
5. Business days will be counted during active academic terms. Calendar days between academic terms will not be counted due to limited faculty/staff/student availability during break periods.
6. The timelines established within this code outline the maximum timeframes for each step.

7. The college's ability to proceed with substantive determinations and actions in a particular case shall not be impaired by minor deviations from these procedures that do not have the effect of preventing a student from responding fully to a charge of misconduct.
8. The procedures are intended to be used to determine whether violations of the Code occurred, impose sanctions, or provide supportive measures.

A. General Principles

1. The college intends that proceedings under the Code not only resolve misconduct charges but also have educational benefit for the students involved.
2. Every effort will be made to ensure that students are encouraged to speak for themselves throughout the process of addressing alleged code violations.
3. Students may have an advisor, including an attorney at their own expense, to accompany them at any or all stages of the process.
4. Students with disabilities substantially affecting communication or students who cannot effectively communicate in the English language may seek a reasonable accommodation from the office of the dean of students to allow an interpreter or advisor to interpret or translate the proceedings.
5. Coursework performed while misconduct proceedings are underway shall be considered conditional. Conditional work may be affected or eliminated based on a final finding of misconduct or sanction imposed.
6. This may result in loss of course credit, a delay in the awarding of a degree, or revocation of a degree that was awarded before a final decision in the misconduct proceedings.
7. If either academic or personal misconduct is discovered that may impact degree conferral or graduation, the vice president for Student Affairs may elect to withhold posting of the degree pending completion of misconduct proceedings.
8. After a degree has been conferred, if the college determines that an academic integrity sanction is warranted, the college may revoke the degree.
9. Before degree conferral, if the college determines that an academic integrity sanction is warranted, the dean of Students office shall conduct an investigation to determine a recommendation on degree conferral to the provost for Academic Affairs.
10. Faculty may remove a student from an on-campus or off-campus activity or program, as outlined in the [Faculty Prerogatives in Maintaining A Safe, Supportive,](#)

[And Effective Learning Environment Policy.](#)

11. A student may be removed summarily based on the terms of any agreement between the college and a third party regarding student placement or academic experience. When a student is dismissed from a clinical program or other third-party placement based on the terms of an agreement with that third party, the student may not grieve the dismissal under the Code.
12. Removal from an academic activity or program becomes part of the student's disciplinary record only after a final determination that the student engaged in academic or personal misconduct under these procedures.
13. Any deadline set out in these procedures may be extended by the relevant authority only for good reason shown.

B. Addressing Academic Integrity Accountability:

1. The academic integrity accountability procedures address two key issues:
 - a. whether a student breached an academic integrity responsibility, and if so,
 - b. what sanctions are appropriate.
2. Academic Integrity Accountability Procedures: The procedures for handling students who are suspected of violations of academic integrity are as follows:
 - a. Step One: Inform Student of Allegations
 - (1) A faculty member who suspects a student of academic dishonesty must inform the student in writing of the alleged violation within ten calendar days after the discovery of the violation.
 - (2) The faculty member shall offer to meet with the student to discuss the violation and provide evidence of the allegations.
 - (3) The faculty member may inform and/or request assistance from their department chair/associate dean.
 - (4) In cases where the student claims the alleged dishonesty is a result of a disability, the faculty member will involve the Accessibility & Disability Services advisor or director in any subsequent deliberative due process.
 - b. Step Two: Conduct Investigation/Possible Sanction(s)
 - (1) Within five business days after informing the student of the alleged violation, the faculty member may investigate to further substantiate the allegation(s), including meeting with the student to discuss the violation/provide evidence of the alleged misconduct.

- (2) If the student chooses not to meet with the faculty member and/or the student cannot be reached, a decision will be rendered in the student's absence.
- (3) Following the investigation, if there is sufficient merit to the allegation(s), the faculty may impose sanction(s) for academic dishonesty. The faculty member will notify the student of the sanction(s).

c. Step Three: Decision and Appeal Process

- (1) Within ten calendar days after the imposition of a decision and possible sanction(s) by the faculty member, the student may submit a written appeal to the appropriate academic dean.
- (2) The dean will review the findings from the decision made by the faculty member and render their decision.
- (3) The dean will notify the student, in writing, of their decision to uphold, modify, or dismiss the decision and possible sanction(s) imposed by the faculty member.
- (4) The dean's decision is final and may not be appealed.
- (5) The dean of students office will be notified upon any finding of academic integrity violations and sanctioning for purposes of documenting and monitoring a student's compliance with any imposed sanction(s).
- (6) In cases where academic dishonesty has been repeated by a student or is of an especially serious nature, the dean of students may recommend the imposition of additional sanctions, up to and including suspension and/or expulsion from the college.

C. Sanctions for Academic Integrity Violations

After finding a student responsible for acts of academic integrity violations, possible sanctions include, but are not limited to:

1. verbal warning and reprimand;
2. restriction of privileges, such as access to lab facilities, library facilities, or testing centers;
3. failure of the exam, quiz, project, or other assessment;
4. failure for the course;
5. withdrawal from the course; or

6. withdrawal from the academic program.

D. Addressing Personal Responsibility Violations

1. Disciplinary proceedings for acts of personal responsibility violations, excluding alleged Title IX violations (see the [Title IX Sexual Harassment Policy](#)), are governed by the following procedures:

- a. Disciplinary proceedings for an act of personal responsibility violation that is committed simultaneously with an act of academic integrity violation are governed by the following procedures unless the dean of students and the faculty member involved agree otherwise.
- b. Any person may make a report that a student has committed an act of personal misconduct to the dean of students office.
- c. The dean of students may designate representatives to conduct fact-finding investigations, serve as conduct hearing officers, and recommend sanctions.
- d. After reviewing a report, the dean of students has the discretion to decide whether disciplinary proceedings should be instituted.
- e. A student has the right to view their disciplinary file with proper notice to the dean of students.

2. Personal Misconduct Procedures:

a. Step One: Inform Student of Allegations

- (1) Within five business days of the reported allegation, the dean of students will provide written notice to the parties.
- (2) The notice will include a description of the alleged act(s), the student's right to contest the allegation, the time and place of the alleged act(s) if known, and a summary of the information upon which the alleged misconduct is based.
- (3) The student has the right to an advisor at their own expense throughout the [student accountability process](#).
- (4) The student is entitled to a presumption of innocence. A preponderance of the evidence will establish responsibility for all alleged misconduct.
- (5) The respondent will be informed of the name(s) of the complainant(s) and any witnesses, except in the case of sexual harassment, sexual assault, sexual violence, or a perceived or direct threat.

b. Step Two: Investigation, Judicial Conference, and Sanctions

- (1) Students must meet with the dean of students within the time-frame indicated in the written notice.
- (2) An investigation will be conducted to determine if the allegations are of merit.
- (3) The student will be given an opportunity to present their case during the meeting with the dean of students.
- (4) If the student chooses not to meet with the dean of students and/or the student cannot be reached, a decision will be rendered in the student's absence, and the student forfeits their right to any appeal.
- (5) The student will be notified in writing of the findings, the sanction(s), and their rights to request an appeal.
- (6) If the student is facing suspension of ten calendar days or more or expulsion, the following procedures also apply:
 - (a) A dean of students designee will conduct the investigation.
 - (b) The parties will have access to any material evidence in the institution's possession, unless the material is subject to legal privilege, at least eight (8) days before the hearing.
 - (c) During the hearing, the parties may give opening and closing statements, examine and cross-examine witnesses, introduce relevant evidence, and have support, guidance, or advice from an advisor at the student's expense.
 - (d) The dean of students will set deadlines, outline procedures, and inform the parties of their rights and responsibilities during the hearing.

c. Step Three: Appeal Process

- (1) If the student rejects the findings and/or sanction(s) of the dean of students, they may request an appeal to the Student Standards Committee.
- (2) The student must submit a written request for an appeal to the office of the dean of students within ten business days of receiving notification of the findings and sanction(s).
- (3) A request for an appeal must clearly state the grounds for which they are appealing the decision of the dean of students. Grounds for appeal are as follows:
 - (a) If due process was not appropriately administered in accordance with

this policy;

- (b) New evidence that was not reasonably available at the time of the determination became available; or
- (c) The dean of students had a conflict of interest or bias that affected the outcome.

- (4) The chair of the Student Standards Committee, or designee, may either deny or grant the request for the appeal within ten business days. They must consult with the Office of General Counsel while making their determination. The decision to deny or grant the appeal will be provided to the student in writing by the chair of the Student Standards Committee.

- 3. The Student Standards Committee shall be comprised of a chair and 10 other members including four faculty members, four staff members, and up to two students appointed by the vice president for Student Affairs.

- (1) If the chair of the Student Standards Committee grants the request for appeal, a team of three committee members will convene to review all information provided and conduct a hearing to determine the validity of the claim for appeal.
- (2) The Student Standards Committee shall act as an impartial hearing board and shall schedule the appeal hearing within ten business days of the decision to grant a hearing. Delays, if needed, will be communicated to all parties.
- (3) During the appeal hearing, the student shall have the right to present any relevant evidence and witnesses.
- (4) Unless prohibited by reasonable circumstances, each party shall provide to the committee copies of the documents and other evidence they intend to submit and a list of witnesses they would like to call during the appeal hearing to the Student Standards Committee Chair no later than five business days before the hearing.
- (5) Neither the rules of civil procedure nor the formal rules of evidence govern these hearings.
- (6) At the conclusion of the hearing, the Student Standards Committee chair will submit the committee's findings and recommendation to the vice president for Student Affairs.
- (7) Within five business days after receiving the recommendation from the Student Standards Committee, the vice president for Student Affairs shall

dismiss, modify, or uphold the recommendation of the Committee and may consult with the Office of General Counsel in rendering a decision. The decision will be provided to the student in writing.

- (8) The decision of the vice president for Student Affairs is final and may not be appealed.

E. Sanctions for Personal Accountability Violations

Sanctions: The dean of students is authorized to impose any one or a combination of the following sanctions after finding a student accountable for acts of personal misconduct. Student disciplinary record retention guidelines are indicated below.

1. **Written Warning.** A student may be given a written warning stating that they will receive additional sanctions if they violate the Code. A written warning will remain a part of a student's disciplinary record until graduation.
2. **Reflective Activity.** A student may be required to complete a reflective activity, such as writing a letter of apology or other written activity, demonstrating the student's learning and increased understanding of the college's expectations regarding behavior.
3. **Administrative Withdrawal.** A student may be administratively withdrawn from any or all courses during the semester in which the violation of college policy occurred. A withdrawal will remain on the student's transcript permanently and on the student's disciplinary record until graduation.
4. **Disciplinary Probation.** A student may be placed on disciplinary probation with a written warning that states the period of time, any other conditions, and notification that further violations of the Code may result in additional disciplinary sanctions, including suspension or expulsion from the college. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program or an alcohol education program, or to provide a specific service, such as repairing or restoring any property damaged or taken by the student. A record of any disciplinary probation will remain a part of a student's disciplinary record for five years after a student graduates.
5. **Restitution.** A student may be required to pay the cost for the replacement or repair of any property damaged by the student. If the student fails to pay the cost or make the repairs, the student may be subjected to additional sanctions, including suspension or expulsion. A record of any restitution that a student is required to pay will remain a part of a student's disciplinary record until graduation.
6. **Participation in a specific program.** A student may be required to participate in a specific program at their own expense, such as student support case management,

a counseling program, a program designed to stimulate good citizenship within the college community, an alcohol education program, anger management, or any other activity which would foster civic engagement. If the student fails to participate in the program as directed, the student may be subjected to additional sanctions, including suspension or expulsion. The student must provide the college with verification of program completion and evidence of personal well-being. Program completion must be verified by a certified agency or appropriately licensed health care provider or mental health counselor. A record of participation in any specific program that a student is required to complete will remain a part of a student's disciplinary record until graduation.

7. **Provision of a specific service.** A student may be required to provide a specific service, such as repairing or restoring any property damaged or taken by the student. If the student fails to provide the service as directed, the student may be subjected to additional sanctions, including suspension or expulsion. Completion of a specific service will remain a part of a student's disciplinary record until graduation.
8. **Suspension.** A student may be prohibited from participating in all aspects of college life for a specified period of time (some portion of which may be deferred at the discretion of the dean of students). When a student is suspended from the college, the suspension applies to all college campuses. The dean of students is required to notify the Office of the Registrar and Academic Records to indicate the suspension on all copies of the student's academic transcript. When the suspension term ends, the Registrar will remove the notation from the student's transcript. A record of the term of suspension will remain a permanent part of the student's disciplinary record.
9. **Expulsion.** A student may be dismissed from the college permanently. When a student is expelled from the college, the expulsion applies to all college campuses. The dean of students is required to notify the Office of the Registrar and Academic Records to permanently indicate the expulsion on all copies of the student's academic transcript. The student may not, after that, petition for readmission to the college. A record of expulsion will remain a permanent part of the student's disciplinary record.
10. **Deferred Sanction.** Sanctions of expulsion and suspension from the college may be deferred for a period of time, not to exceed one year, with the condition that lesser sanction(s) be completed and/or no further violations are committed within that period of time. If the deferred sanction is imposed, the following apply:
 - a. If the lesser sanction(s) is/are completed in the time period assigned, the deferred sanction will not be implemented.

- b. If the lesser sanction(s) cannot be completed in the time period assigned due to medical, academic, or personal reasons, the student may apply, in writing, to the dean of students for an extension of that time period. The written request, with supporting documentation, must be submitted at least three business days before the end of the time period. The student must show they have completed a significant portion of their lesser sanction(s). The dean of students will deliver a decision about the extension to the student within ten business days after receipt of the request.
- c. If the lesser sanctions are not completed in the time period, no extension has been granted, or the student is found responsible for a new violation, the deferred sanction will automatically go into effect, and the student will have no further opportunity to appeal the deferred sanction.
- d. Deferred suspensions that are put into effect will begin in the semester in which the lesser sanction deadline was not met or in which a new violation occurred.
- e. A suspended student risks losing all tuition and fees for the semester in which the suspension is implemented. They will be graded according to the coursework submitted before the suspension.
- f. A record of a deferred sanction will remain a part of a student's disciplinary record for five years after the student graduates (or permanently if the suspension has been implemented).

VI. Temporary Action

A. Individual Student

- 1. A student may be temporarily suspended and excluded from college property and programs pending an investigation by the dean of students or designee.
- 2. The dean of students, in consultation with the vice president for Student Affairs, may impose temporary suspension before the hearing procedures established in the Code if the dean of students and vice president for Student Affairs determine that the student's continued presence on the campus constitutes a serious threat of harm to any other person at the college or to the property of the college or the property of other persons on the college campus.
- 3. A student who is temporarily suspended and excluded from the college shall be required to leave the property immediately and shall be notified that they will be treated as a trespasser if they return to the college without prior approval from the dean of students office. Within 24 hours after the student is temporarily suspended, a written notice with the conditions of their temporary suspension will be sent to the student by electronic and certified mail. The student will also be informed of their

rights to due process and other rights within the Code.

B. Misconduct by Student Organization or Athletic Team

1. A complaint that a student organization or athletic team has violated the Code may be filed against the organization as a whole, the athletic team, or against individual members.
2. The dean of students will initiate accountability proceedings against the organization or athletic team.
3. Complaints against individuals are handled in accordance with the Code.

VII. Miscellaneous

A. Advisors

1. Complainants, respondents, and anyone providing testimony is entitled, at their expense, to be accompanied by an advisor, including an attorney.
2. The student's advisor may actively advise their student during accountability proceedings as indicated in the Code.
3. The student must provide written notice to the dean of students at least 72 hours before the accountability proceedings if they will have an advisor present.

B. Student Appeal of a Grade

1. When a student believes the final grade they received in a course is inaccurate, they should first address the issue with their instructor.
2. This process must be initiated within 30 calendar days of receiving the grade. The instructor and the student should make every effort to resolve the issue. Most, if not all, misunderstandings are expected to be resolved at this level.
3. If the grade or status issue is not resolved with the faculty member, the student meets with the appropriate chair or associate dean. If the grade status issue is not resolved, then the student may appeal, in writing, to the appropriate academic dean.
4. The academic dean will review the appeal and render a decision based on the student's written appeal. The decision of the academic dean is final and may not be appealed.

8.1.050

Date of last executive cabinet review: ~~February 28, 2023~~

The originator of this policy & procedure is the dean of students. Questions regarding this procedure may be directed to the originator by calling 801-957-4776.

DRAFT

Sabbatical Leave Policy

Date: May 9, 2025

Sponsor: interim provost Jason Pickavance

Summary

Type of Review: 5-year

Last Board of Trustees Review: April 10, 2019

Context

The revised policy:

1. Creates the opportunity to take one- or two-semester sabbaticals.
2. Increases the compensation for sabbatical: compensation during a sabbatical shall be 100% of a faculty member's base salary for a one-semester sabbatical and 80% of their base salary for a two-semester sabbatical.
3. States that faculty members on sabbatical may accept outside compensation if they comply with SLCC's Conflict of Interest, External Employment, and Consultation Policy. The external employment or compensation must not interfere with completing the sabbatical project.
4. Includes a new section addressing sabbatical leave for Administrators returning to Faculty.
5. Streamlines and clarifies language to make it easier to understand.

Sabbatical Leave Memorandum

To: Salt Lake Community College Executive Cabinet, via interim provost Jason Pickavance
From: David Hubert, associate provost – policy originator
Jen Hughes, policy coordinator
Anastasia Morgan, associate general counsel
Subject: 1.1.090 Sabbatical Leave Policy – Post-15-day Memo
Date: May 9, 2025

Introduction

The Sabbatical Leave policy was posted for the 15-day review period from March 24 – April 8, 2025. The policy received six posted responses, totaling 30 comments. The comments included positive support for the increase in sabbatical compensation in the revised policy. Other comments, summarized below, requested clarification regarding faculty teaching during the summer directly before or after a sabbatical, eligibility, sabbatical appeal rights, and credentialing. Technical suggestions were accepted when appropriate. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: Has there been any discussion about consolidating the Sabbatical Leave and Staff Development Leave policies because they are basically intended for the same purpose?

Response: The policies should be separate. It is doubtful that anyone who is simultaneously a faculty and a staff member would qualify for sabbatical and development leave.

Comment: Can a faculty member teach during the summer before they go on sabbatical during the Fall semester? There seems to be a lack of consistency across academic departments on this issue, and it should be clarified.

Response: Yes. To clarify this in the policy, in section 4.E.5 we added the sentence “Faculty may be compensated for teaching in the summer that they begin sabbatical and the summer that they end the sabbatical.”

Comment: 4.A.3 – The percentage for how many per department is not practical, as no half-person is taking a sabbatical. It should say 2 full-time faculty or, in the case of a department with over 20 faculty, 3 faculty. Additionally, consider revising this section. This section is confusing and may not be clearly understood for most faculty.

Response: The policy does not say that a half-person can take a sabbatical. As for the issue of the number of faculty on sabbatical during a given semester, the deans and provost were adamant that 2 is a good number, even for the largest departments. In a large department, 2 faculty could be on sabbatical in the fall and 2 different faculty in the spring, assuming they all took one-semester sabbaticals. Additionally, this section has been reworded and now includes an example to provide greater clarity.

Comment: 4.A.4 – The requirement to limit it to 2.0% (4.A.3) seems sufficient for this and the actual number does not seem necessary.

Response: The deans and the provost like the hard ceiling of 2 faculty at a time, even for large departments. For small departments, the fact that there is a 2-faculty ceiling does not constitute permission to have 2 faculty out at the same time. Presumably, that would not be acceptable to the dean.

Comment: 4.B.1.c – There were different opinions on whether an endorsement from faculty colleagues should be optional or mandatory.

Response: Faculty colleague letters should not be required.

Comment: 4.B.2 – Recommendation to include an appeal right for a faculty member's sabbatical request that the provost denies.

Response: Provosts do not deny sabbatical. They can decline to recommend to the President. As sabbatical is a privilege and not a right, there should be no ability to appeal a denial of sabbatical request.

Comment: 4.B.3.a(4) – the examples of credentialling either need to be expanded or the language "includes, but is not limited to," should be inserted. Another example would be a Nurse Practitioner taking a sabbatical to earn an APRN or receiving board certification.

Response: Section 4.B.3.a(4) has been revised to make the language more expansive.

Comment: 4.D. Criteria for Review of Applications – Recommendation that there should be an appeal right for a faculty member's sabbatical request that is denied.

Response: There is no right to appeal denial of sabbatical.

Comment: 4.E. – Is it acceptable for a faculty member who is on sabbatical and receiving pay from the college to be collecting pay from whoever he or she is performing their sabbatical with?

Response: Yes, it is acceptable for a faculty on sabbatical to receive outside compensation.

Comment: 4.F. – Is there a template form to modify a Sabbatical Agreement after they have been approved?

Response: No, there is no form. Modifications of approved sabbaticals are negotiated with the appropriate dean, who then informs the Associate Provost.

Comment: 4.F.3 – are there examples of good sabbatical reports that can be linked to the policy as an example of an acceptable substantive report of sabbatical activity?

Response: We can do that on the OLA website, but such examples should not be in the policy itself.

Comment: 4.G – If an employee has been approved for sabbatical and then their position is eliminated by HB 265, how will that be handled?

Response: 4.L – This is a new section of the policy, and it seems reasonable. Some concern was raised about the decision being at the provost’s discretion and that there should be some clear criteria for allowing these types of sabbaticals.

Comment: The possibility of this sabbatical was discussed by the President and Provost, and their consensus was that it was a privilege that the Provost could grant at their discretion.

Legal Review

The Sabbatical Leave policy was last reviewed on April 10, 2019. This policy is being reviewed in accordance with SLCC Policy Development Policy 4.H.2, recommending review every five (5) years.

The policy continues to affirm that the purpose of sabbatical leave is professional development that benefits the College, consistent with Utah System of Higher Education (USHE) Policy R821 – Employee Benefits, section 4.9. Under R821, each USHE institution is granted “maximum discretion” in designing its sabbatical leave policy.

One proposed change is a new limitation that no more than two faculty members from a single department may be on sabbatical leave in the same semester. This provision helps maintain instructional continuity and departmental capacity during academic terms. It ensures that departments remain adequately staffed to meet student and programmatic needs, particularly in smaller departments where multiple absences could disrupt course offerings or collaborative work.

A second change imposes a cap of 2% on the total number of E&G SLCC faculty who may be on sabbatical at one time. This institutional-level limit is likely intended to manage budgetary impact and ensure that sabbaticals remain a sustainable benefit. By limiting the overall number of faculty on leave, the College can better plan for temporary coverage needs and manage financial obligations tied to replacement staffing or workload adjustments. Similarly, a separate 2% cap is introduced specifically for Salt Lake Technical College faculty. This ensures equity and balance across the institution while allowing for administrative tracking and oversight tailored to the technical college’s unique instructional and staffing model.

Another revision clarifies that sabbatical leave is available in terms of either one or two semesters, rather than referencing a “one-year” term. This change likely aligns policy language more precisely with the academic calendar and helps reduce ambiguity in interpreting leave duration to permit faculty to teach both the summer prior to sabbatical and the summer following sabbatical leave.

Finally, compensation during sabbatical leave is increased. Faculty taking a one-semester sabbatical will now receive 100% of their salary, an increase from the previous 75%. Those taking a two-semester sabbatical will receive 80%, up from the prior policy. These enhancements may incentivize more faculty to pursue professional development opportunities that align with institutional goals. At the same time, the revised compensation structure strikes a balance between encouraging faculty enrichment and maintaining fiscal responsibility.

The proposed policy remains within the discretion granted to the institution under USHE policy and does not raise legal concerns. Each of the changes supports operational clarity, resource planning, or faculty engagement. The policy is legally acceptable.

1.1.090

Sabbatical Leave Policy

Date of last board of trustees review: ~~April 10, 2019~~

The originator of this policy is the associate provost for Learning Advancement. Questions regarding this policy may be directed to the originator by calling 801-957-4280.

1. Policy

Salt Lake Community College (SLCC) will provide an opportunity for eligible faculty members and some administrators returning to faculty to take sabbatical leave. Sabbatical leave allows faculty members to periodically renew and update professional qualifications, improve skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities.

2. References

- A. Employee Benefits, Utah System of Higher Educ., r. 821.

1.1.090

Sabbatical Leave Procedure

Date of last executive cabinet review: ~~January 15, 2019~~

The originator of this procedure is the associate provost for Learning Advancement. Questions regarding this procedure may be directed to the originator by calling 801-957-4280.

3. Definitions

- A. Annual Base Salary: remuneration faculty receive for Fall and Spring Semesters, or 30 instructional units, not including the monetary value of benefits.
- B. College Sabbatical Committee: an annually constituted ad hoc committee comprised of the associate provost for Learning Advancement, the chair of the Faculty Senate's Professional Growth and Faculty Development Subcommittee, and one tenured faculty from each academic school. The Faculty Senate president shall appoint faculty members of the college Sabbatical Committee.
- C. E&G Faculty Members: full-time faculty whose salary is paid with instructional Education and General funds.
- D. Faculty Members: those appointed to full-time teaching for a nine or more-month annual appointment, or others designated as faculty members appointed to fill temporary special assignments. Faculty members in such special assignments come from teaching and return to teaching. Some faculty members are tenured, some are in departmental tenure-track positions, and others are in non-tenure-track positions.
- E. Sabbatical Leave: a paid leave of absence for one or two semesters to full-time faculty members to permit them to renew and update their qualifications, improve their skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the college. Some administrators returning to faculty may be granted a one-semester sabbatical leave to prepare their courses for the subsequent semester.
- F. Satisfactory Service: demonstrated acceptable performance as documented through the college's current performance evaluation system.
- G. Tenure: the status achieved following the appropriate review period and following a

prescribed evaluation that shows that the faculty member fully meets professional standards and is competent in the discipline, competent as a teacher, and competent as a colleague.

4. Procedures

A. Eligibility for Sabbatical Leave

- 1. To be eligible for sabbatical leave, a faculty member must meet the following criteria:**
 - a. The faculty member must hold a full-time faculty contract of nine or more months per year, including teaching, professional, or administrative contract duties.**
 - b. At the commencement of the sabbatical leave, the faculty member must have completed six continuous years of satisfactory service as a full-time faculty member at SLCC or six years of satisfactory service as a full-time faculty member since any previously awarded sabbatical leave.**
 - c. If a sabbatical cannot be granted with six years of satisfactory service due to institutional needs, any additional years of service before the faculty member is granted a sabbatical will count toward eligibility for a subsequent sabbatical.**
- 2. The time spent on sabbatical leave is excluded from the six-year requirement.**
- 3. The total number of two-semester sabbatical leaves granted in any academic year shall not exceed 2.0 percent of the total number of E&G faculty members at SLCC and 2.0 percent of Salt Lake Technical College faculty. The number of one-semester sabbatical leaves granted in E&G faculty lines will be a function of the number of two-semester leaves. No more than two-thirds of the total number of sabbaticals may occur at the same time in the Fall or Spring semester. For example, if 6 E&G, two-semester sabbaticals are allowed in a year, that means that 12 E&G, one-semester sabbaticals are allowed in a year—if no one wants to take a two-semester sabbatical. In any given semester, no more than 8 E&G faculty may be on sabbatical (one or two-semesters) at a time.**
- 4. No more than two faculty from any single department or division shall be on sabbatical in any one semester.**
- 5. Regardless of the number of faculty members, at least one faculty member in each department or division shall be eligible for sabbatical leave each year as long as those faculty members are eligible under this policy.**
- 6. All rounding shall be to the next whole number when calculating percentages.**

7. Members of the college Sabbatical Committee may not apply for sabbatical while serving on the Committee.
8. Sabbatical leave is not a right. It is within the college's sole discretion to grant sabbatical leave.

B. Application

1. Applications for sabbatical leave must be made in writing to the college Sabbatical Committee via the office of the associate provost for Learning Advancement and contain the following:
 - a. A detailed description of the proposed sabbatical activity to include:
 - (1) how the activity supports SLCC's mission, vision, and goals; and
 - (2) how the project will benefit the college, the faculty member's academic department, other departments, or students.
 - b. A clear and realistic timeline demonstrating that the project can be accomplished in the allotted time and requires the allotted time.
 - c. Endorsement letters from faculty colleagues. (Optional)
2. The provost and the president will consider the associate dean's and dean's recommendations.
3. The college solicits applications that correspond with one or more of the following purposes:
 - a. Credentialing
 - (1) A sabbatical designed to enhance the faculty member's academic or professionally-recognized credentials.
 - (2) Such credential enhancements credential benefit students, the faculty member's department, or other departments at SLCC.
 - (3) Applications in this category should:
 - (a) describe the credentials to be received or progressed toward;
 - (b) the institutions involved;
 - (c) the subject areas to be studied;
 - (d) a description of how the sabbatical is in line with actual credential improvement; and
 - (e) what will be accomplished during the sabbatical

- (4) Examples of sabbatical leave for credentialing purposes include, but are not limited to, starting a PhD program, writing a dissertation, or a Nurse Practitioner earning an APRN or working toward board certification.
- (5) Faculty should be aware that the [Full Time Faculty Handbook for Compensation and Workload](#) stipulates that enhanced credentialing must be directly pertinent to one's departmental teaching assignment to be used for pay advancement.

b. Knowledge/Skill Development

- (1) This type of sabbatical improves the faculty member's knowledge base and skill set, though it does not enhance credentials.
- (2) Enhanced development of a faculty member's skills benefits students, the faculty member's department, or other departments at SLCC.
- (3) Applications in this category should:
 - (a) describe the knowledge or skills, or both, to be developed;
 - (b) the plan to ensure knowledge or skills, or both, are developed; and
 - (c) the mechanisms involved.
- (4) This type of sabbatical should inform and enhance teaching.

c. Pedagogically Centered Projects

- (1) During a faculty member's pedagogically-centered sabbatical leave, the member will complete at least one pedagogically centered project.
- (2) Such projects should be directly related to improving teaching and learning at SLCC and clearly and directly benefit students.
- (3) Examples of sabbatical leave for pedagogically-centered projects include:
 - (a) the improvement of a specific course or courses;
 - (b) the creation of open educational resources;
 - (c) the development of a high-impact practice; or
 - (d) the completion of a scholarship of teaching and learning project.

d. Creative or Scholarly Production

- (1) A sabbatical leave during which the faculty member produces a significant and substantial corpus that showcases the faculty's creativity or engagement with a scholarly field.

- (2) Projects in this category should enhance the reputation of the individual faculty member. As a result, the faculty member's department and the college are enhanced. This type of sabbatical should inform and enhance teaching.

e. **Scholarship of Engagement and Application**

- (1) A faculty member engages with the community during this sabbatical. The faculty member addresses social problems and advances economic, social, and cultural opportunities using their talents and discipline knowledge.
- (2) Such projects should enhance the reputation of the faculty, the department, or the college. This type of sabbatical should inform and enhance teaching.

f. **Hybrid**

Projects that combine elements of more than one type of sabbatical leave.

C. Application Timeline

1. On the last day of the Spring Semester, the associate provost for Learning Advancement issues a call for sabbatical applications for the following year.
2. On or before the second Friday of September, the faculty member must submit the sabbatical proposal to the dean and associate dean.
3. On or before the third Friday of September, the faculty member shall submit a completed application to the associate provost for Learning Advancement. If the dean or associate dean wishes to send a letter to the provost, it must be submitted to the associate provost for Learning Advancement by this date.
4. The college Sabbatical Committee has until the third Friday of October to make recommendations to the provost regarding the sabbatical applications.
5. On or before the second Friday of November, the provost will review the applications and submit recommendations to the college president.
6. The president will review the applications and submit a decision to the provost by the second Friday of December. The provost will communicate the decision to the associate provost for Learning Advancement.
7. By the third Friday of December, the associate provost for Learning Advancement will send written notices of the final decisions to the applicants.

D. Criteria for Review of Applications

1. The college Sabbatical Committee shall consider the following in reviewing sabbatical proposals:

- a. The overall quality and clarity of the proposal, including supporting documentation.
 - b. The degree to which the proposed sabbatical supports department goals, the individual's goals, and professional development.
 - c. The degree to which the proposed sabbatical supports the college's mission and values.
 - d. The degree to which the proposed sabbatical promises to improve teaching and learning at the college.
 - e. The prospect that the sabbatical will successfully achieve its goals.
2. The president and provost shall consider the factors listed in 4.D.1, and also the following:
 - a. dates of employment;
 - b. previous sabbatical leaves granted (considered when more applications have been received than the college can support); and
 - c. letters of endorsement or opposition from the relevant dean or associate dean.

E. Compensation

1. Compensation while on sabbatical leave shall be 100 percent of a faculty member's base salary for a one-semester sabbatical and 80 percent of their base salary for a two-semester sabbatical.
2. Remuneration shall be made in semi-monthly payments with appropriate deductions for all benefits to which the faculty member would ordinarily be entitled.
3. Sick leave shall accrue following the [Vacation and Sick Leave Policy](#).
4. Faculty members on sabbatical leave may accept outside compensation if they comply with the [Conflict of Interest, External Employment, and Consultation Policy](#). External employment or compensation while on sabbatical must not interfere with completing the sabbatical project.
5. Faculty members on sabbatical leave may not receive additional compensation from the college or take on additional teaching load from the college. Faculty may be compensated for teaching in the summer they begin sabbatical and the summer they end the sabbatical.

F. Sabbatical Agreement

1. Acceptance of sabbatical leave by the faculty member means the faculty member

will complete the sabbatical goals as approved.

2. If the purpose of the sabbatical leave changes while on sabbatical, the faculty member will request approval of modifications from the dean and associate dean. If approved, the faculty member will communicate modifications to the sabbatical leave to the associate provost for Learning Advancement.
3. Upon completion of a sabbatical, a faculty member must submit a substantive report to the associate provost for Learning Advancement. The report should include:
 - a. the faculty member's relevant activities while on sabbatical leave; and
 - b. supplementary materials, such as transcripts, creative or scholarly pieces produced, or open educational resources. The associate provost for Learning Advancement will distribute the report to the president, provost, relevant dean, and relevant associate dean.
 - c. The associate provost for Learning Advancement will maintain a public web page documenting reports and supplementary materials
4. By the end of the academic year in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate college-wide venue sponsored by the Faculty Teaching and Learning Center. The presentation may be a workshop or seminar and should detail the educational and professional impact of sabbatical leave.
5. The faculty member must return to the college upon the expiration of the leave and complete one or two semesters of full-time, following the terms of the sabbatical leave. Should the faculty member not return to the college at the conclusion of the sabbatical leave, the compensation received from the college while on sabbatical leave shall be repaid immediately.
6. The provost will submit a sabbatical leave summary report to the board of trustees.
7. The president, with input from the associate dean, dean, associate provost for Learning Advancement, and provost, may determine that a faculty member has not fulfilled the sabbatical goals.
8. Failure to complete the sabbatical goals as approved or to fulfill the post-sabbatical duties will result in a referral to the provost for corrective action. Corrective action may include repayment to the college of the compensation provided during the sabbatical.

G. Delaying Sabbatical Leave

1. A sabbatical proposal may be delayed upon recommendation by the provost for up to one year, provided such delay does not result in the loss of the sabbatical opportunity.
2. Written documentation explaining the reasons for the delay must be provided to the faculty member. Documentation of a request for a delay and the results will become part of the faculty member's sabbatical leave application. A sabbatical application that is recommended for delay will be considered to have completed the review process.
3. The final decision regarding the delay of any approved sabbatical is at the president's sole discretion.

H. Faculty Member Requests Postponement of Sabbatical

1. A faculty member may request to postpone a sabbatical leave for one year due to extraordinary circumstances beyond the faculty member's control.
2. A request for postponement must be made in writing to the provost, dean, and associate dean. Copies will also be sent to the Budget Office, the associate vice president of People and Workplace Culture, and the associate provost for Learning Advancement.
3. The request for postponement must include the dates of the revised sabbatical plan.
4. Approval of such postponement must not be withheld unreasonably.
5. The year of postponement will not count as a year of service toward a future sabbatical leave.

I. Faculty Member Requests Cancellation of Sabbatical

1. A faculty member may cancel an approved sabbatical leave within ten business days after receipt of the sabbatical contract.
2. Applications for cancellation must be made in writing to the provost, dean, and associate dean. Copies will also be sent to the Budget Office, the associate vice president of People and Workplace Culture, and the associate provost for Learning Advancement.
3. A faculty member who elects to cancel an approved sabbatical request may submit a new sabbatical application by following the procedure outlined in this policy.
4. Cancellation of a sabbatical leave must not prejudice future sabbatical leave applications.

J. Communication While On Sabbatical

While on sabbatical leave, a faculty member will communicate with the member's respective department. Individual departments will determine to what extent and in what form that communication will occur.

K. Family Medical Leave Act

1. If, while on sabbatical, a faculty member applies for and is granted leave under the federal Family Medical Leave Act (FMLA), the faculty member is entitled to interrupt the sabbatical leave for the eligible FMLA term in accordance with the [Family and Medical & Parental Leave Policy](#).
2. Sabbatical leave may then resume as though there was no interruption. Application, use of sick time, and continuation of benefits are outlined in the college's [Family and Medical & Parental Leave](#) and [Vacation and Sick Leave](#) policies.

L. Administrators Returning to Faculty Sabbatical Leave

1. Eligibility. To be eligible for a sabbatical to return to faculty from an administrative position, the administrator must meet the following criteria:
 - a. have earned tenure at Salt Lake Community College; and
 - b. have served for at least six years in administration.
 - c. In some cases, the provost may waive eligibility requirements if it is in the interest of the department.
2. The Award. Eligible administrators may, at the provost's discretion, receive the following:
 - a. Up to one semester at 100 percent of the pro-rated pay for the faculty position into which the administrator is moving.
 - b. Eligible semesters for this award are Fall and Spring. Any sabbatical outside those semesters may be approved with sufficient justification.
 - c. No person may simultaneously hold an administrative position and a return to faculty sabbatical.
 - d. Sabbatical awards under this provision are restricted to preparing the administrator to return to teaching. Other projects are not allowed.
3. Procedure
 - a. The administrator must apply in writing to the provost and the appropriate dean for this sabbatical at least two months prior to the start of the semester in which

they intend to take sabbatical. The application letter must specify what the administrator plans to do on sabbatical to prepare to go back to teaching and must be accompanied by the applicant's updated curriculum vita.

- b. The provost, after consultation with the dean and any other administrators, will approve or deny the request within one month of receiving the application.

DRAFT

Safety Intervention Policy

Date: May 29, 2025

Sponsor: vice president Brett Perozzi

Summary

Type of Review: 5-year

Last Board of Trustees Review: March 4, 2020

Context

This policy establishes clear, fair, and nondiscriminatory procedures for the suspension or removal of students from the college, even for a short period, whose behavior presents a substantial risk to the college community. Aligning with the Code of Student Rights and Responsibilities, this policy outlines the following:

1. The role of the Behavioral Intervention Team (BIT) and how it works with the Dean of Students to determine whether a safety intervention is required.
2. Written notice to the student, including a detailed explanation of the safety concern and the basis for any involuntary withdrawal.
3. An opportunity for the student to meet with the Dean of Students to discuss the concern and any proposed action.
4. Information regarding the student's right to appeal the decision.
5. A clear path for return, including any documentation or steps required for reentry.

Safety Intervention Policy Memorandum

To: Salt Lake Community College Executive Cabinet, via vice president Brett Perozzi
From: Candida Mumford, dean of students & AVP – policy originator
Jen Hughes, policy coordinator
Anastasia Morgan, acting general counsel
Subject: 8.1.080 Safety Intervention Policy – post-15-day memo
Date: May 29, 2025

Introduction

The Safety Intervention policy was posted for the 15-day review period from April 14 – 29, 2025. The policy review received two posted responses, totaling 12 comments. Technical suggestions were accepted as appropriate. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: Do students have the right to an advocate or advisor during this process?

Response: Good point. I'm adding language about that since it's also included in the Code of Student Rights and Responsibilities. See section 4.A.4. stating, "Students may have an advisor, including an attorney at their own expense, to accompany them at any or all stages of the process."

Comment: I think your Behavioral Intervention statement should also mention "Impaired abilities" such as substance abuse, i.e., drugs or alcohol. Having a prior student who would show up still pickled and tipsy from the night before, I was seriously concerned for the safety of my students in the lab. After inquiring about what to do, I received poor counsel from administration.

Response: Substance use is covered in the Faculty Prerogatives policy in section IV.E. It sounds like you were given some bad advice for the situation described. Please feel free to contact the Dean of Students office for assistance in these circumstances. We can help advise you on the best steps to take in line with that policy.

Comment: 3.A. – Consideration should be given to expanding the Behavioral Intervention Team's scope to also include employees. According to a 2020 NABITA Survey, 43% of responding colleges had a joint BIT for students and employees.

Response: This has been considered, and a decision was made by Chris Martin not to be involved at this time. We are happy to reconsider that if determined helpful by PWC.

Comment: 4.A.1 – The policy should identify the positions that constitute set seats of "trained individuals" who are on the BIT team (i.e., CHC counselor, Public Safety, ADS, Dean of Students, etc.). In the 2020 NABITA Survey, 52% of responding institutions indicated that their Title IX coordinator was a core member of the BIT team.

Response: The actual membership was not specified in the policy to maintain some flexibility as needed. We considered adding the Title IX coordinator at one point, but determined that it was best to keep a separation between these two areas so discussions in the BIT do not sway the direction of a Title IX investigation. The Dean of Students will staff cases with the Title IX Coordinator as needed, and they can always join a meeting on an ad hoc basis.

Comment: 4.C.2 – Suggestion to provide a link to the NABITA Risk Rubric. This is a helpful document and adds a level of transparency if it is more accessible.

Response: The BIT considered this request but decided not to post it.

Comment: 4.E.3 – On an appeal, how does the Vice President for Student Affairs or Dean of Students deal with class time or work time missed due to an Involuntary withdrawal?

Response: That determination is made on an individualized basis in partnership with the academic department.

Comment: 4.F.4 – Are there limits on the number of appeals that are allowed if the Dean of Students denies a student's return to campus or readmission? This section and Section 4.E could fall into an appeal loop if not clarified.

Response: The student can follow the appeal process, and the VP's decision is final.

Legal Review

The Safety Intervention policy was last reviewed by the Board of Trustees on March 4, 2020. This policy is being reviewed in accordance with SLCC Policy Development Policy 4.H.2, recommending review every five (5) years.

The Utah Board of Higher Education Rule R256 provides systemwide guidance on student due process rights, which requires that institutions establish clear, fair, and nondiscriminatory procedures for suspension or removal of students from the college, even for a short period, whose behavior presents a substantial risk. These procedures must include (1) written notice to the student, (2) an opportunity for the student to be heard, and (3) an appeal process.

The Safety Intervention policy as drafted meets these minimum procedural requirements and acts as a support to the Dean of Students in assessing student safety concerns. While the Behavioral Intervention Team (BIT) is not a punitive group, if the BIT determines that a student's conduct is putting other's safety at risk, the BIT works with the dean of students to determine whether a safety intervention is required. The policy aligns with the Code of Student Rights and Responsibilities, and provides (1) written notice to the student, including a detailed explanation of the safety concern and the basis for any involuntary withdrawal; (2) an opportunity for the student to meet with the Dean of Students to discuss the concern and any proposed action; (3) information regarding the student's right to appeal the decision; and (4) a clear path for return, including any documentation or steps required for reentry.

These elements align with the standards in R256 and provide constitutionally sufficient due process before being involuntarily removed from campus. (see *Goss v. Lopez* 419 U.S. 565

(1975)). While students may be removed under emergency conditions, the policy requires individualized assessment, objective criteria grounded in national standards, and a measured approach that favors voluntary compliance and support before allowing the student to return to the college.

The policy, as drafted, is legally acceptable.

8.1.080

Safety Intervention Policy

Date of last board of trustees review: ~~March 4, 2020~~

The originator of this policy is the dean of Students. Questions regarding this policy may be directed to the originator by calling 801-957-5027.

1. Policy

Salt Lake Community College is dedicated to fostering a safe and secure learning environment for all college community members. To help address safety concerns, the Behavioral Intervention Team (BIT) employs a comprehensive, fact-based investigative process to assess and intervene with students who pose a credible, substantial risk of harm to individuals within the college community or who significantly disrupt the lawful activities, educational processes, or functions of the college. This policy specifies students' due process rights as the BIT conducts an individualized risk assessment and as the dean of students implements interim safety interventions and involuntary withdrawals to maintain campus safety.

2. References

Reserved

8.1.080

Safety Intervention Procedure

Date of last executive cabinet review: ~~December 3, 2019~~

The originator of this procedure is the dean of Students. Questions regarding this procedure may be directed to the originator by calling 801-957-5027.

3. Definitions

- A. **Behavioral Intervention Team (BIT)**: a multidisciplinary team focused on education, prevention, and intervention in situations involving students experiencing distress, engaging in disruptive behaviors, and/or posing a threat of harm to themselves or others. The BIT is chaired by the dean of students.
- B. **Dean of Students**: refers to the dean of students, the Office of the Dean of Students, or the dean of students' designee.
- C. **Interim Safety Intervention**: A preliminary action taken to protect the health and safety of the college community. An interim safety intervention is not a penalty or sanction.
- D. **Involuntary Withdrawal**: The removal of a student from college property, activities, services, or programs.
- E. **Voluntary Leave of Absence**: a period for which a student is voluntarily away from the college for health- or medical-related reasons, and the student's status with the college is maintained.

4. Procedures

A. General

1. The BIT follows national best practices for safety intervention and threat assessment and is comprised of trained individuals who have a high level of expertise in various aspects of campus safety, security, behavioral health, and wellbeing.
2. All reports made under this policy will be handled confidentially, with information shared only on a need-to-know basis and following applicable federal and state laws and regulations.

3. Student accountability, academic, or other proceedings may continue even when a student is subject to a safety intervention or involuntary withdrawal under this policy.
4. Students may have an advisor, including an attorney at their own expense, to accompany them at any or all stages of the process.

B. Involuntary Withdrawal or Safety Intervention

1. A student is subject to safety intervention, involuntary withdrawal, or both if the student:
 - a. poses a credible substantial risk of harm to the college community; or
 - b. significantly disrupts the lawful activities, educational processes, or functions of the college community.
2. The BIT evaluates whether students meet the criteria for safety intervention or involuntary withdrawal.

C. Threat Assessment and Safety Intervention Process

1. Members of the college community who are concerned that a student poses a substantial risk of harm to the college community should complete the appropriate reporting [form](#) or contact the dean of students, the Office of Public Safety, or the local police department.
2. The BIT will conduct an individualized risk assessment and a review of information to determine if a student meets the criteria described in section 4.B.1.
3. Individualized risk assessments will be based on a reasonable judgment that relies upon current medical or other specialized knowledge, with the qualified BIT professionals, and the best available evidence to determine:
 - a. the nature, duration, and severity of the risk;
 - b. the probability that potential injury or harm will occur;
 - c. whether the student substantially interfered with the educational processes, lawful activities, or functions of other members of the college community; and
 - d. if reasonable modifications of policies, practices, or procedures will help reduce the risk significantly.
4. If the student is a qualified individual with a disability, the dean of students will work together with the director of Accessibility & Disability Services or designee to determine if reasonable accommodations will allow the student to meet essential academic and college community responsibilities while reducing the risk of harm

and maintaining a safe college environment for all students.

5. As part of this individualized assessment, the student may be required to undergo an evaluation, including:
 - a. a structured interview with members of the BIT who are certified in violence risk assessment; or
 - b. a medical or psychological evaluation by a licensed health professional agreed upon by the college.
 - c. Students will be required to sign a release to provide the report from the evaluation to the BIT.
6. The dean of students will consider any medical or other relevant information submitted by the student.

D. Safety Intervention and Involuntary Withdrawal Determinations

1. After the required evaluations are completed, the dean of students, in consultation with the BIT, will determine if a student meets the criteria for a safety intervention or involuntary withdrawal.
2. Following the dean of student's determination, the student will be given the following, if applicable:
 - a. a written statement providing a detailed explanation of the reasons for safety intervention or involuntary withdrawal and the information relied upon;
 - b. the opportunity to review the information relied upon by the dean of students, unless subject to legal privilege;
 - c. information related to the student's right to appeal the determination; and
 - d. information the student must provide to be considered for return or readmission.
3. The dean of students will attempt to engage in an interactive process where the student, the student's health provider, other professionals, and the BIT have an opportunity to share recommendations on how to best address the safety concerns.
4. Within five business days of the effective date of any interim safety intervention, the dean of students will schedule a meeting with the student. The dean of students may either continue or cancel the safety intervention.
5. The dean of students may communicate with essential personnel about any safety intervention and take the necessary steps to implement it, including any necessary monitoring.

6. If a student is subject to a safety intervention or involuntary withdrawal, the dean of students may specify conditions for readmission in writing.

E. Appeal of Involuntary Withdrawal

1. A student subject to involuntary withdrawal under this policy may [make a written request](#) within seven business days to the vice president of Student Affairs to review the determination.
2. The vice president of Student Affairs has the discretion to accept a late appeal, in exceptional circumstances such as the student's incapacitation.
3. Within seven business days of receipt of the written appeal, the vice president of Student Affairs shall determine whether to:
 - a. uphold the withdrawal;
 - b. reinstate the student; or
 - c. reinstate the student subject to specified conditions.
4. The decision of the vice president of Student Affairs is final.

F. Return to Campus or Readmission

1. Students who have been involuntarily withdrawn from the college may request to return by contacting the dean of students.
2. The dean of students will review the request for return or readmission. This review will include:
 - a. Assessing the student's compliance with the conditions set for their return or readmission;
 - b. consulting with the appropriate academic department to determine the student's eligibility based on their academic record and the department's readmission policies and practices;
 - c. consulting with the BIT;
 - d. considering whether any accommodations could enable the student to meet academic standards and remain safely enrolled;
 - e. reviewing any additional information provided by the student in support of their request for return or readmission; and
 - f. meeting with the student.
3. The dean of students will render a decision.

4. A student denied return or readmission under this policy may follow the appeal process in section 4.E.

DRAFT



FLSA and Overtime Pay Policy

Date: July 2, 2025

Sponsor: vice president Chris Martin

Summary

Type of Review: 5-year

Last Board of Trustees Review: August 14, 2019

Context

The revised Policy:

1. Streamlines and clarifies language to make it easier to understand.
2. States that when non-exempt employees work more than the standard work week, SLCC prefers to give compensatory leave time instead of overtime pay.
3. States that if an employee works more than the standard work week and does not accept compensatory leave time, SLCC will pay the employee 1.5 times the regular pay rate for the overtime hours.
4. States that SLCC pay records must be accurate, complete, and retained as required by the applicable records retention schedule.

FLSA and Overtime Pay Memorandum

To: Salt Lake Community College Executive Cabinet, via vice president Chris Martin
From: Kelly Wadsworth, senior director – policy originator
Jen Hughes, policy coordinator
Steve Gordon, assistant attorney general
Subject: 4.3.010 FLSA and Overtime Pay Policy – post-15-day Memo
Date: July 2, 2025

Introduction

The FLSA and Overtime Pay policy was posted for the 15-day review period from March 31 – April 15, 2025. The policy received three posted responses, totaling 17 comments. The comments primarily addressed definitions and raised questions about employees holding multiple positions and current practices regarding the accrual of compensatory time. Technical suggestions were accepted as appropriate. This memorandum also provides a legal review of the draft policy.

Comments Received and Responses

Comment: Section 1 references “youth employment standards that affect SLCC employees.” What are youth employment standards? Does the college have “youth employment standards?”

Response: “Youth employment standards” refers to the employment standards regarding minors working for the college. Section 1 has been revised to reflect “minors” language.

Comment: Section 3-Suggestion to embed three definitions from the personnel definitions document: a) exempt employee, b) non-exempt employee, and c) compensatory leave time. Also, suggest adding a definition for overtime.

Response: Definitions for compensatory leave time, exempt employee, and non-exempt employee have been embedded in the policy. References to “compensatory leave time” have been standardized throughout the policy.

Comment: 4.C.1-Given the usage of 40 hours per work week, it seems like this policy only addresses full-time employees. What about part-time employees?

Response: Part-time employees who are non-exempt only receive overtime compensation if they work over 40 hours in a standard work week.

Comment: 4.C.2-This section prohibits averaging hours worked over two or more weeks. This does not reflect the practice at the college, where averaging is often done. Training is necessary for supervisors on this issue.

Response: Thank you for your comment.

Comment: 4.D.2.b-This section states that 1 hour of overtime equals 1.5 hours of compensatory time. That is not the practice at the college.

Response: Banner performs this functionality. When an employee enters 1 hour of compensatory leave time on their timecard, Banner calculates this at a multiplication of 1.5 on the backend. Sections 4.D.2.c&d address this.

Comment: 4.D.3-This section allows an employee to elect to receive either overtime pay or compensatory time. This does not reflect the practice at SLCC.

Response: 4.D.2 states that the college prefers employees to take compensatory leave time. However, supervisors can establish a department-specific requirement that may state otherwise.

Comment: Sections 4.D.3 and 4.B should be reviewed carefully, as they do not appear to be aligned. How does the college keep track of who is authorized to work overtime and who is not?

Response: This policy states that the college encourages employees to take compensatory leave time, but it is not required. Supervisors are responsible for pre-approving overtime because they are aware of the workload and departmental needs. Supervisors are responsible for tracking an employee's overtime. If an employee begins working overtime without supervisor approval, they are subject to corrective action.

Comment: 4.G. may no longer be needed given PWC's February 26, 2025, Memorandum entitled "Additional Assignments for Non-Exempt Employees." Does this policy, as written, supersede the PWC February 26, 2025, Memorandum?

Response: This section has been removed and replaced with a reference to the Staff Additional Assignment Policy, which is under review. The revised Staff Additional Assignment Policy will include a statement clarifying, "full-time non-exempt employees are ineligible to have an additional assignment, including adjunct teaching assignments, or be paid for extra work through a stipend or one-time payment."

Comment: 4.G.1 is unclear. How does one distinguish between the first and second department?

Response: This section has been removed to align with PWC's February 26, 2025, Memorandum entitled "Additional Assignments for Non-Exempt Employees."

Comment: 4.H-There are a number of staff who participate in advising student clubs. In this capacity, they volunteer. As drafted, this policy appears to require that they be entitled to overtime pay; however, they are not given this option.

Response: Non-exempt employees who volunteer, where the volunteer work is similar to their regular job duties and the volunteer hours exceed the standard work week, must be given compensatory leave time or be paid at the time-and-one-half rate and must be approved in advance by their supervisor (4.H.2). For non-exempt employees where the volunteer work is not similar to their regular job duties and is not required by the supervisor, the volunteer work would not be compensated (4.H.3). However, Community Engagement Leave (CEL) may be allowable in those situations. It depends on the type of volunteer work. For example, based on Executive Cabinet discussions, CEL is allowable for employees to moderate unaffiliated student clubs that are also categorized as unrecognized. The Thayne

Center will create documentation regarding the categorization of student clubs beginning in the Fall of 2025.

Comment: 4.J-According to payroll, they do not prepare a quarterly or annual report for the President or the Cabinet's review. For transparency purposes, this should be done and posted online.

Response: This section has been removed.

Legal Review

The FLSA and Overtime Pay Policy (the "Policy") of Salt Lake Community College ("SLCC") was last reviewed on March 26, 2019. The Policy is currently under review. Due to the nature of proposed revisions, SLCC's Executive Cabinet and Board of Trustees must approve the revised Policy.

The revised Policy:

- a. Streamlines and clarifies language to make it easier to understand.
- b. States that when non-exempt employees work more than the standard work week, SLCC prefers to give compensatory leave time instead of overtime pay.
- c. States that if an employee who works more than the standard work week and does not accept compensatory leave time, SLCC will pay the employee 1½ the regular pay rate for the overtime hours.
- d. States that SLCC pay records must be accurate, complete, and retained as required by the applicable records retention schedule.

A draft of the revised Policy was posted for public comment from March 31, 2025, to April 15, 2025. Several comments were received and reviewed. Additional revisions were made to address some of the comments. All revisions to the Policy comply with legal standards and do not conflict with any definitions or standards established by the Utah System of Higher Education. Thus, the revised Policy, as currently drafted, is legally acceptable.

4.3.010

FLSA and Overtime Pay Policy

Date of last board of trustees review: ~~August 14, 2019~~

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

1. Policy

Salt Lake Community College (SLCC) complies with the Fair Labor Standards Act (FLSA) requirements. The FLSA establishes minimum wage, overtime pay, record keeping, and employment of minors standards that affect SLCC employees.

2. References

- A. Fair Labor Standards Act, 29 U.S.C. §§ 203-213.
- B. Employment of Minors, Utah Code Ann. § 34-23-201-204.

4.3.010

FLSA and Overtime Pay Procedure

Date of last executive cabinet review: ~~March 26, 2019~~

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

3. Definitions

- A. **Compensatory Leave Time:** time provided to full-time non-exempt employees who have worked in excess of 40 hours during a work week. The rate for compensatory time is one and one-half times the excess hours worked.
- B. **Exempt Employee:** exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the hours worked. This does not include eligibility for overtime pay.
- C. **Non-Exempt Employee:** employees who are entitled to minimum wage and overtime pay when they work more than 40 hours per work week.

See [Personnel Definitions](#)

4. Procedures

A. Non-Exempt Determination

The college pays time-and-one-half overtime pay to non-exempt employees only. In compliance with federal and state law, People and Workplace Culture is responsible for determining all positions' exempt or non-exempt status and advising the supervisors as necessary.

B. Overtime Work

1. Before a non-exempt employee works overtime, the appropriate supervisor responsible for the department budget must approve it beforehand.
2. Employees who do not obtain approval before working overtime hours may be subject to corrective action.
3. A department may require non-exempt employees to work overtime. Supervisors

are encouraged to keep these overtime hours to a minimum.

C. Standard Work Week

1. Overtime is computed based on a standard work week. Non-exempt employees work a standard work week of 40 hours.
2. The number of hours worked over two or more weeks cannot be averaged.
3. For computing overtime, the work week begins at midnight on Saturday and ends at 11:59 p.m. the following Friday.
4. If employees work additional hours on one or more days of a standard work week, supervisors should work with the employee to reduce the hours of work within the same work week to stay within the standard 40-hour workweek requirement.

D. Compensatory Leave Time and Overtime Pay

1. The college compensates non-exempt employees for overtime work regardless of supervisor approval.
2. When non-exempt employees work more than the standard work week, the college prefers to give compensatory leave time following these guidelines:
 - a. Employees should take compensatory leave time before termination. At termination, the employee's last paycheck will include unused compensatory leave time.
 - b. An employee's compensatory leave time cannot exceed 60 hours (40 hours of overtime work multiplied by 1.5). Overtime work above 60 hours will require payment at the time-and-one-half rate.
 - c. Employees earn compensatory leave time at the time-and-one-half rate of overtime worked.
 - d. As an employee earns compensatory leave time, the employee reports the time in the timesheet under the compensatory leave time earned code. The supervisor then approves this compensatory leave time and is responsible for budget and timesheet oversight.
3. If the employee cannot or elects not to take compensatory leave time, the college will reimburse the employee at the rate of time-and-one-half of the employee's regular pay rate.

E. Vacation, Sick, and Community Engagement Leave

1. Time absent from the job for vacation, sick, and community engagement leave is not to be counted as time worked for computing overtime pay.

F. Holidays

1. Days absent for [paid holidays](#) are counted as time worked in computing overtime pay. If the college requires a non-exempt employee to work on a recognized holiday, the supervisor may schedule another day off during the week in which the holiday occurs.
2. If such an adjustment is not possible, the employee is entitled to receive regular compensation and additional holiday pay at time-and-one-half pay.

G. Multiple Positions

1. The [Staff Additional Assignment Policy](#) outlines employee eligibility and compensation for simultaneously holding multiple positions at the college.

H. Volunteer Work

1. The college will not ask non-exempt employees to volunteer their time instead of paying overtime.
2. If non-exempt employees perform volunteer work similar to their regular job duties and the volunteer hours exceed the standard work week (regardless of the employing department), employees must be given compensatory leave time or be paid at the time-and-one-half rate.
3. If the work is not similar and is not required by the supervisor, it may be deemed volunteer work without pay if the employee performs the work at the employee's free will.

I. Recordkeeping

1. All departmental and college pay records must be accurate, complete, and retained following the applicable records retention schedule.