



**Board of Trustees
January 13, 2016
8:00 a.m.
Taylorsville Redwood Campus
AAB Board Room 428**

Meeting to be conducted by Gail Miller, Chair

An Executive Session is anticipated in connection with this meeting.

TAB

I. BOARD BUSINESS: Gail Miller, Chair

- A. Review Nominations for Honorary Degrees, Trustee Schwemmer (Executive Session)
- B. Information: Bylaws Revisions, Trustee Emeriti, First Reading **A**

II. CONSENT CALENDAR:

It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:

- A. **Investment Report for October and November 2015** **B**
- B. **Minutes of Previous Meeting, November 11, 2015** **C**
- C. **Executive Session:** Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held February 10, 2016 to consider matters permitted by the Utah Open and Public Meetings Act.
- D. **Personnel Report for November and December 2015** **D**
- E. **Government Funding Report—Major Grants Requested/Received** **E**

III. PRESIDENT’S REPORT: Dr. Deneece Huftalin, President

- A. President Deneece Huftalin
 - 1. Information: Staff Leave, Fenrong Liu
- B. Instruction Report, Provost Clifton Sanders **F**
- C. Student Affairs Report – VP Chuck Lepper **G**
- D. Business Services Report –VP Dennis Klaus
 - 1. Action: Athletics Report **H**
 - 2. Information: Employee Grievance Policy, First Reading **I**
 - 3. Information: Corrective Action Policy, First Reading **J**
- E. Government and Community Relations Report – VP Tim Sheehan **K**
- F. Institutional Advancement Report – VP Alison McFarlane **L**
- G. Institutional Effectiveness Report, VP Barbara Grover
 - 1. Action: College Values and Narrative **M**
 - 2. Information: Spring Enrollment Update

H Campus-based & Constituents Reports:

1. Faculty Report – Lois Oestreich and Louise Bown
2. Staff Association Report – Julia Ellis
3. Student Life and Leadership Report – Carlos Moreno

N
O
P

IV. INFORMATION SHARING AND INPUT:

V. ADJOURNMENT:

Next Board Meeting: February 10, 2016
Taylorsville Redwood Campus AAB Board Room

REMINDERS:

Please remember to place the parking pass on your dashboard. There will be reserved parking stalls south of the Academic & Administration Building.

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

DRAFT WORDING for Trustee Emeriti, see page 3; added committees, page 5.
Articles I through IV have no changes.

ARTICLE V GOVERNING BOARD

1. Number and Qualifications. As provided under Section 53B-2-104 of the Act, the number of Trustees on the Governing Board of the College shall be ten (10) persons, all of whom shall be of age eighteen (18) years or older, eight (8) of whom shall be appointed by the Governor and approved by the Senate of the State of Utah, and two (2) of whom shall become Trustees by virtue of their position (ex-officio)*: the president of the College's alumni association and the president of the College's associated students. The Governor shall appoint and the Senate shall approve only candidates who are not "disqualified persons," as defined in Section 4946 of the Internal Revenue Code (other than foundation managers), to assure that the College is not controlled, directly or indirectly, by one or more such "disqualified persons," but rather is responsive only to the State of Utah. (*Note: *Ex Officio* means "by virtue of office or position" and is not related to voting rights.)

2. Term of Service. Four (4) of the eight (8) appointed members of the Governing Board shall be appointed during each odd-numbered year to four-year terms commencing on July 1 of the year of appointment. Vacancies occurring before the expiration of a term will be filled by appointment for the remainder of the unexpired term. An appointed member holds office until a successor is appointed and qualified. Ex officio members serve for the same period as they serve as presidents and until their successors have qualified.

3. Duties and Powers. In accordance with Section 53B-2-103 of the Act, the Governing Board may act on behalf of the College in performing duties, responsibilities, and functions as may be specifically authorized by law, and delegated to the Governing Board by the Utah State Board of Regents. The Governing Board is a policy making body, while the College administration, under the direction of the President of the College, establishes rules and regulations to carry out all such policies and controls and manages the affairs and business of the College. The Trustees shall in all cases act as a Governing Board, regularly convened, and in the transaction of business the act of a majority of the Trustees present at a meeting, except as otherwise provided by law, shall be the act of the Governing Board, provided a quorum is present. The Trustees may adopt such rules and regulations for the conduct of their meetings and the management of the College, as they may deem proper, not inconsistent with law or these Bylaws. The Governing Board has the following powers and duties:

- a. To facilitate communication between the College and the community;
- b. To assist in planning, implementing, and executing fund raising and development projects aimed at supplementing College appropriations;
- c. To perpetuate and strengthen alumni and community identification with the College's tradition and goals;
- d. To select recipients of honorary degrees;

- e. To approve institutional processes, as prescribed by the President of the College, pursuant to the authority established in Section 53B-2-106(1) and (2), including:
 - 1) faculty, student, and employee organizations, rules and regulations,
 - 2) instruction, examination, admission, and classification of students, and
 - 3) the necessary and proper exercise of powers and authority not specifically denied to the College, its administration, faculty, or students by the Board of Regents or by law;
- f. To approve all candidates for earned degrees and diplomas as recommended by the President of the College and the faculty, as authorized by the Board of Regents;
- g. To monitor, review, and report, as appropriate, specific delegated areas of responsibility as set forth by the Board of Regents.

4. Place of Governing Board Meetings. Governing Board meetings of the College shall be held at the principal office of the College or at such other suitable place convenient to the Trustees within the State of Utah, whether for any annual meeting or special meeting of the Trustees called by the Governing Board.

5. Regular Meetings. Regular meetings of the Governing Board for the transaction of business as may properly come before the Governing Board shall be held, not less frequently than annually, at the principal office of the College in Salt Lake County, State of Utah, or at such other place within the State of Utah as shall be set forth in the notice of the meeting. Regular meetings of the Governing Board shall be called by the chairperson, or in the chairperson's absence, the vice-chairperson, or by any four members of the Governing Board.

6. Special Meetings. Special meetings of the Governing Board may be called by the chairperson, or in the chairperson's absence, the vice-chairperson, or by any four members of the Governing Board.

7. Notice of Meetings. The Utah Open and Public Meetings Act shall govern public notices of the regular and special meetings and executive sessions of the Governing Board. The person or persons authorized to call regular or special meetings of the Governing Board may fix any place within the State of Utah as the place for holding any such special meeting of the Governing Board. Notice of all regular and special meetings of the Governing Board shall be served upon each Trustee in person or by mail or e-mail addressed to him or her at his or her last known post office or e-mail address, at least one week prior to the date of such meeting, specifying the time and place of the meeting and enclosing a copy of the agenda indicating the nature of the business to be transacted thereat. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail so addressed with the postage prepaid thereon. Any Trustee may waive notice of any meeting by a signed writing. The attendance of a Trustee at a meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened, provided such objection is made by such Trustee at the beginning of the meeting.

8. Quorum. Meetings of the Governing Board shall be conducted according to Robert's Rules of Order. At any meeting of the Governing Board, the presence in person of six (6) members of the Governing Board shall be necessary to constitute a quorum for the transaction of business. However, should a quorum not be present, a lesser number may adjourn the meeting to some future time, not more than seven (7) days later, without further notice. The Trustees may participate in a meeting of the Governing Board by means of telephone or similar communications equipment by which all persons participating in the meeting can hear each other, and participation in a meeting by such means shall constitute presence in person at the meeting.

9. Voting. At all meetings of the Governing Board, each Trustee shall have one (1) vote. All matters submitted to the Governing Board for its approval shall be decided by a majority vote of those in attendance. Proxy voting shall not be permitted at any meetings of the Governing Board or its committees.

10. Compensation and Reimbursements. Pursuant to Section 53B-2-104(9), a member of the Governing Board may not receive compensation or benefits for the member's service, but may, by resolution of the Governing Board, receive per diem and travel expenses in accordance with (a) Section 63A-3-106 of the Act; (b) Section 63A-3-107 of the Act; and (c) rules made by the Division of Finance pursuant to Sections 63A-3-106 and 63A-3-107.

11. Resignation. Any Trustee may resign his office at any time, such resignation to be made in writing and to take effect immediately without acceptance.

12. Trustee Emeriti. Based on established criteria, outgoing Trustees may be considered for appointment as Trustee Emeritus.

- a. The role of the Trustee Emeriti will be ad hoc in nature and multi-faceted dependent on the skills and talents offered by the former Trustee as well as the needs of the College. Examples include:
 - i. Serve as legislative or philanthropic champion for the College;
 - ii. Serve as a member on Board of Trustees sub-committees; or
 - iii. Provide counsel to the President and/or Board of Trustees members.
- b. Trustee Emeriti will serve between one and three years at the discretion of the current Board of Trustees. A second term may be approved.
- c. Appointment process. A former Trustee may be nominated for emeriti status at any time during the academic year by any current member of the Board of Trustees. The nominating Trustee will distribute the nomination in advance to the entire Board for their review and a vote will be called for at the subsequent Board meeting. The nomination should outline the specific roles the Trustee Emeritus is being asked to perform. The vote will follow all Board voting guidelines.

ARTICLE VI

OFFICERS OF THE GOVERNING BOARD

1. Officers and Qualifications. The officers of the Governing Board of the College shall be at a minimum a chairperson, a vice-chairperson and a secretary.
2. Election and Appointment of Officers. At the July or August meeting of each odd-numbered year, the Governing Board shall elect the chairperson and the vice-chairperson and, upon the recommendation of the President of the College, shall appoint the secretary. The chairperson and vice-chairperson shall be elected pursuant to the following procedures:
 - a. The chairperson shall appoint a nomination committee consisting of members of the Governing Board.
 - b. The nomination committee shall prepare a recommendation for the office of chairperson and vice-chairperson to be submitted to the full Governing Board for the meeting at which the election shall occur.
 - c. The chairperson shall ask the Board if there are additional nominations for either office.
 - d. When the nomination process is complete, the chairperson shall call for a vote for the new chairperson. Ballots will be provided each member of the Governing Board.
 - e. When the votes are tabulated, the secretary will announce the name of the newly elected chairperson. The new chairperson shall then preside and call for a vote for the office of vice-chairperson, and the voting will proceed as it did for the chairperson.
3. Term of Office and Resignation or Removal. Officers shall serve for terms of two years or until their successors are elected and qualified. An officer may resign at any time by giving written notice to the Governing Board. An officer elected or appointed by the Governing Board may be removed, either with or without cause, by the vote of a majority of the Governing Board whenever, in the Governing Board's judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the persons so removed.
4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Governing Board for the unexpired portion of the term of such office.
5. Duties of Officers. The duties and power of the officers of the Governing Board shall be as follows and as shall hereafter be set by resolution of the Governing Board:
 - a. The chairperson shall preside at all meetings of the Governing Board and, as directed by the Board, shall have such duties and responsibilities as are assigned by the Governing Board;
 - b. The vice-chairperson shall have such duties as are assigned by the Chairperson and shall preside at Governing board meetings in the absence of the Chairperson; and
 - c. The secretary shall keep minutes of all meetings, and shall perform such other duties as the Governing Board may direct.


ARTICLE VII COMMITTEES

The Governing Board may establish an Executive Committee. If established, the committee shall have full authority of the Governing Board to act upon routine matters during the interim period between meetings of the Governing Board. The Executive Committee may act on non-routine matters only under extraordinary and emergency circumstances. The Executive Committee shall report its activities to the Governing Board at its next regular meeting following any action taken.

In addition to an Executive Committee, the Governing Board may establish such other committees as the Board may determine appropriate. Each committee shall serve at the pleasure of and include members of the Governing Board. The chairperson shall assign members of the Governing Board to the following College committees including but not limited to:

- a. Investment Committee—one or two members of the Governing Board, at the discretion of the chairperson;
- b. Salt Lake Community College Foundation Board—one or two members of the Governing Board, at the discretion of the chairperson; and
- c. Audit Committee—at least three members of the Governing Board, at the discretion of the chairperson;
- d. Legislative Committee—one or two members of the Governing Board, at the discretion of the chairperson; and
- e. Public Image/Relations Committee—one or two members of the Governing Board, at the discretion of the chairperson.

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.



 John E Ruell
 Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
 MONEY MANAGEMENT INVESTMENTS
 INVESTMENT PORTFOLIO AT 10-31-15

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Agri Bank of China Commercial Paper	0.75%	12/18/14	12/17/15	1,998,129.48	1,985,200.00
America Movil Sab Fixed Rate Corporate Note	1.17%	09/01/15	09/08/16	2,020,366.70	2,017,732.00
Bank of America Medium Term Note Floater	0.86%	05/14/13	03/22/16	1,000,370.58	1,001,695.00
Bank of East Asia LTD Commercial Paper	0.80%	03/18/15	12/18/15	1,997,962.97	1,987,777.78
BFCM Medium Term Note Floater	1.01%	03/04/14	01/20/17	3,004,552.40	3,014,241.00
BNP Paribus Medium Term Note	1.26%	09/14/15	12/12/16	1,782,791.42	1,786,697.94
BPCE SA Medium Term Note Floater	0.83%	02/14/14	04/25/16	2,734,538.62	2,734,774.58
Medium Term Note Floater	1.02%	02/18/14	02/10/17	1,001,694.32	1,002,997.00
Medium Term Note Floater	0.97%	03/11/14	02/10/17	1,027,402.10	1,028,071.93
Citigroup Inc Medium Term Note Floater	0.74%	12/23/13	07/25/16	1,505,322.64	1,503,667.50
Federal Ag Mortgage Corp US Agency	1.27%	03/23/15	03/23/18	2,000,000.00	2,003,718.00
US Agency	1.85%	01/28/15	01/28/20	2,000,000.00	2,004,638.00
US Agency	1.97%	03/24/15	03/24/20	2,000,000.00	2,007,720.00
Federal Farm Credit Bank US Agency	1.47%	04/29/15	04/29/19	3,000,000.00	3,000,198.00
US Agency	1.44%	10/15/15	10/15/19	2,000,000.00	2,000,732.00
US Agency	2.00%	08/04/15	08/04/20	2,000,000.00	2,000,116.00
Federal Home Loan Bank US Agency	1.54%	09/24/15	09/24/19	2,000,000.00	2,001,646.00
US Agency	1.84%	10/06/15	10/06/20	1,570,000.00	1,571,736.42
US Agency	1.75%	10/08/15	10/08/20	3,000,000.00	2,977,356.00
Federal Home Loan Mortgage Corp. US Agency	1.63%	09/30/15	09/30/19	2,000,000.00	2,002,312.00
US Agency	1.50%	10/29/15	10/29/19	2,000,000.00	2,000,002.00
US Agency	2.00%	10/15/15	10/15/20	1,000,000.00	1,001,741.00
Federal National Mortgage Association US Agency	1.40%	09/29/15	03/29/19	2,000,000.00	2,004,438.00
US Agency	1.75%	11/24/14	05/24/19	1,000,000.00	1,000,790.00
US Agency	1.88%	02/13/15	02/13/20	1,000,000.00	1,000,299.00
US Agency	1.80%	05/20/15	05/20/20	2,200,000.00	2,201,496.00
US Agency	1.80%	09/30/15	09/30/20	2,000,000.00	2,005,120.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Fifth Third Bank Fixed Rate Corporate Note	1.10%	08/18/15	08/20/15	2,000,950.00	2,003,466.00
General Electric Capital Corporation Medium Term Note Floater	0.63%	08/07/13	07/12/16	2,001,453.02	2,006,792.00
Goldman Sachs GP Inc Medium Term Note Floater	0.86%	02/07/14	03/22/16	1,999,177.02	2,000,034.00
HSBC Finance Corporation Medium Term Note Floater	1.12%	06/26/13	06/01/16	1,718,730.72	1,716,990.00
Huntington Bank Fixed Rate Corporate Note	1.20%	09/01/15	11/20/16	2,001,920.00	1,999,456.00
Intermountain Power Agency Muni	1.10%	06/26/14	07/01/17	1,203,600.00	1,204,416.00
JP Morgan Chase & Company Medium Term Note Floater	0.93%	09/30/13	06/13/16	2,495,582.00	2,496,082.50
Macquarie Bank Medium Term Note Floater	1.11%	03/24/14	03/24/17	1,000,000.00	1,002,068.00
Salt Lake City Muni	1.10%	07/17/14	10/01/17	1,003,745.67	1,001,370.00
Mutual Funds - Bruin Club					
Janus Strategic Value Fund	-15.65%	Various	Open	35,000.00	83,294.90
Janus Twenty Fund	12.28%	Various	Open	41,250.00	70,783.12
The Vanguard 500 Index Fund	4.30%	Various	Open	43,750.00	91,469.30
Mutual Funds - Alumni Office					
Janus Fund	-0.46%	Various	Open	26,500.00	33,542.32
Janus Enterprise Fund	-3.92%	Various	Open	31,500.00	41,953.59
The Vanguard 500 Index Fund	4.30%	Various	Open	27,000.00	54,421.69
Mutual Fund Wells Fargo - Grand Theatre WealthBuilder Moderate Balanced Portfolio	-2.79%	12/26/06	Open	95,717.01	126,831.21
Utah State Treasurer Public Treasurers' Investment Fund	0.6503%	10/31/15	Open	44,896,070.69	44,896,070.69
Zions First National Bank Sweep Account	0.20%	10/31/15	11/01/15	<u>6,081,048.81</u>	<u>6,081,048.81</u>
Total Investment Portfolio				<u>117,546,126.17</u>	<u>117,757,003.28</u>

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
October 2015

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - September 30, 2015				117,478,863.23
<u>PURCHASES</u>				
Federal Home Loan Bank US Agency	1.84%	10/06/15	10/06/20	1,570,000.00
Federal Home Loan Bank US Agency	1.75%	10/08/15	10/08/20	3,000,000.00
Federal Home Loan Mortgage Corporation US Agency	2.00%	10/15/15	10/15/20	1,000,000.00
Federal Farm Credit Bank US Agency	1.44%	10/15/15	10/15/19	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.50%	10/29/15	10/29/19	2,000,000.00
Utah State Treasurer Public Treasurers' Investment Fund	0.65%	Various	Various	22,276,985.64
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>13,121,577.53</u>
Total Purchases				44,968,563.17
<u>SALES / MATURITIES / CALLS</u>				
Federal Farm Credit Bank US Agency	1.59%	05/13/15	10/08/15	2,000,000.00
Federal Farm Credit Bank US Agency	1.23%	01/23/15	10/13/15	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.30%	04/29/15	10/29/15	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.70%	07/29/15	10/29/15	2,000,000.00
Federal Farm Credit Bank US Agency	1.33%	02/13/15	10/30/15	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	2.10%	07/30/15	10/30/15	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	2.05%	07/30/15	10/30/15	2,000,000.00
Net Premium/Discount Amortization				2,192.42
Utah State Treasurer Public Treasurers' Investment Fund	0.65%	Various	Various	16,258,346.50
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>14,640,761.31</u>
Total Sales				44,901,300.23
Investments - October 31, 2015				<u>117,546,126.17</u>

**MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2016**

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2015	118,787,403.96	25,408,773.60	30,763,321.55	113,432,856.01	115,321,027.10	125,411.62	1.28%
August 2015	113,432,856.01	60,833,949.53	51,445,499.98	122,821,305.56	113,094,268.14	95,466.35	0.99%
September 2015	122,821,305.56	64,019,172.92	69,361,615.25	117,478,863.23	119,460,724.06	99,506.90	1.01%
October 2015	117,478,863.23	44,968,563.17	44,901,300.23	117,546,126.17	119,975,226.84	138,174.89	1.36%
November 2015							
December 2015							
January 2016							
February 2016							
March 2016							
April 2016							
May 2016							
June 2016							
Totals		195,230,459.22	196,471,737.01		116,962,811.54 *	458,559.76	1.16% *

* Based on average of months shown


Dr. Denece Hufalil, President

TO: GAIL MILLER, 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.


 John E Ruell
 Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
 MONEY MANAGEMENT INVESTMENTS
 INVESTMENT PORTFOLIO AT 11-30-15

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Agri Bank of China Commercial Paper	0.75%	12/18/14	12/17/15	1,999,376.52	1,985,200.00
America Movil Sab Fixed Rate Corporate Note	1.17%	09/01/15	09/08/16	2,018,330.03	2,016,030.00
Bank of America Medium Term Note Floater	0.86%	05/14/13	03/22/16	1,000,288.23	1,001,220.00
Bank of East Asia LTD Commercial Paper	0.80%	03/18/15	12/18/15	1,999,320.99	1,987,777.78
BFCM Medium Term Note Floater	1.01%	03/04/14	01/20/17	3,004,249.02	3,013,092.00
BNP Paribus Medium Term Note	1.26%	09/14/15	12/12/16	1,782,806.87	1,785,763.65
BPCE SA Medium Term Note Floater	0.83%	02/14/14	04/25/16	2,732,948.87	2,734,221.40
Medium Term Note Floater	1.05%	02/18/14	02/10/17	1,001,581.36	1,002,825.00
Medium Term Note Floater	1.00%	03/11/14	02/10/17	1,027,241.96	1,027,895.63
Citigroup Inc Medium Term Note Floater	0.74%	12/23/13	07/25/16	1,504,657.32	1,503,697.50
Deutsche Bank Medium Term Note	1.50%	11/25/15	02/13/17	1,997,580.00	1,992,618.00
Federal Ag Mortgage Corp US Agency	1.27%	03/23/15	03/23/18	2,000,000.00	2,000,282.00
US Agency	1.85%	01/28/15	01/28/20	2,000,000.00	2,002,732.00
US Agency	1.97%	03/24/15	03/24/20	2,000,000.00	2,005,386.00
Federal Farm Credit Bank US Agency	1.47%	04/29/15	04/29/19	3,000,000.00	3,000,321.00
US Agency	1.44%	10/15/15	10/15/19	2,000,000.00	2,000,116.00
US Agency	1.71%	11/19/15	11/19/19	3,000,000.00	2,997,867.00
US Agency	1.88%	11/23/15	11/23/20	2,000,000.00	1,996,776.00
Federal Home Loan Bank US Agency	1.54%	09/24/15	09/24/19	2,000,000.00	2,000,596.00
US Agency	1.84%	10/06/15	10/06/20	1,570,000.00	1,570,781.86
US Agency	1.75%	10/08/15	10/08/20	3,000,000.00	2,959,278.00
Federal Home Loan Mortgage Corp. US Agency	1.25%	11/24/15	08/24/18	2,000,000.00	1,996,126.00
US Agency	1.35%	11/30/15	11/26/18	2,000,000.00	1,996,990.00
US Agency	1.63%	09/30/15	09/30/19	2,000,000.00	2,000,996.00
US Agency	1.50%	10/29/15	10/29/19	2,000,000.00	1,989,916.00
US Agency	1.63%	11/25/15	11/25/19	4,000,000.00	3,998,956.00
US Agency	2.00%	10/15/15	10/15/20	1,000,000.00	1,000,921.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Federal Home Loan Mortgage Corp. <i>continued</i>					
US Agency	1.90%	11/30/15	11/25/20	2,000,000.00	1,996,762.00
US Agency	2.00%	11/30/15	11/25/20	2,000,000.00	2,001,044.00
Federal National Mortgage Association					
US Agency	1.40%	09/29/15	03/29/19	2,000,000.00	2,002,464.00
US Agency	1.50%	11/27/15	08/27/19	2,000,000.00	1,995,530.00
US Agency	1.88%	02/13/15	02/13/20	1,000,000.00	1,000,003.00
US Agency	1.80%	05/20/15	05/20/20	2,200,000.00	2,206,076.40
US Agency	1.80%	09/30/15	09/30/20	2,000,000.00	2,003,278.00
Fifth Third Bank					
Fixed Rate Corporate Note	1.10%	08/18/15	08/20/15	2,000,874.00	2,001,120.00
General Electric Capital Corporation					
Medium Term Note Floater	0.63%	08/07/13	07/12/16	2,001,271.28	2,006,100.00
Goldman Sachs GP Inc					
Medium Term Note Floater	0.86%	02/07/14	03/22/16	1,999,341.64	2,000,408.00
HSBC Finance Corporation					
Medium Term Note Floater	1.12%	06/26/13	06/01/16	1,718,912.06	1,717,979.00
Huntington Bank					
Fixed Rate Corporate Note	1.20%	09/01/15	11/20/16	2,001,760.00	1,999,984.00
Intermountain Power Agency					
Muni	1.10%	06/26/14	07/01/17	1,203,420.00	1,205,244.00
JP Morgan Chase & Company					
Medium Term Note Floater	0.93%	09/30/13	06/13/16	2,496,134.28	2,497,562.50
Macquarie Bank					
Medium Term Note Floater	1.11%	03/24/14	03/24/17	1,000,000.00	1,000,415.00
Salt Lake City					
Muni	1.10%	07/17/14	10/01/17	1,003,582.81	999,870.00
Mutual Funds - Bruin Club					
Janus Strategic Value Fund	-10.75%	Various	Open	35,000.00	83,940.96
Janus Twenty Fund	10.59%	Various	Open	41,250.00	71,001.62
The Vanguard 500 Index Fund	4.18%	Various	Open	43,750.00	91,745.52
Mutual Funds - Alumni Office					
Janus Fund	2.95%	Various	Open	26,500.00	34,006.87
Janus Enterprise Fund	0.37%	Various	Open	31,500.00	42,574.58
The Vanguard 500 Index Fund	4.18%	Various	Open	27,000.00	54,586.03
Mutual Fund Wells Fargo - Grand Theatre					
WealthBuilder Moderate Balanced Portfolio	-2.39%	12/26/06	Open	95,717.01	126,746.21
Utah State Treasurer					
Public Treasurers' Investment Fund	0.6730%	11/30/15	Open	30,894,830.33	30,894,830.33
Zions First National Bank					
Sweep Account	0.20%	11/30/15	12/01/15	<u>800,089.43</u>	<u>800,089.43</u>
Total Investment Portfolio				<u>116,259,314.01</u>	<u>116,401,743.27</u>

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
November 2015

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - October 31, 2015				117,546,126.17
<u>PURCHASES</u>				
Federal Farm Credit Bank US Agency	1.71%	11/19/15	11/19/19	3,000,000.00
Federal Farm Credit Bank US Agency	1.88%	11/23/15	11/23/20	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.25%	11/24/15	08/24/18	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.63%	11/25/15	11/25/19	4,000,000.00
Deutsche Bank AG London Corporate Term	1.50%	11/25/15	02/13/17	1,997,580.00
Federal National Mortgage Association US Agency	1.50%	11/27/15	08/27/19	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.35%	11/30/15	11/26/18	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	1.90%	11/30/15	11/25/20	2,000,000.00
Federal Home Loan Mortgage Corporation US Agency	2.00%	11/30/15	11/25/20	2,000,000.00
Utah State Treasurer Public Treasurers' Investment Fund	0.67%	Various	Various	13,261,401.39
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>5,966,336.52</u>
Total Purchases				40,225,317.91
<u>SALES / MATURITIES / CALLS</u>				
Federal Farm Credit Bank US Agency	2.00%	08/04/15	11/04/15	2,000,000.00
Federal National Mortgage Association US Agency	1.75%	11/24/14	11/24/15	1,000,000.00
Net Premium/Discount Amortization				2,192.42
Utah State Treasurer Public Treasurers' Investment Fund	0.67%	Various	Various	27,262,641.75
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>11,247,295.90</u>
Total Sales				41,512,130.07
Investments - November 30, 2015				<u><u>116,259,314.01</u></u>

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2016

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2015	118,787,403.96	25,408,773.60	30,763,321.55	113,432,856.01	115,321,027.10	125,411.62	1.28%
August 2015	113,432,856.01	60,833,949.53	51,445,499.98	122,821,305.56	113,094,268.14	95,466.35	0.99%
September 2015	122,821,305.56	64,019,172.92	69,361,615.25	117,478,863.23	119,460,724.06	99,506.90	1.01%
October 2015	117,478,863.23	44,968,563.17	44,901,300.23	117,546,126.17	119,975,226.84	138,174.89	1.36%
November 2015	117,546,126.17	40,225,317.91	41,512,130.07	116,259,314.01	119,469,060.30	103,148.07	1.05%
December 2015							
January 2016							
February 2016							
March 2016							
April 2016							
May 2016							
June 2016							
Totals		235,455,777.13	237,983,867.08		117,464,061.29	561,707.83	1.14%

* Based on average of months shown


 Dr. Denece Huffalin, President

Board of Trustees Meeting

November 11, 2015

**Taylorville Redwood Campus
Academic & Administration Bldg. 428**

8:00 a.m.

Attendance: Trustees—Chair Gail Miller, Vice Chair Clint Ensign, Sanch Datta, Maria Farrington, David Lang, W. Tim Miller, Carlos Moreno, Pat Richards, Annie Schwemmer, Jim Wall; President Denece Huftalin, Secretary Janice Schmidt

Guests: Executive Cabinet members Barbara Grover, Dennis Klaus, Roderic Land, Chuck Lepper, Alison McFarlane, Clifton Sanders; SLCC representatives Julia Ellis, Nancy Michalko, Lois Oestreich, Joy Tlou; Regents Marlin K. Jensen, Joyce P. Valdez; Assistant AG Morris Haggerty.

	Agenda	Discussion Summary and Action	Assignments
I.	<p>Board Business</p> <p>A. Request for Honorary Degree Suggestions, Trustee Annie Schwemmer</p> <p>B. ACCT Report, Vice Chair Clint Ensign</p> <p>C. Reminder, Holiday Dinner and Social December 9</p>	<p>Chair Gail Miller conducted the meeting and welcomed Regents Jensen and Valdez.</p> <p>Recommendations for honorary degree recipients should be emailed or hand-written and given to Trustee Schwemmer.</p> <p>Vice Chair Ensign said he, President Huftalin and Jason Pickavance presented at the ACCT conference in October on how to help students lower the cost of books and materials using online resources. ACCT helps train trustees in their role and he attended sessions on how to brand a college, hold a retreat, and relevant national issues. It was a good experience.</p> <p>Chair Miller read a resolution of appreciation for the service of Board Secretary Janice Schmidt, who is retiring. (A copy is attached to these minutes.)</p> <p>Trustees were reminded of the holiday dinner December 9.</p>	
II.	Consent Calendar	Trustee Farrington moved, seconded by Trustee Tim Miller, to approve the minutes of the previous meeting and all other items on the Consent Calendar. A vote was taken and the motion carried unanimously.	
III.	<p>President's Report</p> <p>A. President Huftalin</p> <p>1. Information:</p>	<p>SLCC has received a lot of positive press recently and there were three events yesterday: Governor Herbert's tour of the refugee center at our Meadowbrook campus; a veterans "Grit to Glamour" event; and the Tanner Forum with Naomi Klein.</p> <p>Trustee Ensign's father Dale is one of original members of ACCT and is well respected by that group. The Association of Governing Boards (AGB) also provides training opportunities for boards. They will hold a conference on trusteeship in April in Washington DC. Further information will be shared to interested trustees.</p>	
	B. Instruction Report—Provost Sanders	In the agenda.	

<p>C. Student Affairs Report—VP Lepper</p> <p>1. Information: SLCC Promise Report</p>	<p>VP Lepper explained the concept of SLCC Promise, a way to help more students afford college.</p> <ul style="list-style-type: none"> • Currently SLCC budgets \$2.2-2.4 million to provide tuition waivers for 621 students. • For any Utah resident eligible for a federal Pell grant, SLCC Promise would cover any tuition and fees not covered by Pell. With this funding, students could take higher credit loads, thereby improving retention and quicker completion. High impact strategies (increased advising, orientation, and other tools) would be implemented to help students succeed. • Requirements for new and continuing students would include applying for FAFSA and receiving Pell, meeting with an advisor prior to registering, and taking 12 or more credits. • Current funding would need to be increased by about \$800,000 to support an increase of 4500 additional students annually. The additional dollars could come from reassigning funds and increasing donations for scholarships. <p>Information will be shared as the final proposal is prepared. The College is hosting FAFSA parties to help students complete the application while there. The goal is to launch SLCC Promise for fall 2016. The Board could help this effort by sharing their support and finding additional scholarship dollars. President Huftalin offered to meet with any proposed donors.</p>
<p>D. Business Services Report, VP Klaus</p> <p>1. Action: Institutional Investment Income Fund Operating Budget</p> <p>2. Action: Motor Pool Report</p> <p>3. Action: Auxiliary Enterprises Report</p>	<p>Bank charges were moved to E&G accounts and the III fund was able to end the year with a surplus of \$161,000, which will be carried over to the current year. Trustee Wall moved to approve the Institutional Investment Income Fund Operating Budget. Trustee Lang seconded the motion. A vote was taken and the motion carried unanimously.</p> <p>The College is proposing the purchase of three additional vehicles: one for the lineman program and two for Facilities. Trustee Farrington moved, seconded by Trustee Richards, to approve the Motor Pool Report and request for fleet expansion. A vote was taken and the motion carried unanimously.</p> <p>All three auxiliary areas had losses last year. Food Service is looking at more centralized food production and purchasing to cut costs while staying sensitive to the need for low-cost food for students. With more options for students to get textbooks, the Bookstore is looking at other lines to increase revenue. Bond reserves for the addition to the Student Center are covering remodeling losses but the balance is still enough to help with a fitness center at South and a down payment for other student building needs. Trustee Lang moved to approve the Auxiliary Enterprises Report. Trustee Tim Miller seconded the motion; a vote was taken and it carried unanimously.</p>

	4. Action: Service Enterprises Report	Service enterprises had a net gain over the year and has a healthy positive balance. Trustee Datta moved, seconded by Trustee Wall, to approve the Service Enterprises Report. A vote was taken and the motion carried unanimously.
	E. Government and Community Relations Report, VP Sheehan	In the agenda.
	F. Institutional Advancement Report, VP McFarlane	In the agenda.
	G. Institutional Effectiveness Report, VP Grover 1. Action: SLCC Mission, Vision and Values	In response to a recommendation from Northwest to update our mission statement and the national trend to more concise statements, the College's Institutional Effectiveness Council has worked with leaders at retreats and College-wide planning forums to create revised vision, mission, and values statements. We are not changing our mission, just revising the statement. After extensive input, the Executive Cabinet has approved draft statements for approval by the Board of Trustees. The mission statement also needs Regent approval. The definition of success will include the impact our students have on the community as they reach their goals and give back as well as College accountability for reaching well-defined metrics for our five goals. Vision is what we aspire to be; mission is our work and purpose. Our values identify how we want to work together. Adding narrative to the value words will help create a common understanding of what they mean. Trustees suggested including the ideas of work ethic, care and empathy of the college toward students and families, mutual respect, and accountability to the values narrative. Trustee Wall moved to approve the vision and mission statements and to table the values for further discussion at the next meeting. Trustee Farrington seconded the motion; a vote was taken and the motion carried unanimously. President Huftalin will provide metrics for measuring and assessing mission fulfillment at a subsequent meeting.
	H. Campus-Based & Constituents Reports	In the agenda.
IV.	Information Sharing and Input –	Trustee Farrington attended the Tanner Forum with Naomi Klein and felt it was a very impressive event. President Huftalin reported on her testimony before the House subcommittee on education and workforce education and the importance of workforce programs and the Perkins grant. The work of our faculty and staff have given us a national profile. The Utah aerospace pathways program was well received.
V.	Adjournment	Trustee Tim Miller moved, seconded by Trustee Richards, to adjourn the meeting at 9:23 a.m.

Be it Resolved

By the Board of Trustees for Salt Lake Community College, that:

Whereas, Janice Schmidt was hired by the College in 1993 as a full-time secretary in the Apprenticeship office;

And Whereas, Janice Schmidt was hired in 1997 as an Administrative Assistant in the office of President Frank Budd serving Assistant to the President Rand Johnson, and later serving Assistant to the President Helen Cox, Assistant to the President Mary Bangerter, and Interim President Judd Morgan;


And Whereas, Janice Schmidt was hired in 2008 as the Administrative Assistant to the President and faithfully served Presidents Cynthia Bioteau and Denece Huftalin;


And Whereas, Janice Schmidt has served as secretary to the Board of Trustees for seven years capably handling Board business and actions;

And Whereas, Janice Schmidt in her original cover letter to be hired stated "Salt Lake Community College is a rapidly growing educational institution and I would be excited to become part of it" and has with her positive style and professional standards of excellence represented the College so beautifully for 22 years;

Now, therefore, be it hereby resolved that this Board of Trustees of Salt Lake Community College does hereby recognize Janice Schmidt as an exemplary assistant to the Board and an exceptional employee of the College and thanks her for her unwavering and professional service to the College.

This 11th Day of November 2015

By: 
Gail Miller, Chair

By: 
Clint W. Ensign, Vice Chair

Attest:
By:



Administrative Assistant, President's Office

(Slight revisions were made after to meeting to correct inaccuracies in original resolution.)

SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
 November 1 - 30, 2015
PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
Meissa Flores	College General Counsel	Presidents Office	November 1, 2015
FACULTY			
--None			
STAFF--EXEMPT			
Carol Ross	Graphic Designer	Marketing	November 1, 2015
Jennifer Teresa Roberts	Advisor 1, SSS STEM	TRIO Programs	November 1, 2015
Jonathan Reddoch	Assessment Designer 2	eLearning IDMS CBE	November 1, 2015
Keenan Adcock	Coordinator 2, eLearning Systems	eLearning Systems	November 1, 2015
Caroline Bitter	Assistant Director 3, Financial Aid - Compliance & Training	Financial Aid	November 16, 2015
Petaljai Leapai	Advisor 1, Academic and Career	Academic Advising	November 16, 2015
Kendra Monson	Assistant Director 3, Development	Development Office	November 16, 2015
Spencer Myers	Advisor 1, College Recruitment	Prospective Students	November 16, 2015
Tania Mancilla	Advisor 1, College Recruitment	Prospective Students	November 16, 2015
Thanhtrung Thantrong	SSS Program Manager 1, STEM	TRIO	November 16, 2015
STAFF--NON-EXEMPT			
Beau Behunin	Specialist 1, Math Lab	Mathematics	November 1, 2015
Emily Barnes	Administrative Assistant 1, Faculty Senate and Leadership	General Education and ePortfolio	November 1, 2015
Jacob Messenger	Locksmith 1	Facilities Key Office	November 1, 2015
Jose Alvarez	Secretary III, Office of the Vice President for Student Affairs	Student Affairs	November 1, 2015
Maggie Stephenson	Secretary III, Human Resources	Human Resources	November 1, 2015
Mark Wilsted	Custodian 1	Facilities Custodial	November 1, 2015
Meissa Cottrell	Catering Sous Chef	Food Services	November 1, 2015
Michael Reed	Specialist 1, Financial Aid	Financial Aid	November 1, 2015
Patricia Turville	Accounting Technician 2, Accounts Payable	Accounts Payable	November 1, 2015
Robert Bolduc	Specialist 2, Human Resources EPPAF	Human Resources	November 1, 2015
Filipe Reyes	Specialist 1, Nursing	Nursing	November 16, 2015
Laurel Fortun	Administrative Assistant 1, Office of Diversity and Multicultural Affairs	Office of Diversity and Multicultural Affairs	November 16, 2015
Thayne Dickey	Specialist 1, C3BC Medical Device	Division of Allied Health	November 16, 2015

**SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
December 1 - 31, 2015
PERSONNEL ADDITIONS/CHANGES**

Name	Title	Department	Date
ADMINISTRATION			
Jennifer Seltzer Stitt	Director, Community Relations	Government & Community Relations	December 9, 2015
FACULTY			
--None			
STAFF--EXEMPT			
Kristie Fitzgerald	Program Manager 3, Pharmacy Tech	Continuing Education	December 1, 2015
Joshua Clemens	Manager 2, Textbooks	College Store	December 14, 2015
Rajan K Kochambilli	Coordinator 3, Chemistry Instrumentation	Div of Natural Resources	December 16, 2015
Michael Ballif	Business Advisor, (Manager 3), Goldman Sachs	Economic and Professional Development	December 16, 2015
STAFF--NON-EXEMPT			
Katharine Marian Hickman	Administrative Assistant II, Athletics	Athletics	December 1, 2015
Derk Babbitt	Specialist 3, Custom Fit Training	Corporate Solutions	December 1, 2015
Aiko Corralz	Specialist 3, Goldman Sachs 10Ksb Program	Goldman Sachs/Professional Development	December 1, 2015
Richard Garcia	Custodian 2	Facilities Custodial	December 1, 2015
Rosalie Juenger	Custodian 2	Facilities Custodial	December 16, 2015
Rachel Cappello	Accounting Technician 2, Loans & Receivables	Student Loans	December 16, 2015

Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting January 2016

Tab E

NEW FUNDING ACTION							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
USHE: Step Up Ready	9/9/2015	\$75,000	11/6/2015	Awarded	\$75,000	1/1/16-4/30/17	Student Services
Small Business Administration: SBDC Salt Lake Center	8/27/2015	\$226,930	12/22/2015	Awarded	\$242,068	1/1/16-3/31/16	SBDC
National Library of Medicine: Native Voices	11/6/2015	\$250	12/15/2015	Awarded	\$250	2/16-6/16	Markosian Library
Department of Education: Strengthening Institutions Designation	12/23/2015	-	12/23/2015	Awarded	-	2016	
Utah Valley University: GEAR UP (Dept. of Education)		\$318,492	9/26/2015	Awarded	\$318,492	9/26/15-9/25/16	Student Services
ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
Utah Arts and Museums: Diverse City		\$2,000		Under Consideration		1/15/16-4/23/16	Community Writing Center
Department of Education: Strengthening Institutions Grant	6/8/2015	\$2,250,000		Under Consideration		10/1/16-8/31/20	School of Science, Math and Engineering
National Science Foundation: ATE Competency Based Biotech Education	10/8/2015	\$900,000		Under Consideration		5/2016-4/2019	School of Science, Math and Engineering
National Science Foundation: Geoscience Student Research & Ambassador Program	10/5/2015	\$349,935		Under Consideration		2016-2019	School of Science, Math and Engineering
Department of Education: Pell for Prisoners	10/2/2015	Financial Aid Waiver		Under Consideration		2016-2018	Academic Affairs
University of New Mexico: Southwest Center for Microsystems Education (National Science Foundation)	9/21/2015	\$167,774		Under Consideration		7/1/16-6/30/21	School of Science, Math and Engineering
Utah Valley University/Utah State University: SBDC Salt Lake Regional Center	8/27/2015	\$187,260		Under Consideration		4/1/16-12/31/16	SBDC
Zoo, Art, & Parks (ZAP): Grand Theatre Support	5/15/2015	\$65,000		Under Consideration		2016-2017	The Grand Theatre
Utah Technology Council, Utah Cluster Acceleration Partership: TechTalent (Utah Department of Workforce Services)	5/26/2015	\$46,778	6/30/2015	Awarded	\$40,000	7/1/15-6/30/16	Miller Business Center
Utah Department of Workforce Services: Technology Training for Refugees		\$618,602	8/7/2015	Awarded	\$618,602	9/1/15-10/31/18	Continuing Education
Utah Arts and Museums: Grand Theatre Sustainability 2016 Season	2/16/2015	\$10,000	8/14/2015	Awarded	\$2,000	7/1/15-6/30/16	The Grand Theatre
Department of Education: Carl Perkins			7/20/2015	Awarded	\$1,250,893	7/1/2015 - 6/30/2016	Career and Technical Education
Department of Education: TRIO Student Support Services, Regular	2/2/2015	\$1,836,577	7/15/2015	Awarded	\$1,595,000	9/1/15-8/31/20	Student Services
Department of Education: TRIO Student Support Services, STEM	2/2/2015	\$1,100,000	7/15/2015	Awarded	\$1,100,000	9/1/15-8/31/20	Student Services
Salt Lake Arts Council, Teens Write	4/27/2015	\$2,000	7/15/2015	Awarded	\$2,000	09/01/15-05/22/16	Community Writing Center
University of Utah: Rocky Mountain Space Grant Consortium (NASA)	2/23/2015	\$22,200	7/13/2015	Awarded	\$22,200	4/10/15-4/9/18	School of Science, Math and Engineering
University of Utah: Utah Advanced Materials and Manufacturing Initiative (Economic Development Administration)	4/1/2015	Eligible for other funding	7/8/2015	Awarded	Eligible for other funding	2015-2016	Miller Business Center
Utah Department of Workforce Services, Utah Cluster Acceleration Partership: Warehousing	6/27/2014	\$169,210	11/18/2014	Awarded	\$169,210	4/1/15-6/30/2016	Corporate Solutions
Utah Department of Workforce Services, Utah Cluster Acceleration Partership: Aerospace Manufacturing	5/26/2015	\$403,089	6/17/2015	Awarded	\$403,089	7/1/15-6/30/16	School of Technical Specialties
University of Utah: State Primary Care Grant, Dental Services (Utah Department of Health)	4/1/2015	\$12,000	5/13/2015	Awarded	\$12,000	7/1/15-6/30/16	School of Health Sciences
Gates Foundation: Open Stax Courseware Challenge			6/4/2015	Awarded	\$200,000	7/1/15-6/30/17	Institutional Effectiveness
Zoo, Art, & Parks (ZAP): Grand Theatre Support	5/15/2014	\$63,000	4/20/2015	Awarded	\$62,372	7/1/2015-6/30/2016	Grand Theatre
Utah Humanities Council: Race Perspectives	03/05/15	\$3,500	05/01/15	Awarded	\$3,500	5/1/15-6/1/16	Community Writing Center
National Science Foundation: S-STEM Scholars Program	8/12/2014	\$604,710	2/12/2015	Awarded	\$604,710	7/1/2015-6/30/2019	College of Science, Math and Engineering
USU, iUtah: Fellows Program (National Science Foundation)	10/9/2014	\$5,047	1/9/2015	Awarded	\$14,386	1/1/15-12/31/2016	School of Science, Math and Engineering
Department of Education, Experimental Sites Initiative: A new delivery model for financial aid and advising for competency-based programs	9/30/2014	Financial Aid Waiver	1/8/2015	Awarded	Financial Aid Waiver	2015-2018	School of Applied Technology and Prof. Deve.
Department of Labor, TAACCCT Program: Utah Adult Competency-Based Education Design	7/3/2014	\$2,500,000	9/29/2014	Awarded	\$2,500,000	10/1/2014-9/30/2018	School of Applied Technology and Prof. Deve.
Department of Workforce Services, Temporary Assistance for Needy Families: Basic Technology Skills (Department of Labor)	7/30/2014	\$493,653	9/18/2014	Awarded	\$493,653	11/1/2014-10/31/2017	Continuing Education
University of Utah sub-contract: Partnerships in Utah with Community Colleges and Technical Schools (NASA)	5/28/2014	\$292,628	8/13/2014	Awarded	\$292,628	1/1/2015-12/31/2016	School of Science, Math and Engineering
National Science Foundation: Training Teachers for the "Flipped" Hybrid Classroom	5/31/2012	\$50,000	9/11/2013	Awarded	\$50,000	10/1/2013-9/30/2016	School of Science, Math and Engineering
Forsyth Technical Community College sub-contract: Consortium for Bioscience Credentials (Department of Labor, TAACCCT program)	5/24/2012	\$825,000	9/24/2012	Awarded	\$825,000	10/1/2012-9/30/2016	School of Science, Math and Engineering
National Science Foundation, Advanced Technological Education: Biomanufacturing Enterprise for Innovative Student Training & Entrepreneurship	10/14/2009	\$909,443	7/16/2010	Awarded	\$909,443	7/15/2010-6/30/2016	School of Science, Math and Engineering

University of Utah: Utah Advanced Materials and Manufacturing Initiative (Economic Development Administration)	4/1/2015	Eligible for other funding	7/8/2015	Awarded	Eligible for other funding	2015-2016	Miller Business Center
Total funding requests under consideration:		\$3,921,969					
Total funding for active awards:					\$11,806,496		

Provost for Academic Affairs – January 2016

School of Business

The School of Business sponsored the Fall Semester “Study JAM” on December 10th. The event was held from 6:00 p.m. to 2:00 a.m. The purpose of the event was to help students prepare for finals or work on group projects. Several group and individual study/tutor sessions were held throughout the Business Bldg. The Computer Sciences & Information Systems department showcased many of their students’ programming projects. The Study Jam Committee, Dean, and Associate Deans interacted with students and ran the different activities. Students were treated to snacks, karaoke, ping-pong, and professional chair massages. The College Store participated by having the Bruin Bucks Air Machine and other prizes for the students. An estimated 165 students, 32 faculty, and 15 staff participated throughout the evening.

School of Technical Specialties

On Thursday, November 12, 2015, the School of Technical Specialties hosted over 270 area High School students for Motor Fest at the Miller Campus. The event highlighted the Automotive Technology, Collision Repair, Diesel Technology and Motorcycle Outdoor Power Equipment. Students from 13 high schools participated in activities, competitions and quizzes while attending Motor Fest.

School of Humanities & Social Sciences

SLCC’s Community Writing Center, in collaboration with Westminster College and the Rocky Mountain Writing Centers Association, recently hosted the annual convention of the National Conference on Peer Tutoring in Writing (NCOTW). Held November 6-8, 2015 at the Little America Hotel in downtown Salt Lake City, the conference drew nearly 500 participants from throughout the United States and several foreign countries, including China and Finland. It featured 270 presentations by peer tutors and directors of writing centers that addressed the conference theme, “(De)Center: Testing Assumptions about Peer Tutoring and Writing Centers.” The intention was to examine assumptions about the nature and effectiveness of peer tutoring and the relationship between classrooms, writing centers, and the larger community as the NCPTW pursues its goal of teaching writing through collaborative learning.

Tab G

BOARD OF TRUSTEES REPORT
Reporting: Vice President for Student Affairs
January 2016

Vice President for Student Affairs

Seasonal Holiday Decoration Guidelines

At the request of the Student Affairs Leadership staff, on November 19th the Vice President for Student Affairs, Charles Lepper sent a memorandum to the directors within the Division of Student Affairs. The memorandum, which was developed in collaboration with the Shellie Enscoe, Director for Diversity and Multicultural Affairs and Dr. Roderic Land, Special Assistant to the President, provided guidelines to staff for decorating their offices for the holiday season. The purpose of the guidelines were to assist staff in fostering an inclusive environment for all students during the holiday season. Concerns over the staff memorandum were expressed by the Student Association Executive Council. Vice President Lepper met with Student Association Executive Council and other students in attendance on December 8th to hear their concerns. At that time, Vice President Lepper listened to the students' concerns and clarified the memorandum was sent to staff, not students and was intended to foster the inclusivity of all holidays, including religions and cultures that do not celebrate holidays. However after hearing the students' concerns, Vice President Lepper recommended collaboration between his office and students in developing guidelines for the future. Vice President Lepper reached out to Mr. Carlos Moreno, President of the Student Association on December 9th and December 10th to schedule a 1:1 meeting for further conversation on this matter. Vice President Lepper and Mr. Moreno met on Friday, December 11th and Vice President Lepper re-stated his recommendation and willingness to collaborate with students to develop future guidelines.

Assistant Vice President for Student Enrollment Services

Veterans Services

SLCC has been selected for the 5th straight year as top Best for Vets by "*Military Times*". We also received the honor of Top College & University by "*Military Advanced Education & Transition*". This is our 2nd year for this honor.

For the 2nd year, SLCC was asked to present workshops sessions regarding working with Veterans in education at the annual Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO) conference. Two sessions were presented this year by SLCC employees. Both workshops were well attended and many felt these two sessions were the most valuable sessions attended. Many were impressed with what we do to support our Veterans and the partnership between departments and administration to best serve our Veterans.

Assistant Vice President for Student Life & Leadership & Dean of Students

Student Life & Leadership

Andrea Valverde has been selected to serve as our inaugural SLCC intern during the 2016 Utah Legislative session.

Assistant Vice President for Student Planning & Support

First Year Experience

The First Year Experience sponsored a Bridge to Math program December 8-18, 2015, which served 103 students. The nine day hybrid non-credit course focused on preparing incoming spring students for the Arithmetic and the Elementary Algebra portions of the Accuplacer test. Students worked independently using EdReady software and then met once a day with faculty and tutors. During class times faculty and tutors involved with the program were intentional about connecting students with math resources on campus, with the hope that students will use these resources when enrolled in a spring semester math class. The Math Department, Learning Center, and First Year Experience worked together to make the Bridge to Math program a success.

**SALT LAKE COMMUNITY COLLEGE
INTERCOLLEGIATE ATHLETIC PROGRAMS**

Tab H

STATEMENT OF REVENUES AND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2015

	Athletics Admin	Men's Basketball	Women's Basketball	Men's Baseball	Women's Volleyball	Women's Softball	Total
REVENUES:							
Student Activity Fees	\$ 1,220,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,220,038
Advertising Income	96,699	-	-	-	-	-	96,699
Unrestricted Gifts	115,545	-	-	-	-	-	115,545
Concessions	34,426	-	-	-	-	-	34,426
Ticket Sales	22,864	-	-	-	-	-	22,864
Rental Income	15,332	-	-	-	-	-	15,332
Interest Income	4,532	-	-	-	-	-	4,532
Other Income	8,108	-	-	-	-	-	8,108
Tuition Waivers	-	65,503	47,689	116,792	61,310	70,086	361,380
College Subsidy	73,268	18,855	53,368	24,183	8,008	7,734	185,416
Total Revenues	\$ 1,590,812	\$ 84,358	\$ 101,057	\$ 140,975	\$ 69,318	\$ 77,820	\$ 2,064,340
EXPENDITURES:							
Coaches Salaries	\$ -	\$ 88,196	\$ 127,248	\$ 83,057	\$ 74,891	\$ 72,145	\$ 445,537
Staff Salaries	282,521	-	-	-	-	-	282,521
Wages	12,276	-	-	-	-	-	12,276
Benefits	132,674	52,782	44,778	46,897	44,418	31,314	352,863
Other Operating Expenses	155,744	18,272	12,413	20,445	14,017	18,372	239,263
Capital Equipment (over \$5,000)	-	-	-	-	-	-	-
Scholarships:							
Tuition (See Notes)	-	70,444	54,619	119,831	73,055	73,253	391,202
Fees	-	5,999	6,436	10,016	8,272	7,431	38,154
Books	-	6,395	5,808	8,050	5,387	7,385	33,025
Board	-	18,750	20,300	10,750	10,400	1,800	62,000
Room	-	30,248	23,372	37,200	17,707	27,320	135,847
Travel:							
Team	122	49,499	47,583	70,309	19,237	39,488	226,238
Other	4,132	-	-	226	-	1,703	6,061
Recruiting	-	4,108	2,578	2,559	536	214	9,995
Total Expenditures	\$ 587,469	\$ 344,693	\$ 345,135	\$ 409,340	\$ 267,920	\$ 280,425	\$ 2,234,982
Excess (Deficiency) of Revenues Over Expenditures	\$ 1,003,343	\$ (260,335)	\$ (244,078)	\$ (268,365)	\$ (198,602)	\$ (202,605)	\$ (170,642)

The accompanying notes are an integral part of this financial statement.

**SALT LAKE COMMUNITY COLLEGE
INTERCOLLEGIATE ATHLETIC PROGRAMS
NOTES TO STATEMENT OF REVENUES AND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2015**

Accrual Basis - The accompanying Statement of Revenues and Expenditures has been prepared on the accrual basis of accounting and presents the results of fiscal year 2014-2015 financial activity of the Intercollegiate Athletic Programs of Salt Lake Community College (the College).

Sports Accounting - The sports programs at the College are recorded in separate, individual fund accounts. Administrative activities are summarized under the Athletics Administration heading.

Revenue Allocation - Proceeds from student activity fees, unrestricted gifts, advertising, concessions, ticket sales, rental income and other revenues are not easily identifiable by sport; and therefore, they are accounted for in the Athletics Administration Account. Total revenues from the Athletics Administration Account are budgeted annually to the individual sports by the Athletic Director and the Business Office.

Expenditure Allocation - Expenditures have been allocated to the sport incurring the expenditure whenever identifiable. General and administrative expenses of the College are not allocated to the Intercollegiate Athletics Department.

Tuition Waivers - Tuition waivers granted by the College to intercollegiate athletic participants are reflected in revenues as Tuition Waivers and in expenditures as Tuition Scholarships.

College Subsidy - College education and general funds used to pay for athletic personnel labor costs are recorded as college subsidy revenue. College subsidies are easily identifiable and therefore are recorded as revenue to the appropriate sport.

**Salt Lake Community College
Intercollegiate Athletics
Sources and Uses of Funds
For the Year Ended June 30, 2015**

SOURCES	Actual FY 2014	Actual FY 2015	Budgeted FY 2016
General Fund Support	\$60,808	\$185,417	\$75,000
Student Fees	1,262,417	1,220,038	1,235,000
Fund-Raising	87,940	115,545	259,000
Gate Receipts	18,454	21,902	24,000
Other (list Each)			
1. Advertising	62,883	96,699	110,000
2. Rental	14,660	15,332	16,000
3. Interest	4,005	4,532	5,000
4. Concessions	32,142	34,426	36,000
5. Miscellaneous	16,219	9,070	10,000
Total Sources:	1,559,528	1,702,961	1,770,000
USES			
Administration	515,922	586,913	525,000
Basketball (M)	239,215	279,515	293,000
Baseball (M)	261,709	292,548	275,000
Basketball (W)	237,809	297,446	269,000
Softball (W)	166,796	210,338	206,000
Volleyball (W)	199,596	206,843	202,000
Total Uses:	1,621,047	1,873,603	1,770,000
Net Total Sources Over Total Uses:	-\$61,519	-\$170,642	\$0
College granted tuition waivers not included as source or use above:	\$406,647	\$361,380	\$375,835

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

POLICY 3.06

Page 1 of 10

I. POLICY

Eligible employees who disagree with concern(s) over violation or application of employment policies or practices, working conditions, or corrective action procedures may appeal through the Grievance Procedure.

While encouraging employees to seek resolution to their Grievances, the College retains all of its rights to manage its operation, determine its organizational structure and mission and the means, equipment, machinery, technology, personnel, and the ability to assign employee duties and classifications necessary to fulfill such mission, and to supervise its operation to the fullest extent allowable under the law.

3.06

~~EMPLOYEE GRIEVANCES POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 2 of 10

I. PURPOSE

~~To outline an employee grievance procedure for employees of the College to help maintain a positive work environment. This policy applies to all employees, regardless of funding source, including administrators, faculty and staff, full- or part-time, salaried or hourly, including adjunct faculty and all other instructional support employees.~~

I. REFERENCES

- A. Personnel Policy No. C2S02.06 "Sexual Harassment Avoidance"
- B. Academic Affairs Policy No. C4S01.01, "Academic Freedom, Professional Responsibility and Tenure Document"
- C. Student Services Policy No. C3S02.01, "Student Code of Conduct"
- D. Personnel Policy No. C2S03.01, "Employee Performance Appraisal"
- E. Personnel Policy No. CC2S03.07 "Corrective Actions"

II. DEFINITIONS

- A. ~~Adjunct Faculty. All part-time faculty who are hired and paid on a per term basis with no expectation of continued employment. Calendar Days. Calendar Days are used for Grievance submission deadlines. If a deadline falls on a weekend, College holiday, College break, or College closure, the deadline moves to the next College business day.~~
- B. ~~Corrective Action. Employment action delivered by a supervisor with the goal of correcting unacceptable employee performance or conduct.~~
- C. ~~Date of Concern. The date of the event that has led to an employee's decision to initiate the Grievance process. Example: Date of Written Warning Letter.~~
- D. ~~Employees. All employees hired on a full-time or part-time basis. As defined in SLCC Policies and Procedures Employee Definitions and Categories policy Ref# C2S01.01.~~
- E. ~~Final and Binding Decision-Maker. The College President or his/her designee for Grievances regarding level 3 Corrective Action. The applicable cabinet member for Grievances that are not in response to level 3 Corrective Action.~~
- F. ~~Full-Time Employees. Those employed in full-time positions as designated by~~

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 3 of 10

the President.

- G. Grievance. Concern(s) over violation or application of personnel policies or Practices, working conditions, ~~employee-supervisor relationships; disciplinary~~ Corrective Actions, or termination. Grievances are considered private and confidential to the extent possible.
- H. Grievance Hearing Committee. ~~The A five (5)-member~~ committee appointed by the Assistant Vice President of Human Resources or designee from the Standing Grievance Committee that is charged with determining the merits of a Grievance and to make initial determinations within the guidelines of this policy. ~~committee established to deal with an employee grievance.~~
- I. Grievance Termination. The Grievance procedure stops and no further action will be taken.
- J. Grievant. An employee of the College ~~who has filed a formal~~ with a Grievance.
- K. Hourly/Part-Time Employees. ~~As defined in SLCC Policies and Procedures Employee Definitions and Categories policy Ref# C2S01.01. Those hired less than a 75% FTE basis and paid an hourly rate.~~
- L. Informal Procedure. ~~A good faith effort by an employee to resolve Grievances through informal discussions with his/her immediate supervisor and second level supervisor when necessary. The Human Resources Office shall be available to assist both parties in the informal resolution of Grievances. Verbal discussion between supervisor and grievant to resolve a conflict.~~
- M. Level 3 Corrective Action. ~~As defined in SLCC Policies and Procedures Corrective Action policy Ref #: C2S03.07~~
- N. Mediation. ~~The process that provides a Grievant the opportunity to identify issues, consider options, and arrive at a mutual agreement under the supervision of a trained mediator. Both the Grievant and Respondent must agree to participate in Mediation before proceeding.~~
- O. Regular Employees. ~~As defined in SLCC Policies and Procedures Employee Definitions and Categories policy Ref# C2S01.01. Those employed full-time for six consecutive months or hired with the intention of doing so. (This does not include adjunct faculty who are hired on a per term basis with no expectation of continued employment.)~~

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 4 of 10

P. Respondent. An employee of the College who is designated as the appropriate person to respond to a Grievant's Grievance request. The direct supervisor acts as the primary Respondent in most circumstances.

~~L. Salaried Employees. Those employees paid on other than an hourly rate.~~

Q. Standing Grievance Committee. The Standing Grievance Committee is a group of administrators, faculty, and staff appointed and trained by the administration for the purpose of hearing Grievances. Standing Grievance Committee members shall be appointed by the College President, Faculty Association President, and the Staff Association President for each respective group. Appointments are generally for a two-year term. The College's Legal Counsel shall provide periodic in-service training for the Committee.

III. PROCEDURE

A. General Information

1. The College recognizes the right of employees to use the Employee Grievance Procedure without fear or concern of retaliation. No Grievant, witness or member of the Grievance Committee shall be subject to harassment, reprisal, or retaliation for utilizing or participating in the Grievance process.
2. Every effort should be made to find an acceptable solution to a problem using the Informal Procedure.
3. Full-time, regular staff employees **and faculty employees who have completed their probationary period have access to the Grievance procedure.** Employees within their probationary period (normally six months), full-time regular faculty within their first twelve (12) months or serving in appointments designated as temporary, **non-tenure track,** or adjunct faculty, and part-time hourly employees are limited to the Informal Procedure.
4. Reasonable time off with pay during scheduled working hours shall be provided to the Grievant, the employee's advisor, or any witnesses called to testify, for reasonable time spent in preparation and/or proceedings leading to resolution of the Grievance. Time spent by the Grievant or advisor in such activities outside scheduled working hours is non-compensable.

3.06

EMPLOYEE GRIEVANCES POLICY

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 5 of 10

5. Complaints regarding sexual harassment shall follow College Policy and Procedure C2S02.06 Sexual Harassment Avoidance. Complaints regarding discrimination shall follow College Policy and Procedure C2S03.05 Employment Discrimination.
 6. Full-time tenured faculty complaints regarding termination, denial of tenure or promotion, and substantial reduction in the status of tenured faculty members will follow the College policy and procedure on Academic Freedom, Professional Responsibility, and Tenure, Academic Affairs Policy No. C4S01.01.
 7. As the Grievance moves through the formal process, the Grievant may not add new issues or claims to the original Grievance. Amended Grievances may be considered by the Committee if a new issue or claim has arisen since the original Grievance was filed. An employee may not institute more than one Grievance procedure based on the same facts, claims, circumstances or events. All records, findings, and decisions shall be maintained in the Human Resources Office in a separate file from the employee's personnel file.
 8. **Alternative Procedures.** If any steps in this procedure are impractical for any reason, the **Assistant Vice President Director** of Human Resources, normally after consultation with the Grievant, will prescribe an alternative **process procedure** which, to the maximum practicable degree, assures to the Grievant the fair and adequate consideration of the problem or complaint; provided, however, that a **Grievant's right** to a hearing before the Grievance Hearing Committee cannot be denied nor abridged, if eligible. The Human Resources Office will act in an advisory and resource capacity to both the employee and to the supervisor at all stages of the procedure.
 9. **Failure of the Grievant to meet Grievance deadlines as outlined in this policy will result in Grievance Termination. Employees who have been terminated for cause will begin their grievance at step three, if the employee fails to file the grievance hearing request form within 20 working days after their date of termination, the grievance automatically terminates.**
- B. **Step One—**Informal Procedure. An **eligible** employee who has a Grievance will **make a good faith effort first try** to resolve the problem through an informal discussion with **his/her** immediate supervisor, **with the exception of Grievances regarding Level Three Corrective Action which will start at the Grievance**

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 6 of 10

Hearing procedure. without delay If the matter is not satisfactorily resolved at this level the employee will then go to the second-level supervisor **and make a good faith effort to resolve the concern.**

1. The employee will have **fourteen (14) Calendar Days from the Date of Concern to complete the Informal Procedure. ~~working days to try and resolve the grievance with his/her supervisors.~~** Failure by the employee to notify and meet with his/her supervisors within **fourteen (14) Calendar Days ~~20 working days~~** will constitute termination of the Grievance.
2. The following issues are limited to the Informal Procedure under the Employee Grievance Procedure: 1) job descriptions, re-assignment of job duties and responsibilities, 2) classification and job evaluation of positions, 3) wages and salaries, 4) reduction in force, 5) termination during **new employee** probation, and/or extension of the **new employee probationary period**, 6) reorganization that does not result in loss of pay, **and 7) soft-funded appointments which are terminated for loss of funding or that are time specific 8) general working conditions.**

C. Mediation

If the Grievance is not successfully resolved with the Informal Procedure or the supervisor(s) refuse to meet with the **employee Grievant**, the **employee Grievant** will have an additional **ten seven (7+0) working Calendar Days** to file a request for Mediation with the Human Resources Office **via by submitting** the employee Grievance form. **Mediation is a voluntary process that provides individuals in conflict with opportunity to identify issues, consider options, and arrive at a mutual agreement. Trained mediators will facilitate open, effective communication to help disputing parties reach agreement. Essential to the process is the mediator's ability to maintain neutrality.** Both parties **must** agree in writing to mediate prior to entering the Mediation process. The Human Resources Office will coordinate a request for Mediation **with the Chair of the Mediation Committee** and a mediator will be appointed. **The mediator will arrange for a meeting with the supervisor(s) and employee to discuss the grievance and seek resolution. The Mediator will have 20 working days to resolve the issue(s).** If the **issue(s) concerns** are unresolved with Mediation, the **employee Grievant** will have an additional **ten seven (7+0) working calendar days from the date of Mediation completion**, to file a request with the Human Resources Office for a hearing before the Grievance Hearing Committee. Failure by the **employee Grievant** to deliver to the Human Resources Office a completed Grievance Hearing Request Form within **ten seven (7+0) working Calendar Days** will constitute termination of the Grievance.

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 7 of 10

D. ~~Step Three—Formal~~ Grievance ~~Hearing~~ Procedures

1. An employee must complete a Grievance Hearing Request Form available from the Human Resources Office and submit the form within the following time frames:

- a. Terminations: Within seven (7) Calendar Days from the date of termination.
- b. Other concerns: Within seven (7) Calendar Days from the completion of the Informal Procedure.

~~This~~ The completed form ~~will~~ must state the nature of the Grievance and/or policies and procedures that have been alleged to have been violated, attempts at resolution, and the remedy the Grievant is seeking.

2. The Human Resources Office will designate a person to coordinate the formal Grievance procedure with the Grievant and supervisor(s), monitor time lines, and answer questions regarding the process.

3. Upon receipt of a request for a Grievance Hearing Committee, the ~~Director of Assistant Vice President of~~ Human Resources will establish a Grievance Hearing Committee from the Standing Grievance Committee rotation list. This list is reviewed ~~annually~~ with the Faculty and Staff Association Presidents as necessary.

4. The Grievance Hearing Committee for all Grievances excluding Grievances regarding Level 3 Corrective Action will be comprised as follows:

Grievant	Respondent		
	Faculty	Staff	Administrator
Faculty	2 Faculty	1 staff 1 faculty	1 administrators 1 faculty
Staff	1 staff 1 faculty	2 staff	1 staff 1 administrators
Administrator	1 administrators 1 faculty	1 staff 1 administrators	2 administrators

5. The Grievance Hearing Committee for Level 3 Corrective Actions will be comprised of two administrators, two faculty and two staff employees and a chair organized as follows:

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Grievant	Respondent		
	Faculty	Staff	Administrator
Faculty	4 Faculty	2 staff 2 faculty	2 administrators 2 faculty
Staff	2 staff 2 faculty	4 staff	2 staff 2 administrators
Administrator	2 administrators 2 faculty	2 staff 2 administrators	4 administrators

6. The College President will designate a Grievance Committee chairperson, not necessarily selected from employees of the College, in addition to the members selected from the Grievance Hearing Committee rotation list, and appoint a committee secretary (ex-officio).

7. A Grievance Hearing Committee member shall be excused from participation in any Grievance deliberation where he/she may be influenced by personal relationships with the parties, by bias concerning the circumstances giving rise to the Grievance, or by any other material influence which would appear to inhibit the member's ability to render an unbiased judgment. The Grievance Hearing Committee is to act as an impartial fact finding body representing neither side in the cases brought before it. It does not take any corrective actions nor make any binding decision, but exists solely to hear the facts of each case, make a series of findings based upon those facts and recommend a course of action to the final and binding decision-maker.

8. ~~The Grievance Hearing Committee will normally begin a hearing within ten (10) working days after receiving the grievance the process upon notification of the Grievance. The Grievance Committee will examine the merits of the Grievance and issue an initial determination. At their discretion, the Grievance Committee will select one of the following options:~~
 - a. Determine that it is unnecessary to proceed with the Grievance process based upon the following factors: there is insufficient evidence to support the Grievance or the Grievance is not eligible by policy and procedure or other such criteria. If the Grievance Committee determines that there is insufficient evidence to hold a hearing, they will issue a determination of "No Merit." Either party may appeal the decision to deny a hearing within seven (7) Calendar Days to the final and binding decision-maker.

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 9 of 10

- b. ~~Step Three—Formal Procedure.~~ The Grievance Hearing will be conducted ~~The Chair shall conduct the Grievance Hearing Committee~~ under the following guidelines:
1. Both parties may bring one person of their choosing to assist them during the hearing. This person may only advise the grievant and will not address the Committee. ~~If either party is accompanied by legal counsel, the College's legal counsel will also attend.~~
 2. ~~In cases of Grievances regarding termination either party may be advised or represented by counsel upon notification to the Committee Chair in advance of the hearing.~~
 3. Both parties shall present their positions. The ~~grievant~~ **Respondent** shall present his/her position first.
 4. Both parties shall be given the opportunity to respond to the presentation of the other party.
 5. The Committee or either party may invite witnesses. However, the Committee Chair is charged with controlling the hearing and avoiding repetitive testimonies. Witnesses shall be invited into the hearing and excused by the Chair. Witnesses may be questioned by both parties. ~~Character witnesses with information that is deemed as not applicable to the relevant issues will be dismissed.~~
 6. The Chair will assist in clarifying issues and determining fact, as well as with the general conduct of the hearing. Grievance Hearing Committee members may ask questions of both parties to help understand the facts.
 7. The Committee will meet privately to make its report.
 8. The Committee shall provide a final report to the final and binding decision-maker within ~~ten-seven (710)~~ **working Calendar Days** after the hearing is completed.
 - a. ~~Step Four~~ Final and Binding Decision. The committee's findings and report will be given to the

3.06

EMPLOYEE GRIEVANCES ~~POLICY~~

Cabinet Approval: 3/22/11

CHAPTER 2

Board of Trustees Approval: 11/13/02

PROCEDURE FOR POLICY 3.06

Page 10 of 10

final and binding decision-maker. If so desired, the minutes and ~~an audio-tape~~ recording of the Grievance Committee hearing will be made available for review. Based upon such review and without conducting further hearings, he/she shall take one of the following actions:

- b. Ratify the committee's findings and adopt its recommendations.
- c. Return the report to the committee for reconsideration or clarification. If this is returned to the committee, an additional ~~ten seven (107)~~ **working-Calendar days** will be granted.
- d. Reject all or parts of the Committee's findings and recommendation on one of the following grounds, among other possible reasons:
 1. The Committee's recommendations are not supported by the record.
 2. The Committee's recommendations are based on a misinterpretation of applicable law or policy.
- e. Within ~~ten seven (710)~~ **Calendar working-Days** after receiving the report of the Grievance committee, the final and binding decision-maker will issue his/her written final decision to all parties involved. If the report is returned to the committee an additional ~~ten seven (710)~~ **working-Calendar Days** will be granted. The decision of the final and binding decision-maker shall be final.

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ **CORRECTIVE ACTION**

CHAPTER #2

Board of Trustees Approval: 06/01/1987

POLICY 3.07

Page 1 of 1

I. PURPOSE

~~To provide policy and procedures for disciplinary sanctions, including termination, of staff members (non-faculty) and the procedures by which such sanctions are initiated and processed.~~

I. POLICY

The College strives to provide continuous employment through effective planning and proper selection of employees. ~~Under College policy, disciplinary actions and terminations are expected to be handled in a manner to achieve the least adverse effect upon the staff member and the College.~~ **Corrective Action shall be delivered by the supervisor with the goal of correcting unacceptable employee performance or conduct. Corrective Actions will be delivered in a fair manner that reflects employee rights and privileges.**

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ CORRECTIVE ACTION

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 1 of 10

I. REFERENCES

- A. Personnel Policy No. C2S03.06, "Employee Grievance Procedure"
- ~~B. Personnel Policy No. C2S03.08, "Reduction in Force"~~
- ~~C. B. No. C2S03.09, "Payment in Lieu of Notice"~~
- ~~C. Personnel Policy No. C2S02.01 "Definitions and Employee Categories"~~
- ~~D. Personnel Policy No. C2S02.08, "Drug Free Workplace"~~
- D. Academic Affairs Policy No. C4S01.01, "Academic Freedom, Professional Responsibility and Tenure Document"

II. DEFINITIONS

- A. ~~Discipline: All employment related actions undertaken to correct or modify unacceptable job performance or behavior to acceptable standards.~~ **Administrative Employee: Officers of the administration whose primary responsibilities are management and general business operations including the President and other administrative employees as designated by the President.**
- B. **At-will Employment: Employment that can be terminated without cause.**
- C. **Concern: Employee performance or conduct that is considered below a supervisor's and/or institutional expectations.**
- D. **Corrective Action: Employment action taken by a supervisor with the goal of correcting unacceptable employee performance or conduct.**
- E. **Demotion: Decrease in job level resulting in a position of less responsibility and a reduced salary.**
- F. **Faculty: As defined in SLCC Policies and Procedures Employee Definitions and Categories policy Ref# C2S01.01.**

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ **CORRECTIVE ACTION**

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 2 of 10

- G. **Final Written Warning:** A letter issued to an employee by the employee's supervisor which addresses a Concern that is reoccurring or significantly disruptive in nature.
- ~~C-H. Personnel Services Office~~ **Human Resources (HR).** The office or individual in the College charged with the administration and record maintenance of personnel matters ~~or College President's designee.~~
- I. **Ineligible for Re-employment Designation:** Employment status designated by Human Resources for employees who have engaged in behavior that is egregious in nature.
- J. **Job Abandonment:** Termination of employment due to the failure of an employee to show for work for three consecutive work days/shifts and failing to appropriately notify his/her supervisor.
- K. **Level One Corrective Action:** Informal action that addresses minor employee concerns in an attempt to correct the behavior before it becomes more problematic. Informal actions include but are not limited to the following options: expectations memorandum, training, coaching, and verbal warnings.
- ~~E L. Sanctions. Disciplinary measures imposed upon staff members including, but not limited to an oral or written reprimand, warning letter, temporary reduction in pay (not to exceed 10% of the gross amount payable for any payroll period), probation, suspension with or without pay, or dismissal from employment.~~ **Level Two Corrective Action:** Action that addresses employee concerns that are reoccurring, disruptive and/or unacceptable. In some circumstances Level Two Corrective Action may be taken without prior warning depending on the nature and severity of the concerns. Level Two Corrective Action options include: Written Warning Letter and Final Written Warning Letter. In some circumstances a Final Written Warning Letter may be issued without first issuing a Written Warning Letter.
- M. **Level Three Corrective Action:** Action that addresses concerns that are severe and/or pervasive and that have had a significantly negative impact on the College. Concerns may be considered severe due to a lack of progress by the employee in meeting expectations despite previous attempts of Corrective Action or due to a higher level of impact/potential impact created by the employee concern. In some circumstances, Level Three Corrective Action may be taken without prior warning, depending on the nature and severity of the concerns. Level Three Corrective Action options include: Demotion, Reduction in Pay, Suspension without Pay, and Termination.

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ **CORRECTIVE ACTION**

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 3 of 10

- N. New Employee Probation:** Initial six month period in which a full-time staff member is considered at-will and under evaluation.
- B O. Notice:** Delivery to the individual of a written statement. If the individual cannot be personally located at the usual place of College employment during assigned working hours, a notice will be sent by regular mail to the employee's last known address. The letter is considered delivered three days after the date of mailing.
- P. Part-Time/Temporary Staff:** As defined in SLCC Policies and Procedures Employee Definitions and Categories policy Ref# C2S01.01.
- Q. Paid Administrative leave:** Paid time equal to an employee's regularly scheduled hours of work. Employees on paid administrative leave are subject to recall at any time and must remain available to return to work. Paid Administrative Leave is considered a non-punitive action with no loss of employment status.
- Ð R. Payment in Lieu of Notice.** A payment made to regular staff members who are placed on layoff status for reasons other than cause and without being given the required advance notice of termination as explained in paragraph 4.A. below. Payment in lieu of notice, where applicable, will be paid in addition to accrued salary, wages, and unused vacation time. Payment in lieu of notice will be granted based on the difference between actual date of notice and required date of notice as indicated in Paragraph 4.A.
- S. Reduction in Pay:** A decrease in salary or hourly wages (within FLSA regulations) which replaces the employee's current salary or hourly wage amount.
- F-T. Staff Member:** ~~An employee in a non-faculty position who receives compensation for work or services from funds controlled by the College, regardless of the source of the funds, the duties of the position, the amount of compensation paid, or the percent of time worked. There are two categories of staff members subject to this policy:~~ 1. ~~Regular Staff Member.~~ A staff member whose employment is defined by the College as being of a continuous nature, funded for a non-temporary period, who has successfully completed the probationary period. This includes classified, professional and administrative personnel, but excludes personnel of the President's Executive Council who serve at the discretion of the President. A regular staff member is one assigned to work 75% or more in a position expected to last more than six months. 2. ~~Part-time, Temporary or Probationary Staff Member.~~ A staff member assigned to work less than full-time, or in a position considered temporary or expected to be of short duration, as defined by the College; or a newly hired employee in a regular position but still in the probationary status. A part-time staff member is one assigned to work

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ **CORRECTIVE ACTION**

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 4 of 10

~~less than 75%. A temporary position is one not expected to be available after six months.~~ As defined in SLCC Policies and Procedures Employee Definitions and Categories policy Ref# C2S01.01.

- U. **Suspension without pay:** A temporary interruption of an employee's wages and work requirement.
- ~~G-V.~~ **Termination:** ~~Includes dismissal and end of employment~~ The end of an employee's employment at the College.
- W. **Written Warning:** A letter issued to an employee by the employee's supervisor which addresses unacceptable performance and/or conduct. HR will provide the template and will approve the supervisor's draft before delivery.

III. PROCEDURES

- A. Employee conduct which may result in **Corrective Action** ~~a warning interview or dismissal~~ includes but is not limited to the following:
 - ~~9~~ 1. ~~Disorderly conduct.~~ **Conduct that poses a serious threat or harm to people or College property.**
 - ~~7~~ 2. Conflict of interest as defined by College policy.
 - ~~5-3~~ 3. Conviction of a crime by a court of competent jurisdiction.
 - ~~2~~ 4. Excessive absence, **use of leave for purposes other than the intended purpose**, or unauthorized absence without leave.
 - ~~8~~ 5. Fraud or falsification **of College documents including but not limited to on the employment application/resume, background check information, employment eligibility documentation, and payroll records.**
 - ~~4~~ 6. Insubordination. ~~Failure to comply with a reasonable request.~~ **Defined as the deliberate disregard of specific and reasonable supervisory direction.**
 - ~~10~~ 7. Misuse of College property or funds.
 - ~~3~~ 8. Negligence including carelessness, loitering, or non-observance of safety or security practices or regulations.
 - ~~4-9~~ 9. ~~Incompetence— inability or unwillingness to meet minimum job standards.~~ **Performance concerns regarding productivity, efficiency, and quality of work.**
 - 10. **Theft including but not limited to theft of services or resources; theft or unauthorized possession or use of College property, theft of time (falsifying time records to receive pay for time not worked), or other similar conduct.**
 - 11. Unjustified interference with the work of others.
 - 12. Unsuitability to job requirements.

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ **CORRECTIVE ACTION**

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 5 of 10

- ~~6-13.~~ Use of alcohol or illegal drugs, or being under the influence thereof while working.
- 14. **Violation of College regulations, policies and procedures.**
- 15. Violation of other generally accepted standards of conduct, where such violation creates substantial inefficiency and/or an unacceptable work atmosphere at the College.
- ~~13~~16. Violation of ~~College~~ regulations relating to fair employment practices, including but not limited to, regulations prohibiting discrimination or harassment because of race, color, religion, sex, national origin, disability, or other legally impermissible behavior.
- ~~14~~17 ~~Assault—the threat or use of physical abuse.~~ **Violence or the threat of violence.**
- 18. **Behavior or conduct that is considered egregious in nature.**

~~*May result in immediate dismissal.~~

~~5. Sanctions Sanctions may include, but are not limited to oral or written reprimands, warning letter, temporary reduction in pay, probation, suspension with or without pay, or termination.~~

B. To determine the appropriate level of Corrective Action, the supervisor may consider the following:

- 1. **The severity of the concern.**
- 2. **The repeated nature of the concern.**
- 3. **Prior disciplinary/corrective actions.**
- 4. **Previous verbal warnings and performance discussions.**
- 5. **The employee's past work record.**
- 6. **The impact on College operations.**
- 7. **The potential of the violations for causing damage to persons or property.**
- 8. **Any other relevant information.**

B C. Corrective Action for Part-time, Temporary or Probationary Staff Member and Full-time staff within New-Employee Probationary Period

- 1. Part-time, temporary, or probationary staff members may be terminated from the College with or without "cause" for any lawful reason deemed adequate by the College, including but not limited to, unsatisfactory performance, **unsuitability to job requirements, or** unacceptable behavior, ~~or lack of motivation.~~
- 2. ~~Staff members in regular positions are considered as being on probationary status for six months. It is expected that such staff members will make every effort to become competent and qualified in their jobs during the probationary period. Termination or release from employment may be effected prior to the end of the~~

3.07

DISCIPLINARY SANCTIONS AND TERMINATION CORRECTIVE ACTION

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 6 of 10

~~probationary period.~~ **The Probationary Period for Full-Time Staff may be extended by 3 months with approval from Human Resources.**

CD. Corrective Action for Regular Staff Member Employees

1. ~~Termination During Probation Period.~~ **a. Newly hired employees are placed on a probation period of six months during which time they are expected to reach an acceptable level of performance. b. If the employee's performance is not acceptable the individual may be terminated without cause at any time during the probation period. Level One Corrective Action Procedure: Supervisors may take informal corrective action with or without HR assistance.**
2. ~~Termination After the Probation Period.~~ **After the probation period an employee may be terminated for failure to meet performance standards established during a warning interview or for failure to comply with established rules and regulations where the breach therein is considered serious enough to justify immediate termination. (See paragraph V.) Level Two Corrective Action Procedures:**
 - a. **Written Warning and Final Written Warning process:**
 - (1) The supervisor will contact Human Resources to discuss the concern(s) and request the template for the applicable letter.
 - (2) The letter must be approved by Human Resources before it is issued.
 - (3) The approved letter will be personally delivered to the employee by the supervisor and a witness when possible.
 - (4) The employee will be notified of the grievance procedure.
 - (5) The letter will be added to the employee's personnel file.
3. ~~The imposition of sanctions, including the dismissal of a regular staff member for cause, may result from any of the following job related reasons associated with the employee that demonstrate the inability or unwillingness of the employee to meet his or her responsibilities to the College.~~ **Level Three Corrective Action procedures:**
 - a. **Demotion, Reduction in Pay, and Suspension without Pay Process:**
 - (1) The supervisor will contact Human Resources to discuss the concerns and to request the template for the applicable letter.
 - (2) The draft must be approved by Human Resources before it is issued.
 - (3) The approved letter will be delivered to the employee.
 - (4) The employee will be notified of the grievance procedure.
 - (5) The letter will be added to the employee's personnel file.
 - b. **Termination (for Staff, Faculty termination procedures are found in the Academic Freedom, Professional Responsibility, and Tenure policy):**
 - (1) The supervisor will contact Human Resources to discuss the concerns and to request the Notice of Intent to Terminate template. The Notice

3.07

~~DISCIPLINARY SANCTIONS AND TERMINATION~~ **CORRECTIVE ACTION**

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 7 of 10

of Intent to Terminate draft must be approved by Human Resources before it is issued.

- (2) The approved Notice of Intent to Terminate will be delivered to the employee.
- (3) The employee will be notified that he/she will be placed on paid administrative leave and will have three working days to respond in writing to the Notice of Intent to Terminate.
- (4) If the employee submits a response to the Notice of Intent to Terminate, the supervisor will take the response into consideration before making the final determination.
- (5) Final determination decision:
 - (a) If the decision is to terminate employment:
 - (i) The supervisor will work with Human Resources on a Termination letter.
 - (ii) The employee will be notified of the decision and the approved Termination letter will be delivered to the employee with notification of the grievance procedure.
 - (iii) The Termination letter will be added to the employee's personnel file.
 - (b) If the decision is to continue employment, the employee shall be notified immediately of the decision. Other corrective actions may be taken in lieu of termination and will proceed as detailed in this policy.

~~4. Warning Interview Disciplinary Action. a. Warning interviews are to be conducted according to the procedure described in paragraph V.A., when performance of an employee becomes marginal or unsatisfactory.~~

E. Administrative At-Will Employees procedures.

1. With written approval from the President or designee, the supervisor may terminate administrative At-will employees from their positions with or without cause for any lawful reason deemed adequate by the College, including but not limited to, unsuitability to job requirements, unsatisfactory performance or unacceptable behavior. Prior notice or lesser Corrective Actions need not be given.
2. A faculty member serving in an administrative At-will position who is terminated from her/his administrative At-will position may also be terminated from her/his faculty position through the policies and procedures applicable to faculty.

3.07

DISCIPLINARY SANCTIONS AND TERMINATION CORRECTIVE ACTION

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 8 of 10

3. This part of the procedure does not apply to other employees in At-will positions (such as probationary employees) who may be terminated with or without cause.

F. **Job Abandonment (III.F.7)** ~~An employee who is absent from work for three consecutive working days without approval shall be considered to have abandoned his/her position and to have resigned from the College. An employee who has abandoned his/her position may be terminated immediately from College employment. The supervisor shall inform the employee of the action in writing through regular mail to the last known address. If the termination is grieved, a supervisor will not be required to prove intent to abandon the position.~~

1. An employee who fails to show for his/her shift for three consecutive shifts and fails to notify his/her supervisor will be terminated due to job abandonment.
2. Before termination, the supervisor will make at least one attempt to contact the employee by phone.
3. The Employee will be notified of the decision in writing.

G. **Ineligible for Re-employment Designation (IRD).** Human Resources may designate Employees who have engaged in behavior that is considered egregious as Ineligible for Re-employment. This decision to designate IRD will be made in order to protect the interests of the College and community.

1. Designation will apply for 5 years from the date of termination.
2. At five (5) years after termination, employees who have been designated as IRD may send a written request for removal of the IRD status to the Assistant Vice President of Human Resources. Upon receipt of the request, the Assistant Vice President of Human Resources will make a determination to sustain or repeal IRD status.

H. **Written Warning Letter, Letter of Probation, and Final Written Warning Letter Request for Removal Process.** After three (3) years of satisfactory performance, the recipient of a Written Warning Letter or five (5) years of satisfactory performance for a Final Written Warning, an employee may make a formal written request to the AVP of Human Resources to have the letter removed from his/her personnel file. The AVP of HR will normally consult with supervisors before making his/her determination. The determination by the AVP of Human Resources is final and is not eligible for the employee grievance procedure. If a letter is removed from the personnel file through this process, a record may be retained by Human Resources for document retention requirements.

3.07

DISCIPLINARY SANCTIONS AND TERMINATION CORRECTIVE ACTION

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 9 of 10

- I. Where in this Policy and Procedure it is directed that Human Resources shall discuss or provide templates, documents, approvals, etc., if a corrective action is being considered against an employee in Human Resources or there is another potential conflict, General Counsel or the Assistant Attorney General (AAG) for the College shall be consulted. If General Counsel or the AAG determines there may be a conflict, they shall act as an intermediary in communication with Human Resources, taking care to consult with an employee of the Human Resources Department who is independent of the considered action. Working with the General Counsel or the AAG may provide the required templates, documents, approvals, etc., and facilitate discussion. Any HR employee consulted shall keep the matter confidential from the other persons in Human Resources.

V. PROCEDURE

A. Warning Interview Except When Dismissal Is Immediate

Disciplinary action is to be conducted in the following manner: 1. A warning interview will be held when the performance of an employee becomes marginal or unsatisfactory. It will also be held where there is failure to comply with policies and rules of employment. 2. A warning letter to the employee should be prepared by the supervisor prior to the warning interview. This letter should be reviewed with the Personnel Services Office before the interview. 3. The warning letter to be presented at the interview may include any of the following if appropriate and applicable to the situation and level of discipline:

Details of performance standards. b. Details of marginal or unsatisfactory performance and/or unacceptable behavior. c. A definite time limit of rehabilitation with a statement of action to be taken at the end of the probation period. d. The consequence if the probation is unsatisfactory. e. Suggestions as to how the employee can make the required changes and receive help from the supervisor. f. Advice that the College Employee Grievance Procedure may be used any time up to 30 days after termination. g. A warning letter is to be signed by the employee signifying review and receipt. Copies will be made available to the employee, the supervisor and a copy sent to the employee's personnel file in the Personnel Services Office. 4. The warning interview is to be conducted by the immediate supervisor with the employee concerned. 5. The supervisor is expected to send a summary letter to the employee outlining the conclusions of the warning interview with a copy to the individual's personnel file.

B. Termination Process 1. Regular staff members should be informed of termination by the immediate supervisor and given two weeks notice for classified personnel and one month for professional and administrative personnel. However, employee conduct which results in immediate dismissal including any lawful reason, does not require advance notice. 2. Regular staff members

3.07

DISCIPLINARY SANCTIONS AND TERMINATION CORRECTIVE ACTION

CHAPTER #2

Executive Cabinet Approval of Procedures: 11/09/2015

PROCEDURES FOR POLICY 3.07

Page 10 of 10

~~terminated due to reductions in force are entitled to payment in lieu of notice pursuant to Personnel Policy No. 3.16, "Payment in Lieu of Notice". 3. The supervisor, upon the request of the employee who has been involuntarily terminated, will provide a written statement summarizing the problems encountered, any attempts to correct them, and the course assigned for their correction. Where termination was immediate there may be no attempt to help the employee correct the problem. 4. The supervisor will prepare a Payroll/Personnel Action form terminating the employee and hand carry it to the Personnel Services Office immediately. This is required to make the paycheck available within 24 hours. 5. An exit interview will be conducted upon request of the employee or College supervisor. It could be conducted by either the department or the Personnel Services Office and information shared as appropriate. 6. The employee will follow the appropriate employee checkout procedure. Supervisors are to assist the terminating employee in completing the checkout.~~

Government Relations

The Government Relations team welcomed several state legislators to the Westpointe Campus for the annual Legislative Summit in early December. We provided a detailed explanation of the need for the new building and received positive feedback from those in attendance, including Regents, Trustees and Commissioner Buhler. VP Tim Sheehan has continued to meet with leadership from the House and Senate to reinforce the Regents ranking of the project and the economic benefits to the state.

Governor Herbert recently visited both the Redwood Campus and the South City Campus to meet with students and to announce his budget priorities for the coming year. We were pleased that he included the construction of the Westpointe building in his Higher Education priority list. We hope this provides the needed momentum heading into the legislative session for the funding.

This coming legislative session will provide an opportunity for SLCC student Andrea Valverde to intern with a legislator. Andrea worked for many years in a professional health care office before returning to SLCC to work on her degree. She is enthusiastic and we are excited for her to experience the legislative session.

Community Relations

The Refugee Education and Training Center at SLCC's Meadowbrook Campus

On November 11, Salt Lake Community College held an open house and hosted Utah Governor Gary Herbert and First Lady Jeanette Herbert on the Meadowbrook Campus, which is home to the Utah Refugee Education and Training Center. The highlight of the open house was a community discussion between refugee leaders, service providers, the Governor, President Huftalin, DWS head Jon Pierpont, and USU Provost Noelle Cockett. The open house also included a job fair, a job panel, and areas where attendees could receive information about SLCC, USU, DWS, and other partners. The event was well attended and marked the start of a series of events at Meadowbrook sponsored by Center partners, including a volunteer fair and a donation drive.

City of South Salt Lake West Valley, Glendale

In 2015, Salt Lake Community College moved toward a place-based community relations strategy. The College identified three geographical areas where we would like to deepen our partnership with the community and increase experiential learning opportunities for our students – the City of South Salt Lake, West Valley, and Glendale. To that end, SLCC joined the South Salt Lake Promise Neighborhood community-wide councils on education pathways and job training. We are exploring the possibility of expanding the PACE scholarship program to high schools serving the City of South Salt Lake and West Valley, and we are working with our higher education partners in the City of South Salt Lake to explore new opportunities for South Salt Lake residents attending SLCC. In Glendale, we are working closely with the Glendale/Mountain View Community Center to increase adult education pathways.

Community Engagement Awards

The Community Engagement Award Committee funded one initiative in November. The committee approved a \$5,400 award to support Reel Abilities, a project supported by the Community Writing Center and the Disability Resource Center in conjunction with local partner the City Library and national partner the Reel Abilities Film Festival. The project will create a community conversation about disability through film screenings, digital story telling workshops, and panel discussions on disability.

Tab L

BOARD OF TRUSTEES REPORT
Reporting: Vice President for Institutional Advancement

For January 2016

DEVELOPMENT OFFICE REPORT

- **Gifts** received November 1 through November 30, 2015: **\$307,163**
Total gifts to date for Fiscal Year 2016: **\$860,366**
- **Sponsorships** received November 1 through November 30, 2015: **\$472**
Total sponsorships to date for Fiscal Year 2016: **\$539,853**
- Value of **Gifts-In-Kind** received November 1 through November 30, 2015: **\$14,100**
Total value of gifts-in-kind to date for Fiscal Year 2016: **\$24,866**

INSTITUTIONAL MARKETING & COMMUNICATIONS

- **Institutional Marketing and Communications:**
 - Tested links for the new SLCC website.
 - Completed the table of contents and edited the content for the fall issue of SLCC Magazine.
 - The Contact Center answered 9,138 phone calls.
- **Public Relations:**
 - Salt Lake Community College appeared in 801 articles in the local, state and national media in November 2015 with an estimated media value of \$805,010.
 - Featured stories: Artistic gifts on display at South City Campus; The Utah refugee education and training center is located at Salt Lake Community College Meadowbrook Campus; 7 herbs to make a Thanksgiving meal sing; Macy's candy windows in downtown Salt Lake City pay homage to the Peanuts gang; SLCC Fashion Students Dress Up Female Veterans; Michelle Obama praises SLC after-school program; View the 2014 Summer Best of the Best Results, US Veterans Magazine

MEDIA OPERATIONS

- Media Operations completed several videos:
 - Bruin Voices featuring English Professor Lisa Bickmore
 - Student Affairs Inclusivity
 - Holiday Celebration
 - Student Life and Leadership
- SLCC TV Cable Channel 17 Broadcasts:
 - Information and announcement videos for Taylorsville and West Jordan cities.
 - Short videos on county employees in partnership with Salt Lake County and the Center for Arts Media academic programs.

EVENTS

- November 2 - President's Art Show
- November 10 - Tanner Forum for Social Ethics, Naomi Klein
- Art Gallery Shows: INK, Kerry Gonzalez; 2015 Faculty Show, SLCC Visual Art Design Dept.

SLCC Values

Preface

We don't just state our values; we live them through dedicated, collective effort. Our values 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.

Collaboration

We believe we're better when we work together.

Community

We partner with our community in the transformative, public good of educating students.

Inclusivity

We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.

Learning

We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.

Innovation

We value fresh thinking and encourage the energy of new ideas and initiatives.

Integrity

We do the right things for the right reasons.

Trust

We build trust by working together in good faith and goodwill to fulfill the college's mission.

Faculty Leadership Report December 2015

Calls for Teaching Excellence Award nominations have gone out to all subscribers at the college. This academic year Senate moved the award process fully to spring semester to allow students, staff, administrators, and faculty adequate time to create letters of nomination. This year the requirements for who can be nominated have been revised to include the following: the nominee must have completed five years of service; those nominating a candidate must submit a one- to two-page narrative of why this faculty member should be considered for the award; all evidence must be provided via an ePortfolio; and former recipients no longer qualify.

The Faculty Senate Bylaws revision was unanimously supported by Senators this past month. The overarching goal is to clarify standing committee duties and membership with an eye on ensuring all applicable stakeholders serve where they will be the most effective.

Respectfully Submitted,

Lois Oestreich, Faculty Senate President

Louise Bown, Faculty Association President

Board of Trustee Notes – Staff Association Board

12/21/2015

The Salt Lake Community College Staff Association met on December 3, 2015. Jackie Jolly, Denise Clausen, Shirley Brock, Kevin Springer, Linnie Spor, Michael Blain, and Gus Calder were excused

Discussion items:

Constitution and Bylaws –were discussed in September and October meetings – suggested changes will be made and the final draft will be presented for ratification (clarification from President Huftalin was sought in December so the final draft will be presented in January)

Merrill VanLeuven was invited to discuss the Talent Management process and what professional development will look like going forward

Christy – UPEA – was invited to discuss this program

Several other programs were discussed that Staff association will participate in – Advocats, Mental Health Awareness campaign, UHESA (Return, Learn & Earn)

Staff Association will go caroling on December 17 to West Valley, Westpointe, Airport, Library Square and Meadowbrook campuses

Campus activities are being planned by the delegates and delegate elects from each site

Our next meeting will be January 28, 2016 at the State Capital, Aspen room

The Salt Lake Community College Student Association has had a great Fall semester working hard to get ready for the next semester to serve our fellow Bruins with capacity, wisdom and energy. This 2015-2016 year is going to be the best with the fantastic student leaders that we have with us.

Student Life & Leadership

- The Holiday Extravaganza, hosted by the Central Region, took place on December 5 in the Student Center from 9:00 a.m. to 11:00 a.m. This popular free family event allows faculty, staff, students, and community members to come to SLCC and learn about various cultures and how they celebrate during the month of December. Saturdays Waffles food truck was on campus for families to purchase food, at the low subsidized cost of \$2.00/plate.
- The Student Association Boards held an end of the semester celebration on December 11 at the West Valley Center.
- The South Region hosted SLCC night at the movies by pre-screening “Star Wars: The Force Awakens” at The District Megaplex. Tickets were available beginning November 30 and sold out quickly at the Jordan campus.
- The North Region Board handed out finals survival kits to the students of the North region during finals week. The survival kits included various school supplies such as tissues, gum, Post-It notes and pens to help students with studying for finals.

Leadership Development

- Coordinators Joan Christiansen and Brandi Mair, along with Student Association President Carlos Moreno, North Region Vice President Anna Hancock, Clubs and Organizations Vice President Ana Brown, and Publicity and Advertising Vice President Gabe Moreno traveled to Orlando, Florida to attend the LEAD 365 Conference on November 3–7. The student leaders were able to attend various workshops to help them enhance their leadership style and find other ways to serve the SLCC community. Student leaders are developing 50 minute break out sessions based on what they learned for the Winter Leadership Conference.
- Director Curtis Larsen, along with Student Association Executive Vice President Blake Sio, Central Region Vice President Chandra Carlson, South Region Vice President Bergen Haynes and Fine Arts and Lectures Vice President Eliza Filippi traveled to Washington, DC to attend The National Conference on Student Leadership (NCSL) from November 18–22. Student leaders attended workshops pertaining to their various responsibilities and are also pairing up to deliver the best content to student leaders at the Winter Leadership Conference taking place February 4.

Executive Council Mission Statement

The SLCC Student Association Executive Council is an organization composed of student leaders who are driven to inspire, assist, guide, serve, represent and include students of diverse cultures, abilities and ages by:

- Addressing student issues and needs
- Providing access and opportunities to enrich the College experience
- Being believable and trustworthy
- Building communication bridges
- Collaborating with faculty and staff
- Working with the community

**BOARD OF TRUSTEES REPORT
SLCC STUDENT ASSOCIATION
January 2016**

Student Government

- The Student Association has been busy considering how best to restructure SLCCSA. Executive Vice President Blake Sio chaired a committee with representation from the Executive Council and the Student Senate to amend the Constitution so the Student Association can be even more effective and efficient. Their proposed changes will go before a joint session in late January/early February, and if approved, will go to a vote before the student body during spring semester elections for a final decision.
- The Student Association Executive Council members, along with feedback from many students-at-large, strongly disagree about the new Student Affairs “Guidelines for Seasonal Decorations,” because this policy was made without the student voice. When asking the students of the college, the vast majority of those asked felt these guidelines were exclusive rather than inclusive. This concern has become more and more intense for many at SLCC. The student leaders feel that there are more important problems to focus on rather than re-writing a policy concerning what decorations may or may not be displayed.

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