

August 10, 2016

Taylorsville 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, Pat Richards, Arturo Salazar, Annie Schwemmer, Jim Wall; President Deneece Huftalin, Secretary Kristy Kuhn

Excused:

Guests: Executive Cabinet members: Barbara Grover, Dennis Klaus, Roderic Land, Chuck Lepper, Alison McFarlane; SLCC representatives: Bob Askerlund, Louise Bown, Adam Dastrup, Julia Ellis, Darren Marshall, Nancy Michalko, Michael Navarre

	Agenda	Discussion Summary and Action
I.	Board Business	The Board Meeting convened at 8:05.
	A. Welcome New Trustee, Arturo Salazar, Bio, Oath of Office	Chair Miller welcomed and introduced Arturo Salazar, new student body president Trustee, and read his biography. Chair Miller administered the oath of office. Chair Miller acknowledged President Huftalin's recent formal evaluation. She received a formal evaluation summary letter from the Board of Regents and read a paragraph from the letter that was very complimentary about the President. Chair Miller commended President Huftalin on all she does to make the College so successful.
	B. Approval of Meeting Schedule and Locations	Chair Miller brought the schedule of upcoming meetings (Tab A) to the attention of the Trustees. She asked them to be aware that the January meeting is on 3 rd Wednesday, rather than the 2 nd Wednesday of the month. She also gave a reminder of the September Retreat at the Grand America, for Trustees only. Trustee Schwemmer asked about time of meeting. The proposal is to start with breakfast at 8:00, but the agenda is still in progress. Right now, Trustees can tentatively hold time on their calendars from 8-2:00. The final agenda will be sent out soon. Chair Miller announced that they are still welcoming suggestions for topics and she reviewed the draft agenda for retreat.
	C. Trustee Audit Committee Report, Pat Richards	Trustee Richards: They had a robust audit committee meeting. They spent time with Doug Hansen going over through the bad debts write off recommendations, financial ratios, and a risk assessment of the Controller's Office. Randy Cutliff gave an update on the internal audit report activities and the Whistleblower Committee.
	1. Action: Bad Debts Write Off Report	Trustee Richards recommended that the Board approve a write off of bad debt related to student fee collection. At many other institutions, if students don't pay their tuition, they are dropped from their classes. At SLCC, the student is allowed to complete their classes that semester. They are not allowed to re-register

		<p>until the tuition is paid. This helps students complete their education, especially those who are struggling financially.</p> <p>The College will continue to try and collect those funds. As funds are collected, the College makes adjustments to the write-offs.</p> <p>The Audit Committee recommends that the Board approve the Bad Debts Write off report.</p> <p>Trustee Lang asked about the total amount of the write-offs. For Spring and Fall Semester of fiscal year 2014, each is a little over a million dollars. For Summer Semester it's about \$300,000. These amounts are consistent with the past practices.</p> <p>Trustee Lang asked if the practices at other community colleges is similar. Our policy is somewhat different than other colleges in the state. There are some colleges who are looking at changing their policy.</p> <p>President Huftalin indicated that we have a list of peer institutions (large, multi-campus institutions) that we benchmark a lot of things against; perhaps this is the best list for the Board to use when determining if it has another recommendation.</p> <p>Trustee Farrington asked how many students this represents per semester. Trustee Richards was unsure, but will follow-up to find the answer.</p> <p>Trustee W. Tim Miller commended the policy of the College to allow students to remain in class.</p> <p>Trustee W. Tim Miller noted that in 2015, in Fall and Spring semesters, the amount increased over past years. He asked if that can be attributed to anything. Trustee Richards indicated that it's primarily a timing issue; the 2.5-3% is relatively stable. The numbers for this year are early numbers and, even though they write them off, they don't stop with collection efforts. They gradually collect money from prior years using an ethical approach (payment plans, etc.). As they collect money, the percentages will be adjusted and will likely drop.</p> <p>Vice President Klaus indicated that the amounts come off the balance sheet, but they do not come off the books. If a student comes back several years later to take classes, they will be asked to pay their tuition that's in arrears.</p> <p>Trustee Wall moved, seconded by Trustee W. Tim Miller, to approve the Bad Debts Write-Off Report. A vote was taken and the motion carried unanimously</p>
II.	Consent Calendar	Chair Miller recommended that the Board approve the items on consent calendar.

		Trustee Farrington moved, seconded by Trustee Richards, to approve the 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: September Retreat</p> <p>2. Information: ACCT Leadership Congress, October 5-8, New Orleans</p> <p>3. Information: Lobbying Efforts</p>	<p>President Huftalin announced that Chair Miller has been named the Pacific Region award winner for ACCT – which is a community college trustee organization – for outstanding trustee leadership. They choose five regional winners nationally. It will be given to her in at the ACCT Leadership Congress in October. She will be recognized with her four colleagues from across the nation because of her trustee leadership.</p> <p>Clint Ensign's father, Dale Ensign, was one of the founding fathers of ACCT. He is a revered figure in that organization. The Trustee leadership award is named after him. Gail is one of the five regional awards, and if she wins the overall award, she will win the Dale Ensign Trustee Leadership Award.</p> <p>President Huftalin will be participating on a panel at ACCT. Chair Miller will be there to accept the award. President extended an invitation to the Trustee Executive Committee to attend the conference. She also asked trustees that haven't attended a conference to let her know if they are interested in attending.</p> <p>Chair Miller has been also been awarded the YWCA Outstanding Achievement Award in business. The YWCA Leader Luncheon will take place on Friday, September 23 at the Grand America. She will be showcased with 4 other women from across the state. We will buy a table for the trustees to help honor her that day. Please RSVP to Kristy if you want to attend.</p> <p>Trustee Farrington congratulated Chair Miller and said she was impressed when she read in the paper that Chair Miller is in top 5 in professional sports in the State of Utah.</p> <p>ACCT Leadership Congress October 5-8 New Orleans.</p> <p>We are hosting the 4th district congressional debate at our Miller Campus on October 10 at 6 pm. The debate is between Mia Love and Doug Owens. Trustees: please let Kristy know if you would like to attend and we will get tickets to you.</p> <p>Kristy will send a follow-up email this afternoon. Please RSVP for both the YWCA Leader Luncheon and the debate by August 17.</p> <p>The retreat agenda was built off of comments from trustees. If something else has come up, please let us know.</p> <p>Some of you may remember that a little over a year ago we created a contract with international lobbying firm, Squire, Patton and Boggs. Congressman Jim Matheson was working with them at that time and they were the successful bidders to our RFP process. They have done a lot of work for us over the last year. Congressman Matheson left and so did several of his staff.</p>

		<p>We have exercised our right to get out of that contract. We have a new RFP out there. Those RFP's are being reviewed right now. Vice President Sheehan and Pres Huftalin will interview companies that emerge as top bidders.</p>
	<p>B. Instruction Report, Provost Clifton Sanders</p>	<p>In the agenda</p>
	<p>C. Student Affairs Report, VP Chuck Lepper</p> <p>1. Information: Annual Alcohol Guidelines Summary Report</p>	<p>Vice President Lepper reviewed the summary alcohol report for alcohol guidelines from the agenda (TAB I)</p> <p>When we rent facilities and have third parties who request alcohol, we contract with a vendor to provide it. Over the past year, we had four requests; three at the Miller Campus and one at the South City Campus. We get a percentage of the revenue as part of our contract with vendor. The requests are minimal and they are non-College, non-student events.</p> <p>Trustee Wall asked if the insurance is part of a general insurance policy that the College has. The third party that provides the alcohol bears the insurance and is required to show proof.</p>
	<p>D. Business Services Report, VP Dennis Klaus</p> <p>1. Action: FY 2017 SLCC Operating Budget Report – Darren Marshall</p>	<p>Assistant VP for Finance, Darren Marshall, reviewed the 2017 operating budget from the agenda (TAB J).</p> <p>The overall budget is \$235 million. The core operating budget is \$155 million. About 81-82% of the operating budget goes to salaries and benefits.</p> <p>Current expense goes toward operating the departments and the divisions within the institution. There is a small amount in the budget for fuel, power and equipment.</p> <p>Even though tuition and fees come from the students, they are appropriated by the State Legislature. We have worked hard to keep things balanced; the higher the tax funds, the less burden on our students.</p> <p>The State Legislature approved a 2% salary increase last year, but they only fund it at 75%. The other 25% has to be covered by tuition increases. Last year, the State Board of Regents appropriated a 3.5% tuition increase system-wide; so tuition for every institution in the state went up at least 3.5%. A portion of that increase will cover the remaining 25% salary increase.</p>

We also received some ongoing tax revenue of \$535,000 in market demand monies. We are using some of this money to implement a respiratory therapy program and investing in some of it in our workforce service programs. Ongoing revenue allows us to make program changes, hire employees, etc.

The Legislature also appropriated one-time dollars for performance. SLCC received \$565,000.

The revenue generated from interest on investments came to roughly \$1 million.

Auxiliary services are our revenue generating activities. The revenue generated by food services and the bookstore are dependent on enrollments, which explains the change in overall budget for these two auxiliary services.

The College is required to do surplus property sales. It's not a money-making endeavor, but the College is required to do it.

Trustee Richards asked what is planned for an operating margin since the report shows revenues matching planned expenditures. Darren explained that the number is the budgeted margin, but the College does not spend to that margin. The College is not a spending institution, so we don't overspend; this is monitored very closely.

The Commissioner's Office has asked USHE institutions to try and stay between a margin of 4 and 7 percent; this is written in policy.

Trustee W. Tim Miller asked about the 2016 operating budget and about the budget for scholarships.

The budget grew by about 3%; most of this is for compensation and tuition and fees. The scholarship and waivers are budgeted, but it's a separate report that is reviewed by the Foundation Board.

Trustee Wall asked where books fall in the budget.

Books fall under "Sales and Service." SLCC is using a lot more open education resources which will reduce revenue from textbooks. Last year, sales were down by \$300 – 400 thousand dollars. Students are purchasing online books and using more open resources.

SLCC is in process of writing an RFP to have 3rd party vendor do the food services. We may also be doing the same for bookstore. We are using more open resources so students don't have to buy so many textbooks; our innovation is putting another part of our college out of business.

	<p>G. Institutional Effectiveness Report, VP Barbara Grover</p> <p>1. Information: Strategic Planning Document</p>	<p>Vice President Barbara Grover reviewed the handout on the strategic planning document.</p> <p>This puts together our plan, our goals, our strategies; what we will focusing on between 2016 and 2023. The year 2023 was chosen because that is the 75th anniversary of the College.</p> <p>What you don't see in this document is the implementation information. This document will be placed online as well and we will be adding implementation information. The implementation page will require a login; it's for internal College audiences to access the data, research, reports, etc. that will be the underpinning of reaching our goals.</p> <p>President Huftalin: If you have audiences that would benefit from this document, we are happy to give you more. Please let Kristy know. This is part of our external profile-building and it tells a nice story about our goals.</p> <p>Chair Miller complimented the document.</p> <p>We will have external and internal logins that will allow for access to different things. Trustees should be able to see the internal data via Office 365 and SharePoint.</p> <p>Chair Miller asked if it will be reviewed before seven years. Yes, it will be reviewed annually in the spring at SLCC 360°. Also, embedded within this plan we have created collaborative work teams.</p>
	H. Campus-based & Constituents Reports	In the agenda
IV.	Information Sharing and Input	<p>Trustee Farrington thanked Dr. Lepper and all of his staff. Holy Cross Ministries brought about twenty 4th and 5th graders who are all low income. Those students were able to spend day at SLCC, on a college campus, to see their future. It's life-changing for them.</p> <p>The Board Retreat will take place on September 14, 2016 at the Grand America Hotel. The next Board meeting is at the SLCC Redwood Campus on October 12, 2016.</p>
V.	Adjournment	The meeting adjourned at 9:02 a.m.