



Board of Trustees
June 14, 2017
8:00 a.m.
Taylorville Redwood Campus
AAB Board Room 428

Meeting to be conducted by Gail Miller, Chair

No Executive Session is anticipated in connection with this meeting.

TAB

I. BOARD BUSINESS: Gail Miller, Chair

- A. Welcome New Trustee, Aynoa Rincon, Bio, Oath of Office
- B. Recognition of Annie Schwemmer
- C. Nominating Committee Report, Board Elections
- D. Trustee Meeting Schedule 2017-2018

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 March-April 2017**
- B. **Minutes of Previous Meeting, April 12, 2017**
- 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 July 31, 2017 to consider matters permitted by the Utah Open and Public Meetings Act.
- D. **Personnel Report for April-May 2017**
- E. **Government Funding Report—Major Grants Requested/Received**

B

C

D

E

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

- 1. Welcome new Board Secretary, Sandra Lehman
- 2. Staff Association Executive Board: Recognition of Outgoing President, Julia Ellis and Welcome to new President, David Brower
- 3. Faculty Association: Recognition of Outgoing President, Louise Bown and Welcome to new President Craig Ferrin

IV. Instruction Report, Provost Clifton Sanders

F

V. Student Affairs Report – VP Chuck Lepper

G

- 1. Information: Annual Alcohol Guidelines Summary Report

VI. Business Services Report –VP Dennis Klaus

- 1. Action: Chapter 2 Section 2.02 Personnel Hiring Policy, Second Reading
- 2. Information: IT Annual Report, Bill Zoumadakis

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VII. Government and Community Relations Report – VP Tim Sheehan

J

VIII. Institutional Advancement Report – VP Alison McFarlane

K

- 1. CCS Campaign Update – Ted Blackburn
- 2. Information: Chapter 1 Section 2.02 Gift Receipt & Acceptance Policy, First Reading

L

Campus-based & Constituents Reports:

1. Faculty Report – Adam Dastrup
2. Staff Association Report – Julia Ellis/David Brower
3. Student Life and Leadership Report – Aynoa Rincon

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O

IV. INFORMATION SHARING AND INPUT:

A. Trustee Recognition, President Huftalin & Special Guests

V. ADJOURNMENT:

Next Board Meeting: July 31, 2017 - Taylorsville Redwood Campus AAB Board Room
[This meeting was changed from August 2, 2017]

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.



**Board of Trustees
2017-18 Meeting Schedule**

Board meetings will begin at 8:00 a.m. and be held at the Taylorsville Redwood Campus (AAB 428) unless specified otherwise. Meetings are generally held the second Wednesday of each month.

July 31, 2017 *

September 13, 2017
(Retreat – Trustees only)

October 11, 2017

November 8, 2017

December 13, 2017
(Evening holiday dinner and social in lieu of regular meeting)

January 10, 2018

February 14, 2018

March 14, 2018

April 11, 2018

May 1, 2018 – 6:00 p.m.
Evening of Honor Dinner

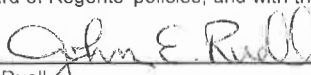
May 4, 2018
Commencement

June 13, 2018

* Note: this meeting is on the last MONDAY of July and is a departure from the general schedule.

* Note: this meeting is on the last MONDAY of July and is a departure from the general schedule.

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 03-31-17

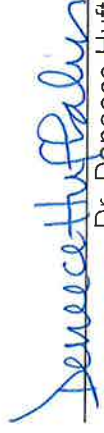
<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Alibaba					
Medium Term Note Floater	1.85%	12/09/15	11/28/17	1,996,820.00	1,998,420.00
Medium Term Note Floater	1.59%	10/12/16	11/28/17	400,114.26	399,684.00
Banco Santander Chile					
Medium Term Note Floater	1.97%	04/25/16	04/11/17	1,639,972.22	1,640,280.44
Bank of America					
Medium Term Note Floater	2.02%	01/21/16	01/15/19	2,005,096.62	2,024,240.00
Medium Term Note Floater	2.13%	02/25/16	01/15/19	1,997,881.15	2,024,240.00
Bayer					
Medium Term Note	1.38%	09/14/16	10/06/17	1,000,600.00	999,171.00
Brookfield Assets					
Medium Term Note	1.74%	04/11/16	04/25/17	2,006,657.88	2,004,576.00
Citigroup Inc					
Medium Term Note Floater	2.12%	02/26/16	05/15/18	2,014,202.96	2,030,072.00
Commonwealth Bank					
Medium Term Note Floater	1.94%	06/23/16	05/24/19	1,102,484.14	1,108,046.50
Daimler Finance					
Medium Term Note	1.33%	11/14/16	01/11/18	828,498.90	825,760.65
Medium Term Note Floater	1.54%	11/08/16	10/30/19	1,002,945.00	1,004,884.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	2,003,108.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	2,001,684.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,993,880.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,955,740.00
US Agency	1.88%	11/23/15	11/23/20	2,000,000.00	1,993,384.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,952,104.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,936,294.00
US Agency	2.44%	12/27/16	12/27/21	2,000,000.00	2,000,078.00
US Agency	2.26%	02/01/17	02/01/22	2,000,000.00	1,993,914.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	2,000,000.00	1,998,614.00
US Agency	1.88%	01/10/17	06/30/20	2,000,000.00	2,000,612.00
US Agency	2.00%	02/16/17	02/16/21	2,000,000.00	1,999,194.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,946,846.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,952,204.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,984,188.00

<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.					
US Agency	1.50%	08/25/16	08/25/20	2,000,000.00	1,945,480.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,952,770.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,984,522.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,943,492.00
US Agency	2.05%	01/27/17	01/27/21	2,000,000.00	1,993,500.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,934,332.00
US Agency	2.00%	12/13/16	12/13/21	2,000,000.00	1,974,956.00
US Agency	2.25%	12/30/16	12/31/21	2,000,000.00	1,989,992.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	1,996,146.00
US Agency	1.85%	02/21/17	08/21/20	2,000,000.00	1,999,362.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,973,882.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	1,996,652.00
US Agency	2.05%	02/17/17	05/17/21	1,000,000.00	999,397.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,907,198.00
Goldman Sachs GP Inc					
Medium Term Note Floater	2.06%	01/26/16	02/19/18	1,999,965.64	1,996,334.00
Medium Term Note Floater	1.92%	05/20/16	11/15/18	1,003,555.44	1,010,590.00
HSBC Finance Corporation					
Medium Term Note Floater	1.90%	05/27/16	08/07/18	1,188,923.50	1,194,219.74
Medium Term Note Floater	2.03%	05/23/16	09/24/18	2,000,373.96	2,011,544.00
Hutch Whampoa					
Medium Term Note	1.27%	10/03/16	11/18/17	2,008,529.24	2,001,576.00
Intermountain Power Agency					
Muni	1.10%	06/26/14	07/01/17	1,200,540.00	1,200,912.00
JP Morgan Chase & Company					
Medium Term Note Floater	2.17%	02/29/16	11/16/18	1,027,220.20	1,026,730.20
Lloyds Bank					
Medium Term Note Floater	1.86%	06/17/16	05/14/18	1,249,735.06	1,253,861.25
MetLife					
Medium Term Note	1.35%	10/06/16	12/15/17	1,304,953.44	1,304,908.80
Medium Term Note	1.33%	10/06/16	12/15/17	1,204,748.28	1,204,531.20
Morgan Stanley					
Medium Term Note	1.54%	02/17/16	04/27/17	2,006,521.37	2,005,326.00
Medium Term Note Floater	1.86%	06/17/16	01/24/19	2,002,053.26	2,015,564.00
Medium Term Note Floater	2.11%	02/18/16	02/01/19	1,005,354.37	1,016,291.00
Salt Lake City					
Muni	1.10%	07/17/14	10/01/17	1,000,977.05	1,000,100.00
Santander UK PLC					
Medium Term Note Floater	2.30%	04/14/16	03/14/19	1,005,908.61	1,016,992.00
Medium Term Note Floater	2.23%	04/15/16	03/14/19	2,417,433.24	2,440,780.80
Standard Chartered					
Medium Term Note Floater	1.87%	05/19/16	09/08/17	1,996,187.10	1,998,412.00
Statoil ASA					
Medium Term Note Floater	2.12%	02/25/16	05/15/18	1,982,383.83	2,003,220.00
TOTAL Capital					
Medium Term Note Floater	2.12%	02/25/16	08/10/18	2,616,682.18	2,647,326.53
Virginia Electric & Power					
Medium Term Note	1.27%	10/04/16	09/15/17	2,042,048.68	2,039,080.00
Medium Term Note	1.50%	02/13/17	04/30/18	1,196,554.30	1,194,664.85

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2017

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2016	123,657,252.57	27,479,327.03	30,056,361.90	121,080,217.70	121,059,282.70	158,278.23	1.53%
August 2016	121,080,217.70	65,802,630.43	57,983,923.05	128,898,925.08	121,231,982.19	143,701.50	1.38%
September 2016	128,898,925.08	23,069,509.67	26,935,621.65	125,032,813.10	130,236,880.69	149,497.75	1.38%
October 2016	125,032,813.10	33,546,341.69	36,952,305.60	121,626,849.19	124,347,025.53	190,327.67	1.78%
November 2016	121,626,849.19	21,964,148.75	22,532,635.19	121,058,362.75	122,647,612.92	165,002.88	1.61%
December 2016	121,058,362.75	27,774,618.81	28,249,054.79	120,583,926.77	117,658,426.06	160,159.73	1.58%
January 2017	120,583,926.77	52,839,635.85	40,988,759.10	132,434,803.52	123,914,832.90	180,373.66	1.69%
February 2017	132,434,803.52	43,170,908.12	42,885,979.55	132,719,732.09	143,697,245.41	196,637.99	1.76%
March 2017	132,719,732.09	18,141,914.52	19,237,945.31	131,623,701.30	131,785,371.75	188,272.63	1.66%
April 2017							
May 2017							
June 2017							
Totals		313,789,034.87	305,822,586.14		126,286,517.79	1,532,252.04	1.60%


* Based on average of months shown



Dr. Denece Huffalin, 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.


 Debra L. Glenn
 Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
 MONEY MANAGEMENT INVESTMENTS
 INVESTMENT PORTFOLIO AT 04-30-17

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Alibaba					
Medium Term Note Floater	1.85%	12/09/15	11/28/17	1,997,217.50	1,998,600.00
Medium Term Note Floater	1.59%	10/12/16	11/28/17	400,099.97	399,720.00
Bank of America					
Medium Term Note Floater	2.16%	01/21/16	01/15/19	2,004,864.95	2,022,044.00
Medium Term Note Floater	2.27%	02/25/16	01/15/19	1,997,979.70	2,022,044.00
Bayer					
Medium Term Note	1.38%	09/14/16	10/06/17	1,000,500.00	999,026.00
Capital One					
Medium Term Note Floater	1.61%	04/04/17	09/13/19	2,013,782.49	2,010,340.00
Citigroup Inc					
Medium Term Note Floater	2.12%	02/26/16	05/15/18	2,013,150.88	2,028,516.00
Commonwealth Bank					
Medium Term Note Floater	1.94%	06/23/16	05/24/19	1,102,388.60	1,107,758.30
Daimler Finance					
Medium Term Note	1.33%	11/14/16	01/11/18	828,130.60	825,754.05
Medium Term Note Floater	1.67%	11/08/16	10/30/19	1,002,850.00	1,005,220.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,996,158.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	2,004,866.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	2,000,470.00
US Agency	2.26%	04/06/17	04/06/22	1,999,016.67	2,002,028.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,960,962.00
US Agency	1.88%	11/23/15	11/23/20	2,000,000.00	2,000,000.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,961,170.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,946,884.00
US Agency	2.26%	02/01/17	02/01/22	2,000,000.00	2,000,004.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	2,000,000.00	2,000,228.00
US Agency	1.88%	01/10/17	06/30/20	2,000,000.00	2,000,650.00
US Agency	2.00%	02/16/17	02/16/21	2,000,000.00	1,997,998.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,956,874.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,962,804.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,994,636.00

<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.					
US Agency	1.50%	08/25/16	08/25/20	2,000,000.00	1,950,410.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,961,564.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,993,040.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,952,730.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,944,866.00
US Agency	2.00%	12/13/16	12/13/21	2,000,000.00	1,985,610.00
US Agency	2.25%	12/30/16	12/31/21	2,000,000.00	1,999,966.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	2,000,066.00
US Agency	1.85%	02/21/17	08/21/20	2,000,000.00	2,000,278.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,979,628.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	2,000,996.00
US Agency	2.05%	02/17/17	05/17/21	1,000,000.00	1,000,283.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,922,780.00
Goldman Sachs GP Inc					
Medium Term Note Floater	2.06%	01/26/16	02/19/18	1,999,968.90	1,996,660.00
Medium Term Note Floater	1.92%	05/20/16	11/15/18	1,003,373.11	1,011,554.00
HSBC Finance Corporation					
Medium Term Note Floater	1.90%	05/27/16	08/07/18	1,188,990.78	1,196,066.62
Medium Term Note Floater	2.03%	05/23/16	09/24/18	2,000,353.18	2,011,288.00
Hutch Whampoa					
Medium Term Note	1.27%	10/03/16	11/18/17	2,007,310.78	2,002,536.00
Intermountain Power Agency					
Muni	1.10%	06/26/14	07/01/17	1,200,360.00	1,200,564.00
JP Morgan Chase & Company					
Medium Term Note Floater	2.17%	02/29/16	11/16/18	1,027,106.35	1,026,650.25
Lloyds Bank					
Medium Term Note Floater	1.86%	06/17/16	05/14/18	1,250,287.34	1,253,681.25
MetLife					
Medium Term Note	1.35%	10/06/16	12/15/17	1,304,370.68	1,303,656.90
Medium Term Note	1.33%	10/06/16	12/15/17	1,204,189.66	1,203,375.60
Morgan Stanley					
Medium Term Note Floater	1.97%	06/17/16	01/24/19	2,001,959.93	2,016,606.00
Medium Term Note Floater	2.11%	02/18/16	02/01/19	1,005,110.99	1,016,520.00
Salt Lake City					
Muni	1.10%	07/17/14	10/01/17	1,000,814.19	999,970.00
Santander UK PLC					
Medium Term Note Floater	2.30%	04/14/16	03/14/19	1,005,657.18	1,018,524.00
Medium Term Note Floater	2.23%	04/15/16	03/14/19	2,416,691.40	2,444,457.60
Standard Chartered					
Medium Term Note Floater	1.87%	05/19/16	09/08/17	1,996,949.68	1,999,780.00
Statoil ASA					
Medium Term Note Floater	2.12%	02/25/16	05/15/18	1,983,688.74	2,004,654.00
TOTAL Capital					
Medium Term Note Floater	2.12%	02/25/16	08/10/18	2,617,827.04	2,646,828.52
Virginia Electric & Power					
Medium Term Note	1.27%	10/04/16	09/15/17	2,034,403.46	2,031,868.00
Medium Term Note	1.50%	02/13/17	04/30/18	1,192,973.20	1,192,941.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	17.82%	Various	Open	35,000.00	89,643.55
Janus Twenty Fund	23.10%	Various	Open	41,250.00	81,716.87
The Vanguard 500 Index Fund	18.61%	Various	Open	43,750.00	108,276.72
Mutual Funds - Alumni Office					
Janus Fund	20.30%	Various	Open	26,500.00	38,475.46
Janus Enterprise Fund	20.35%	Various	Open	31,500.00	51,183.09
The Vanguard 500 Index Fund	18.61%	Various	Open	27,000.00	64,421.61
Mutual Fund Wells Fargo - Grand Theatre					
WealthBuilder Moderate Balanced Portfolio	7.98%	12/26/06	Open	95,717.01	135,339.09
Utah State Treasurer					
Public Treasurers' Investment Fund	1.2477%	04/01/17	Open	25,671,389.72	25,671,389.72
Zions First National Bank					
Sweep Account	0.20%	04/01/17	4/30/2017	<u>2,841,628.04</u>	<u>2,841,628.04</u>
Total Investment Portfolio				<u>130,616,102.72</u>	<u>130,557,227.24</u>

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2017

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2016	123,657,252.57	27,479,327.03	30,056,361.90	121,080,217.70	121,059,282.70	158,278.23	1.53%
August 2016	121,080,217.70	65,802,630.43	57,983,923.05	128,898,925.08	121,231,982.19	143,701.50	1.38%
September 2016	128,898,925.08	23,069,509.67	26,935,621.65	125,032,813.10	130,236,880.69	149,497.75	1.38%
October 2016	125,032,813.10	33,546,341.69	36,952,305.60	121,626,849.19	124,347,025.53	190,327.67	1.78%
November 2016	121,626,849.19	21,964,148.75	22,532,635.19	121,058,362.75	122,647,612.92	165,002.88	1.61%
December 2016	121,058,362.75	27,774,618.81	28,249,054.79	120,583,926.77	117,658,426.06	160,159.73	1.58%
January 2017	120,583,926.77	52,839,635.85	40,988,759.10	132,434,803.52	123,914,832.90	180,373.66	1.69%
February 2017	132,434,803.52	43,170,908.12	42,885,979.55	132,719,732.09	143,697,245.41	196,637.99	1.76%
March 2017	132,719,732.09	18,141,914.52	19,237,945.31	131,623,701.30	131,785,371.75	188,272.63	1.66%
April 2017	131,623,701.30	30,052,708.19	31,060,306.77	130,616,102.72	133,053,861.56	191,058.76	1.72%
May 2017							
June 2017							
Totals		343,841,743.06	336,882,892.91		126,963,252.17	1,723,310.80	1.61%

* Based on average of months shown


 Dr. Dehece Huftalin, President

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
April 2017

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - March 31, 2017				131,623,701.30
<u>PURCHASES</u>				
Capital One Corporate Floater	1.61%	04/04/17	09/13/19	2,014,274.72
Federal Home Loan Bank US Agency	2.26%	04/06/17	04/06/22	1,999,000.00
Utah State Treasurer Public Treasurers' Investment Fund	1.25%	Various	Various	15,779,682.36
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>10,259,751.11</u>
Total Purchases				30,052,708.19
<u>SALES / MATURITIES / CALLS</u>				
Federal Farm Credit Bank US Agency	2.44%	12/27/16	12/27/21	2,000,000.00
Banco Santander Chile Medium Term Note Floater	1.97%	04/25/16	04/11/17	1,640,000.00
Brookfield Assets Medium Term Note	1.74%	04/11/16	04/25/17	2,000,000.00
Morgan Stanley Medium Term Note	1.54%	02/17/16	04/27/17	2,000,000.00
Federal Home Loan Mortgage Corp. US Agency	2.05%	01/27/17	01/27/21	2,000,000.00
Net Premium/Discount Amortization				26,828.65
Utah State Treasurer Public Treasurers' Investment Fund	1.25%	Various	Various	11,602,127.06
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>9,791,351.06</u>
Total Sales				31,060,306.77
Investments - April 30, 2017				<u><u>130,616,102.72</u></u>

April 12, 2017	Taylorsville Redwood Campus Academic & Administration Bldg. 428	8:00 a.m.
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Attendance: Trustees— Chair Gail Miller, Sanch Datta, Maria Farrington, David Lang, W. Tim Miller, Pat Richards, Arturo Salazar, Annie Schwemmer, Jim Wall; President Deneece Huftalin, Secretary Kristy Kuhn

Excused: Vice Chair Clint Ensign

Guests: Executive Cabinet members: Barbara Grover, Dennis Klaus, Roderic Land, Chuck Lepper, Alison McFarlane, Clifton Sanders, Tim Sheehan; SLCC representatives: Lisa Bickmore, Louise Bown, Lorri Castro-Zenoni, Adam Dastrup, Julia Ellis, Malin Francis, Melissa Flores, Curt Larsen, Scott Kadera, Nancy Michalko, Michael Navarre; Regents: Marlin K. Jensen and Joyce P. Valdez; Jill Jones, AJC Architects; 2017-18 Student Body Officers: Aynoa Rincon, Amber Caine, Cristina Cendejas, Amelia Hansen, Brock McCloy, Hecor Amezcua Nunez, Josselyn Ramos, Leone Tunuufi.

	Agenda	Discussion Summary and Action
I.	Board Business A. Trustee Audit Committee Report, Trustee Pat Richards B. Recognition of Outgoing Trustee, Arturo Salazar C. Appointment of Nomination Committee D. Comprehensive Campaign	<p>Chair Miller welcomed everyone to the meeting, then congratulated David Lang on being named as a partner with Goldman Sachs.</p> <p><u>Comprehensive Campaign:</u> Chair Miller challenged the Trustees to keep working toward her fundraising challenge: Chair Miller offered to match the amount our Board of Trustees raises, up to \$2 million.</p> <p><u>Appointment of Nomination Committee:</u> Chair Miller appointed Pat Richards as the chair of the nomination committee. The nomination committee will meet and decide which Trustees they will nominate as Chair and Vice Chair for 2017-2019.</p> <p>Trustee Richards asked if any of the Trustees are interested in serving on the committee. Trustee Wall and Trustee Lang volunteered to serve on the committee.</p> <p><u>Trustee Audit Committee Report:</u> At the Audit Committee meeting, they went through the 2017 audit plan. It will be risk-based and it will track improvements in efficiency. They are now adding a survey after audits are complete to track how the audit went. Randy Cutliff shared the “Internal Audit Operational Plan” with the committee. It’s a framework of the mission and the purpose of the audit team. It will be sent to President Huftalin for final approval. Darren Marshall came to the meeting and presented on work being done to close the budget gap due to decreased enrollment and increased expenses. Everyone is being very cooperative and collaborative in that process. Melissa Flores and Chris Lacombe also provided a legal update to the committee.</p> <p><u>Recognition of Outgoing Trustee, Arturo Salazar</u></p>

		Chair Miller presented a plaque and thanked Trustee Salazar for his service to the Board.
II.	Consent Calendar	Trustee Tim Miller moved, seconded by Trustee Farrington 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> <ol style="list-style-type: none"> 1. Information: NJCAA Tournament Update 2. Information: Evening of Honor and Commencement Update 3. Information: ACCT Conference, September 25-28, Las Vegas, NV 	<p>In March, several people from SLCC traveled to Lubbock, Texas to support the women's basketball team in the national tournament. The team was in the tournament for the second year in a row. They performed wonderfully; for the first time in history, they got to the Final Four. The team that beat SLCC went on to win the Final Four. Congratulations to the women's team – they ended up fourth in the nation.</p> <p>Reminder of this year's Evening of Honor and Commencement ceremony. We will be graduating over 4,000 students this year. The Evening of Honor will be held May 2. Commencement is scheduled for the morning of May 5. The Commencement speaker is Diane Guerrero, who is the daughter of an immigrant family with an interesting story to tell about opportunity.</p> <p>The ACCT national conference will be held in Las Vegas this year. This conference is really designed for Trustees. Since it's so close, it will be more affordable to travel to the conference; all Trustees who would like to attend are invited. It's at the Cosmopolitan Hotel in Las Vegas, September 25-28. We are proposing two conference sessions. If those are accepted, we will have the Trustees included in creating those presentations. Trustee Ensign will be going since he serves on a national subcommittee of ACCT. Any other Trustees who are interested should let President Huftalin know. Trustee Farrington and Trustee Wall expressed interest in attending.</p> <p>President Huftalin announced that Secretary Kuhn has decided to explore a new career opportunity and will be leaving her position. There is currently a search underway for her replacement. The Board thanked her for her service.</p>
	<p>B. Instruction Report, Provost Clifton Sanders</p> <ol style="list-style-type: none"> 1. Action: Program Proposals 	<p>Provost Sanders reviewed the new program proposals (in the agenda) with the Trustees. The first page is a summary and the remainder of the pages are documents required by the Board of Regents.</p> <p>Trustee Wall asked if the impact on staffing is considered when programs are added. Provost Sanders confirmed that most of the staffing for the proposed program are covered by the existing staff. A staffing request was made to the Legislature for the Hospitality Management program. The program will move forward regardless, because existing resources can be utilized until the new faculty is hired. Hiring the new faculty member is part of the long-term plan.</p> <p>Trustee Farrington asked if there is a projected enrollment for the hospitality program. Provost Sanders clarified that those</p>

	<p>2. Information: Moment of Mission – Poet Laureate Update, Lisa Bickmore</p>	<p>numbers are included in the documents because the information is required by the Board of Regents.</p> <p>Trustee Farrington said that when she was on the Board for the Salt Lake Visitors Bureau, they were continually lamenting the fact that they didn't have enough hospitality staff, at all levels.</p> <p>Provost Sanders indicated that they get questions about whether someone who majored in Business Management could fill the hospitality positions. They could fill the position, but they wouldn't be able to step in immediately, there would be a learning curve. With the hospitality associate's degree, it embeds aspects of culinary arts and management; it's a tailor-made degree.</p> <p>Trustee Farrington moved, seconded by Trustee Wall to approve the program proposals. A vote was taken and the motion passed unanimously.</p> <p>Lisa Bickmore gave a presentation to the Board of Trustees on her work as the Poet Laureate at SLCC. The Board thanked her for all of her work.</p>
	<p>C. Student Affairs Report, VP Chuck Lepper</p> <p>1. Action: 1.01 Admissions Policy, Second Reading</p> <p>2. Information: Introduction of New Student Body Officers</p> <p>3. Information: Student Access to Mental Health Counseling</p>	<p>The Admissions Policy (in the agenda) was changed to update the language to reflect current College practices and programs. Also, there is an update in the second paragraph to reflect the College's nondiscrimination policy, and additional updates to be certain the College is in compliance with Board of Regents policy.</p> <p>Chair Miller asked if there were any questions. Trustee Datta emphasized that, as long as the policy is non-discriminatory, she has no questions.</p> <p>Trustee Wall moved, seconded by Trustee Tim Miller to approve the Admissions Policy. A vote was taken and the motion passed unanimously.</p> <p>Curt Larsen and the new student body officers joined the Board meeting. Curt Larsen briefly introduced the students as a group, then each one introduced themselves individually – Aynoa Rincon, Student Body President, Josselyn Ramos, Executive V.P., Amelia Hansen, North Region V.P., Cristina Cendejas, Central Region V.P., Amber Caine, South Region V.P., Brock McCloy, Publicity & Advertising V.P., Leone Tunuufi, Clubs & Organizations V.P., and Hector Amezcua, Special Assistant to President.</p> <p>All of the new student body officers, except student body president, Aynoa Rincon, were excused from the meeting.</p> <p>Lorri Castro-Zenoni and Scott Kadera joined the meeting to give a presentation on student mental health and access to mental health counseling. A handout was distributed.</p> <p>Trustee Farrington brought up a New York Times article about the high rates of homelessness among community college</p>

		<p>students across the U.S. Scott Kadera confirmed that housing instability and homelessness is something that SLCC students struggle with.</p> <p>Trustee Lang asked if there are theories behind why the numbers (of those seeking mental health counseling) are increasing so much.</p> <p>Lorri indicated that it could be a number of things: the climate causing more anxiety, the outcome of more outreach and more referrals, etc. Scott said there are more pressures on today's students that did not exist before. Students are working, they have families, many are facing housing instability, etc.</p> <p>Regent Valdez asked if things are being posted at other campuses (where services are not provided) so students know that the services are available.</p> <p>Lorri confirmed that posters and flyers are sent to all campuses, and they are trying to increase services at Jordan and South City.</p> <p>Trustee Farrington asked if staff is able to provide support and training in Spanish.</p> <p>Lorri confirmed that they have Spanish-speaking staff. Trustee Tim Miller thanked Lorri and Scott for the report since he initially made the request for it. He mentioned that, over his many years teaching for another institution, he's had a number of students approach him with mental health issues and they don't know where to turn. He feels SLCC is doing the right thing. This is a growing problem for students and he offered the Board's assistance with anything that can help.</p> <p>Trustee Salazar said that the students voted to increase student fees to help with the increased demand for mental health counseling.</p> <p>The Center's budget is 85% student fee funded.</p> <p>Curt Larsen, Lorri Castro-Zenoni, and Scott Kadera were excused from the meeting.</p>
	<p>D. Business Services Report, VP Dennis Klaus</p> <ol style="list-style-type: none"> 1. Action: 10.01 College Procurement Policy, Second Reading 2. Action: Surplus Property Report 	<p>VP Klaus asked the Board if there were any questions about the College Procurement Policy (in the agenda). The changes were made to bring the policy in line with State regulations.</p> <p>Trustee Tim Miller moved, seconded by Trustee Salazar to approve the Procurement Policy. A vote was taken and the motion passed unanimously.</p> <p>VP Klaus reviewed the Surplus Property Report (in the agenda). The fund balance has grown in this area by about \$22,000 over the past year. The reason there are variations year to year is due to moving in to new buildings. When we move into new buildings, we often find property in the old buildings that are not</p>

	<p>3. Action: SLCC Master Plan, Malin Francis</p> <p>4. Information: 2.02 Personnel Hiring Policy, First Reading</p>	<p>up to the standards for the new buildings: that property is sold. Normally, when there are items to sell, more part-time help is needed in the warehouse; that's the reason for the variation.</p> <p>Trustee Tim Miller asked about the purpose of current expense.</p> <p>Current expense goes toward warehousing rent and travel pickup and delivery between the various locations.</p> <p>Trustee Richards moved, seconded by Trustee Farrington to approve the Surplus Property Report as presented. A vote was taken and the motion passed unanimously.</p> <p>Malin Francis went through the Master Plan with the Board. Some changes were made since the agenda went out (those changes are reflected in the handout that was distributed during the meeting).</p> <p>Regent Jensen asked if the College is in discussion about space that will be open due to Utah State Prison relocation.</p> <p>President Huftalin said that the College has been in some initial discussions. The discussions have mostly centered on the IT sector.</p> <p>Trustee Wall asked if enrollment trends are shifting due to the economic growth in the Bluffdale and Herriman areas.</p> <p>President Huftalin indicated that the College sees a lot of students from the Herriman and Bluffdale area at the Jordan campus. The College is working on increasing the general education space there so we can address those students' general education needs, even if they are not part of the Health Sciences.</p> <p>Trustee Datta moved, seconded by Trustee Schwemmer to approve the Master Plan with minor corrections. A vote was taken and the motion passed unanimously.</p> <p>VP Klaus: after almost a year's work, three different committees, and a lot of work by the Executive Cabinet, the College is ready to present a major overhaul of the College's Personnel Hiring Policy. It has gone through many reviews and we think it will benefit the College from all aspects, including our goals for diversity and more expeditious hiring.</p> <p>The policy is in TAB L of the agenda. The Board will be asked to approve it at the June meeting.</p>
	<p>E. Government and Community Relations Report, VP Tim Sheehan</p> <p>1. Information: Legislative Update</p>	<p>The reports are in the agenda. Since VP Tim Sheehan was not present at the last meeting, President Huftalin asked the Board if they had any questions for VP Sheehan. No questions were asked.</p>

	F. Institutional Advancement Report, VP Alison McFarlane	In the agenda.
	G. Campus-based & Constituents Reports	In the agenda.
IV.	Information Sharing and Input	<p>Maria Farrington thanked Nancy Michalko, VP Alison McFarlane and all the Trustees who joined for the annual Scholarship Luncheon. It was a great event and she thanked them for all the work they do.</p> <p>Jim Wall wants to acknowledge and congratulate the College. He was able to attend the President's Leadership Institute recently and felt the participants are really invested in the success of the institution. He acknowledged that the College is really developing leadership.</p>
V.	Adjournment	<p>Trustee Maria moved, second by Trustee Tim Miller to adjourn. A vote was taken and the motion carried unanimously.</p> <p>The meeting adjourned at 9:25 a.m.</p>

Draft--Pending Approval

SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
 April 1-30, 2017

TAB D

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
--None			
FACULTY			
--None			
STAFF--EXEMPT			
Thayne Dickey	Coordinator 3, STUDENTfacturED/Outreach	Biotechnology	April 1, 2017
Scott Wakefield	Advisor 3, Academic & Career	Academic and Career Advising	April 1, 2017
Joel Evans	Manager 2, Grounds	Facilities Grounds	April 1, 2017
Lisa Schwartz	Manager 2, Emergency Response	Public Safety	April 1, 2017
Zachary Hodge	Program Manager 2, Student Media Center	Div of Communication and Performing Arts	April 1, 2017
Yue Zhao	Website Designer & Developer	Marketing	April 1, 2017
Paul Martin	Manager 1, HVAC	Heat Plant	April 1, 2017
Michael Peterson	Manager 1, Energy	Facilites Heat Plant	April 1, 2017
Derek Bitter	Instructional Designer 2	eLearning IDMS	April 16, 2017
Corey Stevens	Instructional Designer 2	eLearning IDMS CBE Development	April 16, 2017
Leilani Clegg	Advisor 2, Outreach	Outreach & Access	April 16, 2017
Winston Gillies	Manager 3, Business Incubator	Miller Business Resource Center	April 16, 2017
Timothy Cooley	Manager 3, Business Incubator	Miller Business Resource Center	April 16, 2017
STAFF--NON-EXEMPT			
Rafael Hohmann	Specialist 2, SAT Operations	SAT	April 1, 2017
Tasheena Swanenberg	Medical Assistant	Center for Health and Counseling	April 1, 2017
Naseer Ahamad	Technician 2, Admissions SATTS	Admissions	April 1, 2017
Kirstin Hoyt	Administrative Assistant I, Disability Resource Center	Disability Resource Center	April 1, 2017

SALT LAKE COMMUNITY COLLEGE

PERSONNEL REPORT

April 1-30, 2017

PERSONNEL ADDITIONS/CHANGES

Raquel Demorest	Administrative Assistant I, Culinary Arts Institute	Culinary Arts	April 16, 2017
Zachary Klc	Coordinator 1, Compliance, Records, & Technology	Office of the Registrar & Academic Records	April 16, 2017
Karsen Knaras	Custodian 1	Facilities Custodial	April 16, 2017
Luck Galvan	Custodian 2	Facilities Custodial	April 16, 2017
Nicole Green	Technician 2, Registration	Miller Professional Development	April 16, 2017
Lisa Bradshaw	Accounting Technician 2, Accounts Payable	BOF - Accounts Payable	April 16, 2017
Richard Hill	Custodian 2	Facilities Custodial	April 16, 2017
David Munoz	Custodian 2	Facilities Custodial	April 16, 2017

SALT LAKE COMMUNITY COLLEGE**PERSONNEL REPORT**

May 1-31, 2017

PERSONNEL ADDITIONS/CHANGES

Name	Title	Department	Date
ADMINISTRATION			
Debra Glenn	Controller / Business Manager	Business Services	May 1, 2017
Jason Pickavance	Director	Faculty Development and Educational Initiatives	May 16, 2017
FACULTY			
--None			
STAFF--EXEMPT			
Sandra Lehman	Executive Assistant to the President	Presidents Office	May 1, 2017
Devan Church	Program Manager 2, Supplemental Workshop	STEM Learning Resources	May 16, 2017
Abby Kaplan	Analyst 1, Data	Institutional Research	May 16, 2017
Kathy Therianos	Advisor 1, Financial Aid	Financial Aid	May 16, 2017
Terri Mehlhoff	Clinic Manager - Family Nurse Practitioner 3	Center for Health and Wellness	May 16, 2017
Anita Lui	Administrative Assistant III, Office of the Vice President of Student Affairs	Office of the Vice President of Student Affairs	May 16, 2017
Kristin Morley	Coordinator 3, Faculty Development	Faculty Development	May 16, 2017
Kim Owen	Advisor 3, Financial Aid	Financial Aid	May 16, 2017
Mark Patterson	Accountant 3, Grants & Cont	Business Office	May 16, 2017
STAFF--NON-EXEMPT			
DaNae Brown	Specialist 1, Veteran Services	Veteran Services	May 1, 2017
Natalie Shepherd	Specialist 2, Compliance, Records, & Technology	Office of the Registrar and Academic Records	May 1, 2017
Mike Kiyaani	Campus Safety Officer	Parking Services	May 16, 2017
Tristan De Wolf	Technician 3, Miller Events	Economic Dev & Business Partnerships	May 16, 2017

Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting: June 2017

TAB E

NEW FUNDING ACTION							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration

ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
National Endowment for the Humanities: Summer Institute	3/1/17	\$183,194		Under Consideration		10/1/17-12/31/18	School of Humanities and Social Science
Health and Human Services, UofU (lead): Area Health Education Centers	3/28/17	\$429,246		Under Consideration		9/1/17-8/31/22	School of Health Sciences
UAM: Grand Theatre Sustainment	2/10/17	\$15,000		Under Consideration		7/1/17-6/30/18	School of Arts, Communication and Media
ZAP: Grand Theatre 2018 Tier II	5/12/17	\$75,000		Under Consideration		2017-2018	School of Arts, Communication and Media
HHMI, UU: Up STEM	11/9/16	\$996,500		Under Consideration		2017-2022	School of Science, Math and Engineering
NSF, Forsyth CC (lead): Biomedical Device Standards and Competencies	10/6/16	\$24,570		Under Consideration		7/1/17-6/30/20	School of Science, Math and Engineering
NSF: GeoPaths	10/11/16	\$492,000		Under Consideration		7/1/17-6/30/20	School of Science, Math and Engineering
NSF/Utah: WaterGirls	7/1/14	\$29,664	8/1/14	Awarded	\$29,664	8/1/14-7/31/17	School of Science, Math and Engineering
GOED: Veteran Business Services	1/1/17	\$120,000	1/1/17	Awarded	\$120,000	1/1/17-6/30/17	Business Development Resources
SBDC: Salt Lake Center	4/27/17	\$187,260	1/1/17	Awarded	\$187,260	1/1/17-12/31/17	Business Development Resources
Dept. of Education: GearUP	9/26/16	\$343,927	3/14/17	Awarded	\$343,927	9/26/16-9/25/17	Student Affairs
Utah Dept. of Veteran and Military Affairs: Veteran Resource Center Support	10/1/16	\$15,289	1/1/17	Awarded	\$47,000	1/1/17-6/30/17	Student Affairs
NSF: SBIR Phase II Supplemental Funding	9/30/16	\$30,000	1/17/17	Awarded	\$29,805	1/1/17-12/31/17	School of Science, Math and Engineering
Dept. of Education: Strengthening Institutions Designation	12/22/17	Designation	12/22/17	Awarded	Designation	2017	Office of Sponsored Projects
IME: Becas Scholarship	8/30/16	\$10,000	10/17/16	Awarded	\$9,000	5/1/17-6/30/17	Student Affairs
ZAP: Grand Theatre 2017 Tier II	3/31/16	\$75,000	10/5/16	Awarded	\$65,000	5/1/17-4/30/18	School of Arts, Communication and Media
Dept. of Education: Strengthening Institutions Grant	6/8/15	\$2,236,497	9/6/16	Awarded	\$2,236,497	10/1/16-8/31/20	School of Science, Math and Engineering
UAM: On Stage ASL Poetry Slam	5/16/16	\$300	8/31/16	Awarded	\$240	7/1/16-6/30/17	School of Humanities and Social Sciences
NIH: Nat'l Library of Medicine: Native Voices	11/6/15	\$250	12/5/15	Awarded	\$250	2/1/16-6/30/20	Academic Support
Utah Dept. of Health, UU (lead): Dental Care for Elderly Patients	3/31/16	\$9,100	8/18/16	Awarded	\$9,100	7/1/16-6/30/17	School of Health Sciences
Utah Dept. of Substance Abuse and Mental Health: Veteran Peer Mentors		\$45,000	9/21/16	Awarded	\$30,000	10/15/16-10/14/18	Student Affairs
SLCAC: Teens Write	4/25/16	\$1,500	8/31/16	Awarded	\$1,000	9/1/16-8/31/17	School of Humanities and Social Sciences
Dept. of Education: TRIO Talent Search	2/5/16	\$1,231,200	7/20/16	Awarded	\$1,231,200	9/1/16-8/31/21	Student Affairs
USHE: Affordable Participation and Timely Completion	6/13/16	\$69,500	6/28/16	Awarded	\$69,500	7/1/16-6/30/17	Academic Support
The Truth Initiative:Tobacco Free Campus	4/29/16	\$10,000	6/10/16	Awarded	\$10,000	6/15/16-12/31/17	Student Affairs
UAM: The Grand FY17 Sustainability	2/10/16	\$10,000	6/6/16	Awarded	\$2,000	7/1/16-6/30/17	School of Arts, Communication and Media
USHE: Math Compliance	6/13/16	\$227,832	6/21/16	Awarded	\$227,832	6/30/16-6/30/18	School of Science, Math and Engineering
DWS: UCAP Diesel Technician Pathway	5/19/20	\$214,185	6/16/16	Awarded	\$193,050	7/1/16-6/30/17	Workforce and Economic Development
DWS, Utah Manufacturing Association (lead): UCAP Manufacturing Public Awareness and Education Initiative	5/19/20	\$33,000	6/22/16	Awarded	\$22,000	7/1/16-6/30/17	Workforce and Economic Development
DWS Granite School District (lead): UCAP Lifesciences	5/19/20	\$51,700	6/22/16	Awarded	\$29,700	7/1/16-6/30/17	Workforce and Economic Development
National Science Foundation: ATE Biotech CBE	10/8/15	\$900,000	6/13/16	Awarded	\$819,416	6/15/16-5/31/19	School of Science, Math and Engineering
ZAP: Grand Theatre Support	5/15/15	\$65,000	4/13/16	Awarded	\$58,414	7/1/16-6/30/17	School of Arts, Communication and Media
Dept. of Education: Experimental Site for Competency-based Education	10/2/14	Financial Aid Waiver	2/11/16	Awarded	Financial Aid Waiver	2016-2018	Office of Sponsored Projects
DWS: Technology Training for Refugees		\$618,602	8/7/15	Awarded	\$618,602	9/1/15-10/31/18	Workforce and Economic Development
Dept. of Education: TRIO Student Support Services, Regular	2/2/15	\$1,836,577	7/15/15	Awarded	\$1,595,030	9/1/15-8/31/20	Student Affairs
Dept. of Education: TRIO Student Support Services, STEM	2/2/15	\$1,100,000	7/15/15	Awarded	\$1,100,000	9/1/15-8/31/20	Student Affairs

Dept. of Education: TRIO Student Support Services, Regular	2/2/15	\$1,836,577	7/15/15	Awarded	\$1,595,030	9/1/15-8/31/20	Student Affairs
NASA, UU (lead): Rocky Mountain Space Grant Consortium	2/23/15	\$22,200	7/13/15	Awarded	\$34,100	4/10/15-4/9/18	School of Science, Math and Engineering
Gates Foundation: Open Stax Courseware Challenge			6/4/15	Awarded	\$200,000	7/1/15-12/31/17	Institutional Effectiveness
National Science Foundation: S-STEM Scholars Program	8/12/14	\$604,710	2/12/15	Awarded	\$604,710	7/1/2015-1/31/2020	School of Science, Math and Engineering
Dept. of Labor: TAACCCT Utah Adult Competency-based Education Design	7/3/14	\$2,500,000	9/29/14	Awarded	\$2,500,000	10/1/2014-9/30/2018	School of Applied Technology and Technical Specialties
Health and Human Services, UofU (lead): Area Health Education Centers			9/3/14	Awarded	\$602,000	9/1/11-8/31/17	School of Health Sciences
Dept. of Labor, DWS (lead): TANF Basic Technology Skills	7/30/14	\$493,653	9/18/14	Awarded	\$493,653	11/1/2014-10/31/2017	Workforce and Economic Development

Total funding requests under consideration:

\$2,215,510

Total funding for active awards:

\$13,519,950

Board of Trustees Report

Provost for Academic Affairs
June 2017

School of Business

The School of Business held its semi-annual “Jam Session” event on April 28th. Students took advantage of several activities to prepare for and de-stress prior to final exams. The Jam Session included final exam reviews, tutoring, a Shark Tank event, the CSIS Showcase, Jamboree, food, prizes, academic and transfer advising. Approximately 150 students and 52 Faculty and Staff participated during the event.

The School of Business 2016-17 Outstanding Students were recognized at a School Reception held on April 27 and will be highlighted in the next school newsletter. Each year, the Faculty select an outstanding graduating student from each program within the School. The students were recognized for various accomplishments; high academics, leadership/club participation personal success or overcoming obstacles in their education endeavors. Each student has a unique story of how they came to SLCC and accomplished their educational goals at the college. The reception gives them a time to celebrate with their invited guests and Faculty members.

School of Health Sciences

All 24 OTA graduating students received additional recognition as Civically Engaged Scholars. Their efforts were celebrated at the Annual Thayne Center Graduation Celebration. Two OTA students presented at the Civically Engaged Scholar Showcase in April.

The OTA students and faculty finished another semester of providing free occupational therapy services to members of the community through the OT/PT Onsite Clinic and through the Telehealth Clinic. Overall, 8 adult clients, and 9 pediatric clients received services across a ten-week session.

The Mortuary Science and Occupational Therapy Assistant Programs are implementing cutting edge technology to better prepare their students for the workplace. In 2016, the two departments received Carl Perkins funding to purchase a 3D printer to be shared by the departments. 3D printing offers the ability for students to create prototype devices and objects to enhance their professional skills and knowledge. Occupational Therapy Assistant students learned how to 3D print adaptive devices. Students identified adaptive devices that would enable clients in the SLCC pro bono Occupational Therapy clinic to better perform meaningful tasks. The students then created these custom devices using the 3D printer. Mortuary Science students use the 3D printer during their Restorative Arts class in Fall of 2017. Faculty of these departments – David Hess and Gabe Byars - collaborated to

develop a procedure that will allow students to use photographs of a person's face and head to create realistic sculptures using the 3D printer.

The Salt Lake Community College Physical Therapist Assistant program sponsored the American Physical Therapy Association's Credentialed Clinical Instructor course. The course is two-days in length providing instruction and case scenarios related to working with students during their internships. There were fourteen participants with 12 of them being SLCC PTA program graduates. All participants passed the final assessment and will be working with SLCC PTA students in the upcoming year. The funding for the training was provided through a Carl Perkins grant. The Instructor is a SLCC graduate with over 10 years of experience teaching the course.

Division of Workforce & Economic Development

The Division of Workforce & Economic Development, in collaboration with the Utah Division of Workforce Services, recently completed the initial cohort of students in the medical Innovations Pathways program. The medical device manufacturing community is growing rapidly, needing an expanded workforce pipeline. While the division offers training in this area already, this group was very special. Below is a write-up on the graduates.

On Tuesday, April 18, nine women became the first graduates of the department's new Invest In You Too program. Invest In You Too is an intensive 10-week course that gives single mothers an opportunity to pursue a productive career in the medical manufacturing industry. In addition to their manufacturing courses, the students take classes in jobs skills, interview and resume preparation, budgeting and life skills. Several graduates spoke about their experience with Invest In You Too. In addition to SLCC classes the woman received intensive soft skills training and case management.

BOARD OF TRUSTEES REPORT

Reporting: Vice President for Student Affairs

June 2017

Athletics

Salt Lake Community College athletics wrapped up another successful season on May 20th at the National Softball Tournament in St. George. The Bruins battled their way to the championship game where they lost to two-time defending champions Butler Community College of Kansas. The Bruins competed at the highest level, entering the tournament as the #2 team in the nation, the same position they hold in the final standing.

Career & Student Employment

The SLCC Spring Job Fair was held on April 18th at the LAC on the Taylorsville Redwood Campus. The event was a huge success, with 117 employers in attendance at the fair along with approximately 750 students, alumni, and community members. The reviews from students and employers alike were overwhelmingly positive. The bi-annual event connects SLCC with employers throughout the state showcasing SLCC students, faculty and community. For many employers the bi-annual Job Fair is their only connection with SLCC. Some of the companies that participated included General Dynamics Information Technology, Goldman Sachs, Intermountain Healthcare, Larry H. Miller Dealership Group, Marriott International, Utah Department of Corrections, and Wells Fargo Bank.

Office of Diversity and Multicultural Affairs

On April 26th the Office for Diversity and Multicultural Affairs hosted their second Annual Multicultural Graduates Celebration. Over 400 students and their families attended. President Huftalin provided welcoming remarks, Dr. Land served as the keynote speaker, and Dr. Lepper led the closing ceremony. Attendees enjoyed light refreshments, six differing multicultural performances and the presenting of the colors. Multicultural (under-represented Ethnic and LGBTQ+ students, Veterans, and students with disabilities) graduates had a multicultural stole bestowed on them. Additionally, a “*Thank you for your service*” medallion was also bestowed on Salt Lake Community College Veteran student graduates. Moreover, as recipients of the first Annual Presidents Committee for Inclusivity and Equity Awards two students received \$1,000 for their equity and inclusivity efforts.

Student Services North Region

The Bruin Food Pantry is operational in its new location. Social Work Club members, who staff the pantry, reported an increase in traffic and usage since the move. Twenty-one volunteers from the Larry H. Miller Group celebrated their annual day of service by helping with the move and working on the Community Garden at South City Campus.

Veterans Services

Veterans Services held its annual dinner to honor its graduating veterans. It was a very successful event with 120 in attendance. Shellie Jo Enscoe, Director of Diversity and Multicultural Affairs, spoke to the graduates and guests. Plaques to honor those who have supported Veterans Services and veterans at SLCC were given to Cory Pearson, Utah Veterans and Military Affairs, and Daniel Kiser, SLCC Veterans Services tutor, for the Community Award. Charlotte Smith, Sponsored Student Support, SLCC Bookstore, received the Veterans Upward Bound and College Award. This year, 191 veterans graduated – 52 with honors and high honors. Forty veterans picked up their caps and gowns to participate in commencement.

Darlene Head, Manager of the Veterans Center, received the esteemed 2017 Veterans Upward Bound “Golden Grenade” award for her dedication, commitment, and service to veterans in Utah.

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I. POLICY

Salt Lake Community College (SLCC) strives to hire qualified individuals who are committed to serving students and the community. SLCC is an equal employment opportunity employer. SLCC actively seeks a diverse workforce in support of its mission of providing quality educational services to an increasingly diverse student body. It is the responsibility of all employees involved in selecting new hires to make decisions on employment matters in accordance with the policies, procedures, and accepted affirmative action practices established by the College as well as state and federal laws. Primary hiring responsibility is placed with the employing unit. All hires are subject to accountability to the President (Utah Code 53B-2-106) through the line management channels. The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state or local law.

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I. REFERENCES

- A. Salt Lake Community College Hiring Handbook which includes Federal and Utah State mandates
- B. Salt Lake Community College Policy 1.11 Employment Discrimination
- C. Salt Lake Community College Policy 2.03 Employment of Relatives
- D. Salt Lake Community College Policy 2.04 Employment of Students and Youth
- E. Salt Lake Community College Policy 2.05 Affirmative Action Plan
- F. Salt Lake Community College Policy 3.16 Employee Conduct

II. DEFINITIONS

- A. See personnel definitions procedures.

III. PROCEDURES

- A. Administrative/Staff

At Salt Lake Community College, we are proud of being who we are, the community's college. Before we embark in the recruitment process, all college employees should be aware of the College's values that we strive for, specifically: Collaboration, Community, Inclusivity, Learning, Innovation, Integrity, and Trust. These values should guide everyone in the search process and be at the forefront of our minds as we hire new employees for our College.

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B. Administrative/Staff Position Approval

1. For new positions and changes to existing positions the hiring supervisor begins the requisition process, including the position description, and the following prerequisites: names of the search committee members, advertisement to be done, screening criteria and the number of days to be posted prior to the position opening. The requisition is approved by hiring supervisor up through the applicable member of the President's Executive Cabinet. Human Resources (HR) notifies the hiring supervisor that the requisition has been approved and posted.
2. Temporary Appointments. A temporary appointment may be offered to a qualified individual by the hiring supervisor, after receiving approval through the requisition process. Temporary appointments may be made up to one year. The President may approve an extension beyond one year as needed.
3. All advertisement of positions must be managed through the Human Resource Office. To assist in the recruiting of a diverse applicant pool, it is required that all positions are advertised on websites that promote diversity. All positions require online media including diversity related websites as determined by HR and other advertisement as determined by the department. This cost is paid for by the department. Additional funds are available through the appropriate member of the President's Executive Cabinet. A minimum posting requirement of 5 working days is required of all posted positions.
4. All positions have the option to be posted with a specific closing date, or as "Open Until Filled" with a "Priority Review Date". The Office of Information of Technology (OIT) positions may utilize Open Until Filled with no priority review date and may be hired as soon as is practical. The minimum number of committee members is 3, with the recommended number of members from 3-7.

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5. Employees who have been separated from the college due to a reduction in force will be able to apply for internal employment postings for six months from the official last day of work with the College.

C. Search Committee

1. It is the responsibility of the hiring supervisor to make decisions on employment matters in accordance with policies, procedures, and the hiring handbook established by Salt Lake Community College and convey the policies and procedures to the search committee. Hiring supervisors may appoint a committee chair to lead the search committee process or may choose to chair the committee.
2. Human resources will contact the hiring supervisors or chair and the committee at the time the position is posted. Human Resources is available for training as needed to give instructions, discuss process, and answer any questions from the search committee. Anyone involved with the search process should report to Human Resources any violations that may occur under this procedure. At its discretion, Human Resources may suspend any search pending investigation.
3. Committee members may include faculty members, and members providing diversity in perspective, experience, and areas of the College, i.e., Student Affairs, Business Services, PACs, students, administrators, etc. A Search Advocate is available to assist all committees. If a search advocate is used, the search advocate is selected by the hiring supervisor.

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D. Screening

1. The recommended time for completing the search process, including the selection of a finalist is 30 calendar days from the time of closing (or a priority review date).
2. If the search committee has not selected a candidate within 30 calendar days of the “Priority Review Date”, the Cabinet member will be notified to review the position with the hiring supervisor(s) to determine further proceedings.
3. The search committee uses the pre-requisite screening criteria sent in with the requisition information. The committee determines questions and develops a form for the interview. The committee discusses other evaluation activities as appropriate for the position. Human Resources approve forms and evaluation activities prior to committee evaluations and interviews.
4. For positions with a closing date, no late applications will be accepted by the College.
5. For positions “Open Until Filled,” a priority review date is listed. Positions that remain open after 60 calendar days require approval by the appropriate Cabinet Member to remain open.
6. The committee chair and one other search committee member independently screen all applicants for minimum qualifications. Applicants will need to be emailed through the system for status updates. For those applicants who are no longer under consideration, the hiring supervisor updates the applicant system. Minimum screening is submitted to HR when completed.

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7. The search committee members then independently score applications meeting minimum qualifications for approved screening criteria and preferred qualifications. Applicants will need to be emailed through the system for system updates. The After independently screening, the committee convenes and compiles the screening form numbers. At that time the committee can discuss variability in individual screening results. Applicants to be interviewed are based on ranking. The committee interviews the top ranking applicants. Veteran's preference points must be given for qualified veterans (please see hiring handbook). The hiring supervisor updates the applicant system. Screening is submitted to HR when completed.

E. Interview and Selection

1. Applicants are interviewed in person, by telephone, or by technological means. Interviews are scored using predetermined criteria. During the interview, the committee asks the same agreed-upon questions to each applicant and are free to ask appropriate follow-up questions.
2. After the interview, the search committee will forward a minimum of 3 names (With approval of the hiring supervisor and Human Resources, the committee may forward less than 3 names based upon the strength of the applicant pool) to the hiring supervisor for the second interview. Names will be forwarded in alphabetical order. If the hiring supervisor is a member of the search committee, only one interview may be required. The hiring supervisor conducts a final interview and selects the final candidate to hire. After interview, if none of the applicants are a good match for the job, the hiring supervisor may interview the next ranked applicants.
3. With Cabinet member approval, finalists may be asked to further interview with appropriate constituent groups.

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4. Following selection of the candidate, all paperwork will be returned to Human Resources.
5. Reference checks (including previous employers) must be completed on the finalist by the hiring supervisor. Questions will be directly related to legitimate hiring criteria (see Hiring Handbook). The refusal of an applicant to permit such checks may be considered as a factor in the hiring decision (excluding the current employer, if it is marked on the application).
6. The hiring supervisor will review the employment application to detect if any employment of relatives, international sponsorship, or criminal background disclosure exists. If so, the hiring supervisor will contact the Human Resources Office and receive advice and approval on how to proceed prior to making a decision.
7. Criminal background checks are required on all full-time positions. Criminal background checks are conducted through the SLCC Human Resources Office.
8. The hiring supervisor will work with Human Resources to determine the salary.
9. The hiring supervisor must receive approval from Human Resources prior to making the employment offer. Human Resources will not consider the paperwork complete without reference checks and completed criminal background checks. Official transcripts must be received within 30 days of the start date.

F. Making the Offer

Human Resources will generate a contingent offer letter for the hiring supervisor to extend to the final candidate.

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1. If the first candidate declines the position, a job offer can be made to the next candidate after all prerequisites have been met. If all applicants refuse the position, the hiring supervisor may have the committee reconvene to continue interviewing by rank or to re-open the position.

The hiring supervisor notifies Human Resources of the accepted offer.

Applicants, who receive a second interview but who are not selected are notified by the hiring supervisor that they are no longer under consideration.

G. Initial Employment

1. The hire date for new employees is normally the first or the sixteenth of the month. New employees are required to complete the New Employee Onboarding Checklist, which includes various forms that will be sent to the new employee electronically once Human Resources has been notified of their acceptance. New employees will complete all training requirements.
2. The hiring department is responsible for notifying the Human Resources Office of all new hires. New employees are required to meet with Human Resources on or before their first date of employment to complete the necessary onboarding forms. The hiring department will have limited onboarding tasks.
3. Official transcripts are scanned into personnel files by Human Resources and a copy may be kept in the hiring department.
4. Applicants, who receive a second interview but who are not selected are notified by the hiring supervisor that they are no longer under consideration.

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IV. PROCEDURE FOR FULL-TIME FACULTY EMPLOYEES

A. Full-time Faculty

At Salt Lake Community College, we are proud of being who we are, the community's college. Before we embark in the recruitment process, all college employees should be aware of the College's values that we strive for, specifically: Collaboration, Community, Inclusivity, Learning, Innovation, Integrity, and Trust. These values should guide everyone in the search process and be at the forefront of our minds as we hire new employees for our College.

B. Position Approval

1. For new positions, the Associate Dean consults with department faculty in writing the position description. The Associate Dean/Hiring Manager submits requisition process in PARS, including the position description, advertisement requests, and the names of the search committee members. The requisition is approved through line academic administrators (Associate Dean or above) up to the Provost. Human Resources (HR) then notifies the Associate Dean/Hiring Manager that the requisition has been approved for posting.
2. The requisition is to include the position description, advertisement requests, screening criteria, and the names of the search committee members. After the requisition is approved, HR then notifies the Associate Dean/Hiring Manager that the requisition is ready for posting.
3. It is recommended that the individual departments consult with The Special Assistant to the President in developing individual plans to promote faculty diversity through networking and recruiting activities,

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and mentorship to fill any skills and experience gaps within the department.

4. All advertisement of faculty positions must be managed through the Human Resource office. To assist in the recruiting of a diverse applicant pool, it is required that faculty positions are advertised on websites that promote diversity. This cost is paid for by the department. Additional funds are available through the appropriate member of the President’s Executive Cabinet.
5. All Faculty positions have the option to be posted with a specific closing date, or as “Open Until Filled” with a “Priority Review Date” that meets the minimum number of posting days.
6. Advertising and posting of Faculty positions are as follows:

Position	Minimum Number of Posting Days	Advertising Minimum	Minimum Committee Membership
Full-time Regular Faculty	30 Working Days (Provost may approve a lesser number of days, 10 minimum)	All positions require external searches. Required: HigherEdjobs.com and a Diversity and Inclusion website. Professional journal and/or discipline appropriate website(s) (optional).	Minimum of 3
Full-time Faculty Lecturer	10 Working Days	Internal – HR Website External – Required: HigherEdjobs.com	Minimum of 3

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		Other advertisements (optional).	
Temporary Full-time Faculty	Not required	Not required	Not required

C. Search Committee

1. The Associate Dean/Hiring Manager and search committee review the Salt Lake Community College Hiring Handbook and the Hiring Personnel policy provided by Human Resources before conducting a search for a new employee. It is the responsibility of the hiring manager to make decisions on employment matters in accordance with policies and procedures established by Salt Lake Community College and convey the policies and procedures to the search committee.
2. Human Resources is available for training as needed to give instructions, discuss process, and answer any questions from the search committee. Anyone involved with the search process should report to Human Resources any violations that may occur under this procedure.
3. Committee members may include faculty members, and members providing diversity in perspective, experience, and areas of the College, i.e., Student Affairs, Business Services, PACs, students, administrators, etc. A Search Advocate is available to assist all committees. If a search advocate is used, the search advocate is selected by the hiring supervisor. The minimum number of committee members is 3, with the recommended number of members from 3-7.
4. The Associate Dean/Hiring Manager, in collaboration with the department faculty members, selects a faculty co-chair from the department, additional faculty committee member(s) from the department, and additional member(s) of the search committee (Adjustments are made in departments where there is a very limited

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number full-time faculty members). Members of the search committee, led by the Associate Dean/Hiring Manager and faculty co-chair, will ensure the process is fair as outlined in the Affirmative Action Plan.

D. Screening

1. For positions with a closing date, no late applications will be accepted by the College.
2. For positions “Open Until Filled,” a priority review date is listed. The search committee may review applications received after the priority review date at its discretion.
3. The recommended time for completing the search process, including the selection of a finalist is 30 calendar days from the time of closing (or a priority review date).
4. If the search committee has not selected a candidate within 30 calendar days of the “Priority Review Date”, the Cabinet member will be notified.
5. The search committee develops the interview questions and screening criteria/forms based on the position announcement. The Associate Dean/Hiring Manager and faculty co-chair screen all applicants for minimum qualifications. For the applicants who are no longer under consideration, the Associate Dean/Hiring Manager updates the applicant tracking system. The system will e-mail the applicant the decision.
6. The committee discusses other evaluation activities as appropriate for the position, e.g., teaching demonstration and other assessment tools. Human Resources approve forms and evaluation activities prior to committee evaluations and interviews.
7. The search committee members independently score applications meeting minimum qualifications for approved screening criteria and

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preferred qualifications. After independently screening, the committee convenes and compiles the screening form scores. At that time, the committee can discuss variability in individual screening results. Applicants to be interviewed are based on ranking. The committee interviews the top ranking applicants. Veteran's preference points must be given for qualified veterans (please see hiring handbook).

E. Interview and Selection

1. Applicants are interviewed in person, by telephone, or by technological means. Interviews are scored using predetermined criteria. During the interview, the committee asks the same agreed-upon questions to each applicant and are free to ask appropriate follow-up questions.
2. Following the interview of the search committee, a minimum of 3 applicants (with approval of the Dean and Human Resources, the committee may forward less than 3 names based upon the strength of the applicant pool) will perform a teaching demonstration and may be required to participate in other assessment activities arranged by the search committee. The Dean attends the teaching demonstration and the Q&A with the candidates. After the teaching demonstration, the Dean and the Associate Dean together will conduct an interview with the candidates. The Dean and the Associate Dean together will call a final meeting with the search committee to discuss and to receive input from the search committee's evaluations of the candidates. The Dean and the Associate Dean collaborate in selecting the final candidate(s) to hire. The Dean has final approval authority in making the final selection. Those finalists who are not selected are notified by the Dean/Associate Dean.
3. Following selection of the candidate, search committee scorings, rankings, and all other documents used in the search will be immediately submitted to the Human Resources Office.

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F. Pre-Employment Process

1. Reference checks must be completed on the finalist for all positions by the hiring supervisor. Questions will be directly related to legitimate hiring criteria (see Hiring Handbook). The refusal of an applicant to permit such checks may be considered as a factor in the hiring decision.
2. The hiring supervisor will review the employment application to detect if any employment of relatives, international sponsorship, and/or criminal background disclosure exists. If so, then the hiring supervisor will contact the Human Resources office and receive advice and approval on how to proceed prior to making a decision.
3. Criminal background checks are required on all full-time positions. Criminal background checks are conducted through the SLCC Human Resources office.
4. The hiring supervisor must receive approval from Human Resources prior to making the employment offer. Human Resources will not consider the paperwork complete without official transcripts, reference checks and completed criminal background checks.
5. The Associate Dean/Hiring Manager completes the New Faculty Salary Rank Form and collects Official Transcript(s) from the finalist(s). The finalists' official SLCC employment application, resume or CV, and letters of references are printed from the online applicant tracking system and submitted with the New Faculty Salary Rank form. Human Resources verifies the credentials with the Associate Dean and authorizes a salary on the New Faculty Salary Rank Form prior to making any offer. Signatures are then obtained by the Associate Dean/Hiring Manager and the Dean. The New Faculty Salary Rank Form is submitted to HR. After consultation between HR

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and the Associate Dean/Hiring Manager regarding the offer to be extended, the Letter of Appointment is submitted by HR to the Provost for Academic Affairs for final approval. These documents then become part of the employee's permanent personnel file.

G. Extending of the Offer

1. With the Letter of Appointment signed by the Provost, the Dean and Associate Dean together extends the offer of appointment to the finalist.
2. The letter of appointment is sent to the finalist through electronic means from HR.
3. If the first candidate refuses the position, a job offer can be made to the next candidate after all prerequisites have been met. If all applicants refuse the position, the hiring supervisor may have the committee reconvene to continue interviewing by rank or to re-open the position.
4. The hiring supervisor notifies the finalist who signs and returns the Letter of Appointment to Human Resources as the accepted offer.

H. Initial Employment

1. The hire date for new faculty is the first or the sixteenth of the month. New employees are required to complete the New Employee Onboarding Checklist, which includes various forms that will be sent to the new employee electronically once Human Resources has been notified of their acceptance. New employees will complete all training requirements.
2. The hiring department is responsible for notifying the Human Resources Office of all new hires. New employees are required to meet with Human Resources on or before their first date of

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employment to complete the necessary onboarding forms. The hiring department will have limited onboarding tasks.

I. Procedures for Faculty Temporary Appointments

1. As the need arises, and funding is available, a temporary appointment may be offered to a qualified individual by the hiring supervisor after receiving approval through the requisition process and Human Resources. Temporary appointments may be made up to one year. The President may approve an extension beyond one year as needed.
2. The Associate Dean/Hiring Manager is required to submit a PARS requisition for any temporary faculty position(s).
3. The candidate is required to complete the SLCC Faculty Online Application, submit official transcripts, and complete the criminal background check consent form. All criminal background checks are conducted through the SLCC Human Resource office.
4. The Associate Dean/Hiring Manager completes the New Faculty Salary Rank Form and collects Official Transcript(s) from the finalist(s). The finalists' official SLCC employment application, resume or CV, and letters of references are printed from the online applicant tracking system and submitted with the New Faculty Salary Rank form. Human Resources verifies the credentials with the Associate Dean and authorizes a salary on the New Faculty Salary Rank Form prior to making any offer. Signatures are then obtained by the Associate Dean/Hiring Manager and the Dean. The New Faculty Salary Rank Form is submitted to HR. After consultation between HR and the Associate Dean/Hiring Manager regarding the offer to be extended, the Letter of Appointment is submitted by HR to the Provost for Academic Affairs for final approval. These documents then become part of the employee's permanent personnel file.

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V. PROCEDURE FOR PART-TIME ADJUNCT FACULTY AND PART-TIME EMPLOYEES INCLUDING MINORS

- A. It is the responsibility of the hiring supervisor to ensure budget is available prior to hiring a part-time employee. If the department is hiring a part-time staff work-study position, contact Financial Aid office prior to posting the position.
- B. All part-time positions will be posted on the Human Resources website and as needed, advertised on other recruitment sites, local newspapers, etc. The Associate Dean should collaborate with department faculty in the adjunct hiring process.
- C. Employment of Students. The College will provide employment opportunities for College students wherever possible. However, students will not be hired as teaching assistants in their field of study unless approved by the Provost.
- D. Employment of Minors
 - 1. Minors may be employed by the College subject to applicable restrictions of State and Federal law, to encourage their growth and development.
 - 2. Employees without a valid vehicle operator's license are not authorized to and shall not operate a College vehicle on the public highway or any other vehicle in their employment for the College, or in the course of any program or activity sponsored by the College or by any organization or association supported in whole or in part by funds controlled or managed by the College.
 - 3. Minors 14 years of age or older are permitted to work in certain nonhazardous occupations including but not limited to food service, messenger service, custodial service, and other similar work in non-dangerous areas (Utah Labor Code 34-23- 5).
- E. Age Verification: The hiring department is responsible for verifying the age of minors considered for employment by the use of birth certificates, vehicle operator's license, etc. Employment certificates are issued to high school students

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- by their schools under the age of 18 to verify their age (Utah Labor Code 34-33-10). Where such certificates are submitted, copies must be retained by the employing department.
- F. Working Condition. No minors shall be employed or permitted to work in hazardous occupations as defined from time to time by the United States Department of Labor or by the Utah Industrial Commission (Utah Labor Code 34-23-2).
- G. Statutory Considerations. If minors are permitted to work in violation of applicable State laws or regulations approved by the State Industrial Commission regarding employment of minors, responsible parties may be subject to College discipline and/or prosecution by State authorities.
- H. Applicants will be required to fill out a SLCC employment application online.
- I. With prior approval of Human Resources, a department may work with placement agencies which provide for the placement of employees without notification of openings.
- J. The hiring supervisor interviews applicants and makes a selection. (At the hiring supervisor's discretion, a committee approach may be used.)
1. If the applicant is an international student, please see the On Campus Employment for International Students located at http://i.slcc.edu/hr/docs/On-Campus_Hiring_Procedures_for_International_Students_on_an_F-1_Visa.pdf.
 2. If the applicant is a relative, follow the "Employment of Relatives" policy and procedure at <http://www.slcc.edu/policies/docs/c2s02-03.pdf> and the form: http://i.slcc.edu/hr/docs/Employment_of_Relatives_final_9-21-09.pdf prior to offering the job.
- K. Reference checks should be completed on all applicants to be hired prior to job offer. Where the applicant has disclosed a criminal conviction on their application

BUSINESS SERVICES
PERSONNEL HIRING (FACULTY & STAFF)
CHAPTER 2
PROCEDURE FOR POLICY 2.02

Cabinet Approval: 00/00/0000
Page 18 of 18

or in their interview, the hiring supervisor will contact the Human Resources Office and receive advice and approval on how to proceed prior to making a decision. Criminal background checks may be required on selected positions.

1. Where the applicant has disclosed a criminal conviction on their application or in their interview, the hiring supervisor will contact the Human Resources Office and receive advice and approval on how to proceed prior to making a decision.
 2. If the applicant is applying for a Staff work-study position, verify with Financial Aid work-study funds prior to making the job offer.
 3. Criminal background checks may be required on selected positions.
- L. The hiring supervisor will make the job offer to the selected applicant following the appropriate rate schedule. Offers that are not in line with the rate schedule in either title or rate of pay will not be honored by the College.
1. Applicants who are not selected for employment are notified by the hiring supervisor that they are no longer under consideration through the applicant tracking system.
 2. The hiring department is responsible for notifying the Human Resources Office of all new hires. New employees are required to meet with Human Resources on or before their first date of employment to complete the necessary onboarding forms. The hiring department will have limited onboarding tasks.
- M. For adjunct positions, applicants must provide official transcripts to their Associate Dean within 30 days of hire. A copy will be kept in the department and the original will be forwarded to the Human Resources Office for the employee's personnel file.

MONSTER DIVERSITY NETWORK

Attract a diverse and productive workforce



Nearly 50% of recruiters are dissatisfied with their current recruiting tools.¹

What if you could attract more talented candidates simply by extending the reach of your recruitment brand?

The Monster Diversity Network lets you reach top diversity candidates and position your organization as a company of choice. Our Diversity Network offers access to more than 29.6 million unique visitors² through our exclusive community across diversity career websites and media partnerships.

Supercharge Your Diversity Hiring

Our comprehensive diversity & inclusion hiring solutions channel diverse candidates straight to you. We'll help your organization bolster its competitive advantage

and develop a more vibrant, productive workforce. We offer a wide range of diversity products, such as:

Targeted Job Ads

Extend your reach to select members of the Monster Diversity Network and help meet EEO/AA/OFCCP compliance objectives with Diversity job ads that mirror your Monster jobs.

Precision Resume Searches

Tap into more than 4.1 million⁴ diverse resumes from Monster users who have identified themselves as diverse.

Exclusive Media Advertising

Target and engage a diverse audience with a range of media offerings across Monster and the Monster Diversity Network.

EXTEND YOUR REACH
The Monster Diversity Network reaches:

- Nearly 24% of online African Americans⁵
- Nearly 22% of online Hispanics⁵
- More than 11% of online Asian Americans⁵
- More than 14% of online Females⁴

Only the Monster Diversity Network allows you to extend your reach to the largest network of millions of diverse job seekers.

For more information, call your Monster representative or 1-800-MONSTER x6333 today.

¹ <http://www.ere.net/wp-content/uploads/2013/09/Recruiter-Infographic-Final-11.jpg>; ²US comScore, Plan Metrix (reach includes duplicate traffic) Q2 2014; ³Monster strives to continuously develop new partnerships. This group is representative of properties currently in our network and is subject to change at any time; ⁴Internal Monster Data Q2 2014; ⁵US comScore, Q2 2014 monthly average

Updated March 1, 2014

Monster Diversity Job Network*

Diversity job distribution (alone or with complete) will reach the following partner sites.

Partner Website	Domain
Military.com	http://www.military.com
BlackPlanet	http://blackplanet.com
National Association of Asian MBA's	http://asianlife.com
Asian Life (A division of Asian Diversity Inc)	http://asianmba.org
AsianAve	http://asianave.com/jobs
MiGente	http://migente.com
Hire Disability	http://hireds.com
Career Cast Diversity Network	http://diversity.careercast.com/
Diversity Inc.	http://www.diversityinc.com
NSHMBA	http://www.nshmba.org
NektPro	http://www.nektpro.com
EmpleosAmigo.com	http://empleosamigo.com/
AFRO	http://afro.com
Glass Ceiling	http://glassceiling.com/
NewsOne	http://www.newsone.com
The Urban Daily	http://www.theurbandaily.com
Giant Magazine	http://www.giantmag.com
Hello Beautiful	http://www.hellobeautiful.com
Elev8	http://www.elev8.com
Zona de SABOR	http://zonadesabor.com
The Grio	http://thegrio.com
HBCU CONNECT	http://www.HBCUConnect.com
UNCF.org	http://www.careers.uncf.org
BlackHistory.com	http://www.BlackHistory.com
HBCU.COM	http://www.hbcu.com
BlackWomenConnect.com	http://www.blackwomenconnect.com
HBCUNetwork.com	http://www.HBCUNetwork.com
BlackPhD.com	http://www.blackphd.com
BlackAccountants.com	http://blackaccountants.com
The Connect Platform	http://www.Connectplatform.com
BlackInAmerica.com	http://www.blackinamerica.com
TylerPerryFans.com	http://www.tylerperryfans.com
BlackJobs.com	http://www.blackjobs.com
BlackNews.com	http://jobs.blacknews.com/
HBCUParents.com	http://www.HBCUParents.com
BlackHealth.org	http://www.blackhealth.org
BlackCEOs.com	http://www.blackceos.com
AfricanAmericanCareers.com	http://www.AfricanAmericanCareers.com
Chocolate Pages Network	http://www.chocolatepagesnetwork.com
Bowie State Alumni	http://www.bowiestatealumni.com
BlackAuthorsConnect.com	http://www.blackauthorsconnect.com
BlackInColumbus.com	http://www.blackincolumbus.com
AfricanAmericans.NET	http://www.africanamericans.net
DMV Black	http://www.www.dmvblack.com
Real Men Cook	http://www.network.realmencook.com
BlackGreeks Connect	http://www.blackgreeksconnect.com
Hampton University Alumni	http://www.PirateConnect.com
SupplierDiversity.com	http://www.SupplierDiversity.com
MinoritiesInHealthcare.com	http://www.MinoritiesInHealthcare.com

97.9 The Box Houston	http://theboxhouston.com/
Hot 96.3 Indiana	http://IndyHipHop.com
RadioNOW 100.9 Indiana	http://www.radionowindy.com
MyPraise ATL	http://www.MyPraiseATL.com
Spirit 1400 Baltimore	http://MyBaltimoreSpirit.com
Praise 1300 Cleveland	http://www.PraiseCleveland.com
Praise KMJQ 102.1 Houston	http://www.praisehouston.com
Praise 103.9 Philadelphia	http://www.PraisePhilly.com
The Light 103.9 FM	http://www.TheLightNC.com
Praise 104.7 Richmond Va	http://www.PraiseRichmond.com
Praise 104.1 DC	http://www.praisedc.com
Majic ATL	http://www.MajicATL.com
Magic 95.9 Baltimore	http://www.MagicBaltimore.com
93.1 WZAK Cleveland	http://www.WZAKCleveland.com
Magic 106.3 Columbus Ohio	http://www.MYColumbusMagic.com
Old School 94.5	http://www.Oldschool945.com
Majic 102.3 Washington DC	http://www.MyMajicDC.com
106 WTLC Indiana	http://www.TLCNaptown.com
100.3 WRNB Philadelphia	http://www.rnbphilly.com
Foxy 107.1-104.4 North Carolina	http://www.FoxyNC.com
99.3-105.7 Kiss FM Richmond	http://www.KissRichmond.com
92 Q Baltimore	http://www.92Q.com
93.9 WKYS Washington DC	http://www.KYSDC.com
97.9 The Beat DFW Dallas	http://www.TheBeatDFW.com
Hot 107.9 Philly	http://www.hot1079philly.com
WPZS-FM Charlotte	http://www.praisecharlotte.com
WOSF-FM Charlotte	http://oldschool1053.com
WOSL-FM Cincinnati	http://oldschoolcincy.com
WCHB-AM Detroit	http://wchbnewsdetroit.com
WPZR-FM Detroit	http://Praise1027Detroit.com
KMJQ-FM Houston	http://myhoustonmaic.com
WCDX-FM Richmond	http://ipowerrichmond.com
WFUN-FM St. Louis	http://oldschool955.com
WOL-AM Washington DC	http://woldcnews.com
WYCB-AM Washington DC	http://myspiritdc.com
Hot 104.1 St. Louis	http://www.hot1041stl.com
Hot 102.7 Detroit	http://www.hothiphopdetroit.com
Hot 107.9 Atlanta	http://www.HotSpotATL.com
101.1 The Wiz	http://www.WizNation.com
Power 107.5 Columbus	http://www.MyColumbusPower.com
K97.5 North Carolina	http://www.hiphopNC.com
Z 107.9 Cleveland	http://zhiphopcleveland.com
The Buzz 1230 AM Cincinnati	http://www.thebuzzcincy.com
WERE-AM 1490 Cleveland	http://newstalkcleveland.com/
WCHB-AM News Talk 1200	http://www.WCHBNewsDetroit.com
AM 1310: The Light Indiana	http://www.PraiseIndy.com
WTPS 1240 AM, The Petersburg Station	http://www.urbanpetersburg.com/
WOLB Talk 1010	http://www.WOLBBaltimore.com

*Organizations on this list are part of the Monster Diversity Job Network, effective 3/1/2014. This list is subject to change at any time, without prior notice.

Diversity in Academia



8 Leading Diversity Websites

Contact Us | About Us | Post Jobs

Where Academia Recruits All Forms of Diversity

Asians In Academia

Reach qualified Asian professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.AsiansInAcademia.com



Blacks In Academia

Reach qualified Black professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.BlacksInAcademia.com



Disabled In Academia

Reach qualified disabled professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.DisabledInAcademia.com



Higher Ed Women

Reach qualified Women professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.HigherEdWomen.com



Hispanics In Academia

Reach qualified Hispanic professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.HispanicsInAcademia.com



LGBT In Academia

Reach qualified LGBT professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.LGBTInAcademia.com



Native Americans In Academia

Reach qualified Native American professionals who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.NativeAmericansInAcademia.com

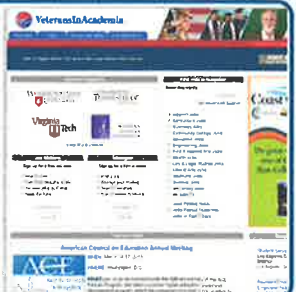


Veterans In Academia

Reach qualified Veterans who are searching for faculty, administrator, staff, and executive jobs

\$125 for 30 Days

www.VeteransInAcademia.com



Need a customized quote? Call us anytime at 404-915-7300

E-mail us at admin@DiversityInAcademia.net

- ✔ Annual Unlimited Job Posting Plans Available
- ✔ Special Bundle Pricing When Posting on Four or More Sites
- ✔ Receive Job Tracking Statistics by E-mail Every Week
- ✔ 24-hour Access to Tracking Statistics in Admin Area
- ✔ Too Busy? E-mail Us Your Jobs, We Will Post Them For You!

DiversityInAcademia is recognized throughout higher education as the place where America's best colleges and universities recruit diverse candidates.

If your institution has openings right now for faculty, staff, administrator, or executive jobs, posting your jobs on our sites can help you build a diverse applicant pool.

Each of our comprehensive websites gives HR departments an affordable and effective way to reach qualified, diverse job seekers in all 50 states.

Trusted by every type of academic institution from small rural colleges to elite Ivy League institutions, DiversityInAcademia has a proven record of delivering excellent results and providing fantastic customer service.

Call or email us anytime for help with your job postings. We're looking forward to working with you and your colleagues.

[Click Here to Post Jobs](#)



Diversity in Academia
Academic Advertising
260 Peachtree Street, N.W.
Suite 2200
Atlanta, GA 30303

[HispanicsInAcademia.com](#)
[BlacksInAcademia.com](#)
[VeteransInAcademia.com](#)
[AsiansInAcademia.com](#)

[HigherEdWomen.com](#)
[LGBTInAcademia.com](#)
[DisabledInAcademia.com](#)
[NativeAmericansInAcademia.com](#)

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Source	Website	Status
• American Association of Teachers of Spanish & Portuguese	www.aatsp.org	Site takes online job announcements
• American Indian Science and Engineering Society (AISES)	www.aises.org	Site takes online job announcements
• Association for Asian Studies (AAS)	www.asian-studies.org	Site takes online job announcements
• Association for Women Geoscientists	www.awg.org	Site takes online job announcements
• Association for Women In Mathematics Newsletter	https://sites.google.com/site/awmmath/awm/newsletter	Site takes online job announcements
• Association for Women in Science	www.awis.org	Site takes online job announcements
• Association of Black Psychologists	www.abpsi.org	Site takes online job announcements
• Association of Black Psychologists	www.abpsi.org	Site takes online job announcements
• Black Career Women Online	https://bcwnetwork.com	Site takes online job announcements
• Center for Advancement of Hispanics in Science & Engineering Education (CAHSEE)	www.cahsee.org	Site takes online job announcements
• Diverse Issues in Higher Education	http://diverseeducation.com/	Site takes online job announcements
• Hire Veterans	www.hireveterans.com	Site takes online job announcements
• Hispanic Network Magazine	www.hnmagazine.com	Site takes online job announcements
• Hispanic Outlook in Higher Education	http://hispanicoutlook.com/	Site takes online job announcements
• InSight into Diversity	www.insightintodiversity.com/	Site takes online job announcements
• Military Hire	www.militaryhire.com	Site takes online job announcements
• National Alliance of Black School Educators (NABSE)	www.nabse.org/	Site takes online job announcements
• National Association of Black Accountants, Inc. (NABA)	www.nabainc.org	Site takes online job announcements
• National Association of Black Geologists and Geophysicists	www.nabg-us.org/	Site takes online job announcements
• National Association of Black Journalists	www.nabl.org	Site takes online job announcements
• National Association of Hispanic Journalists	http://nahj.org	Site takes online job announcements
• National Black Nurses Association (NBNA)	www.nbna.org	Site takes online job announcements
• National Society of Black Engineers (NSBE)	www.nsbe.org	Site takes online job announcements
• Native American Journalists Association	www.naja.com	Site takes online job announcements
• Native American Times	www.nativetimes.com	Site takes online job announcements
• Recruit Military	https://recruitmilitary.com/	Site takes online job announcements
• Society of Women Engineers	http://societyofwomenengineers.swe.org	Site takes online job announcements
• The Journal of Blacks in Higher Education	www.jbhe.com	Site takes online job announcements
• VetJobs	http://vetjobs.com/	Site takes online job announcements
• Women in Higher Education	http://wihe.com/	Site takes online job announcements
• National Minority Faculty Identification Program	www.theregistry.ttu.edu	Member companies can post unlimited jobs
• Hispanic Association of Colleges and Universities (HACU)	www.hacu.net	Member companies can post jobs
• Latin American Studies Association	https://lasa.international.pitt.edu/eng	Member companies can post jobs
• MANRRS-Minorities in Agriculture, Natural Resources & Related Sciences	http://manrrs.org/	Member companies can post jobs
• The Society for Ethnomusicology	www.ethnomusicology.org	Member companies can post jobs
• AAAS Minority Scientists Network (MiSciNet)	www.aaas.org/	Jobs placed through ScienceCaers.org
• American Indian Graduate Center	www.aigcs.org	Jobs placed through Monster.cm

Recruiting/Employment Changes/Recommendations:

- **CWT Recommendation 1:** All job postings will include intentional language to capture and high light the diverse nature of our student body and community. (Examples provided):
 - Salt Lake Community College seeks to attract an active, culturally and academically diverse faculty of the highest caliber, skilled in the scholarship of teaching, discovery, application and integration of knowledge. The successful applicant will join a vital and innovative department as its members are reflective practitioners and knowledgeable teachers in their respective fields. They participate in their professional communities, and collaborate with colleagues in developing curriculum. Such faculty members actively serve our students in successfully obtaining the skills and knowledge needed to be successful in their careers.
 - Salt Lake Community College is Utah's largest college with the most diverse student body in the state. It serves more than 60,000 students on 8 campuses including an eLearning virtual campus. It is located in the dynamically vibrant and economically stable urban environment of the Great Salt Lake Valley. Salt Lake residents enjoy easy access to numerous recreational opportunities during all four seasons, as well access to five National Parks throughout the state. Also, Salt Lake hosts many sporting events, such as professional basketball and soccer and Triple A baseball. Downtown Salt Lake offers many urban opportunities such as art galleries, the Utah Symphony, Ballet West, as well as a variety of restaurants and brew pubs.
 - Salt Lake Community College's values include collaboration, inclusivity, integrity, and trust. The college is dedicated to engaging and supporting students from all cultures, abilities, and ages, including English Language Learners from around the world, and first generation and refugee students. Salt Lake Community College seeks to attract an active, culturally and academically diverse faculty of the highest caliber, skilled in the scholarship of teaching, discovery, application, and integration of knowledge.
 - **Knowledge and Skills:**
 - Ability to work well with others and productively contribute in a team setting.
Ability to communicate effectively with a broad range of diverse people, ability, culture, ethnic background, to maintain good working relationships across the College. Ability to work with all groups in a diverse academic, socioeconomic, cultural and ethnic background of community college students, faculty and staff, including those with disabilities and special needs.

- **CWT Recommendation 2 :** Hiring managers and potential committee members will be trained on the new hiring policy and support the workplace culture- SLCC M, V, V- diversity as a priority.
 - The Salt Lake Community College Hiring for Diversity Resource Guide – a online resource that provides guidance on more effective networking in minority communities, options for targeted advertising, best practices, possible interview questions, etc.
 - Search Advocate Program is currently in development

- **CWT Recommendation 3:** INCREASE CANDIDATE EXPERIENCE
 - Current plans to collaborate with Jason Pickavance in Faculty Development to utilize the HR onboarding program for Faculty Orientation, Welcoming them to the College, etc.
 - Associate Deans/Deans notifying Final candidates of the final decisions through personal contact (phone, appointment, etc.). Using PARS to notify those not meeting minimums. Notifying the candidates who interviewed, but were not selected (Pars or personal email).
 - During committee trainings – advocate a welcoming interview process – stress they are the first impressions of the college, Follow up questions are allowed.
 - Direct emails notifying the candidate of the offer is welcoming, informative, and congratulatory (See example below):
 - Proposed Ideas: Landing webpage on SLCC website, Mobile website capability

Congratulations and Welcome to Salt Lake Community College! We are happy to have you join the ranks of our Faculty members here at Salt Lake Community College as the new Assistant Professor, English. The attached file is a pdf copy of your Letter of Appointment, which serves as your offer letter. It includes your academic base salary, tenure status, academic rank, and other important information. Your expected start date is August 16, 2017. A reply to this email of your acceptance is requested.

The original Letter of Appointment will be mailed to the address listed on your application for your signature.

Bryce Nelson (801) 957-376, and Maggie Stephenson (801) 957-3782, from the HR Onboarding Team will assist you in becoming familiar with SLCC and to walk you through the new employee processes. You will receive onboarding e-forms via email prior to your start date. We encourage you to complete as much of the onboarding forms as you are able prior to your start date.

You may contact Kristi Egbert at (801) 957-4704 in the HR Office regarding your employee benefit options. You can visit SLCC's Employee Benefits webpage <http://i.slcc.edu/hr/benefits/index.aspx> for more details and information.

Dr. Stephen Ruffus ((801) 957-4375) is your Associate Dean and he will contact you regarding details pertaining to your faculty position and schedule.

Please feel free to contact me for questions regarding your offer and employment at Salt Lake Community College.

Welcome Aboard! We are excited to have you join Salt Lake Community College's team!

Committee Search Procedural Changes for Faculty:

1. Recommend collaborating with Dr. Roderic Land with developing individual diversity hiring plans for their departments.
2. The AD's and Dean's make a collaborative decision on the selected candidate for hire. This promotes shared governance, building of teams within the individual programs, and provides AD's with a voice in the accountability of the hiring process.
3. Notification of 30 and 60 calendar days of priority review date to Cabinet member (Provost).
4. Added in E Interview Selection that the AD and or Dean will contact the finalists that did not move forward.
5. Smaller Committee – recommends minimum 3 and allows up to 7 members
6. Allows the option of Search Advocate to serve on the committee.

PARS System Possibilities: (Applicant and Candidate Experience)

1. Online Search Committee Enhancement
 - a. Ranking criteria for minimum and preferred screening
2. Applicant Reference letter notifications and submittal electronically – Applicant sends a link to person of reference to submit a reference letter directly to the application/posting.
3. Mobile Website capability

Diversity Advertising:

- Our subscription to CommunityCollegejobs.com automatically posts with the 8 websites associated with Diversity in Academia (see attachment).
- Compiled extensive list of individual Diversity websites as a reference for the AD's (See attached)

Changes in Recruitment

- Formatting report that goes out on Fridays
- Change Offer Letters

- Change Rejection Letters
- Clarification on Associate Dean internal postings
- Update H1-B to include a staff process
- Coordinate new policy/procedures trainings
- Hiring Handbook update

PeopleAdmin

- Mobility website
- Changing application (shorter)

Other

- Receive search advocate training
- Internal postings –
 - explore ways to make it a central location
 - collect less information on the “application” for internal postings

BOARD OF TRUSTEES REPORT
Reporting: CIO / CISO
June 2, 2017

Office of the Chief Information Officer

- OIT will continue researching technological opportunities to provide cost saving while maintaining the competitive edge in providing students and faculty with the tools necessary to enhance their educational experience.

Office of the Chief Information Security Officer

- Sensitive information scans and remediation has been expanded to the entire college community using software application called Identity Finder.
- DUO multifactor authentication software has been purchased for all faculty and staff. Initial design and rollout of the software is being determined with end of Summer being the target date for production.
- All Phishing campaigns have been completed and the results have been shared with Executive Cabinet.

Office of Administrative Computing

- Moderas Fastrak software for Grants has been implemented. Data uploads and integration components have been tested and completed. Go live date is scheduled for August.
- Maxient has been implemented in production.
- Ellucian Elevate implementation has started.
- The modifications to the admission process which supports the new Math Placement Pilot has been completed.
- Utah State University has completed the state wide Concurrent Enrollment application. We are in the process of developing internal systems that can integrate the application with Banner.
- To support the STEM grant received by the Math department, we are implementing an enhanced rollout of Tuottrac to support management and analytics in the new STEM and Learning centers.

Office of Technical Services (Systems and Infrastructure)

- The upgrade to the wireless network in the Student Center has been completed.
- The implementation of the NAC (Network Access Control) for wired connections is in the implementation phase of the project. A pilot group in the Technology Building is testing the initial rollout and providing feedback.

BOARD OF TRUSTEES REPORT
Reporting: Vice President Government and Community Relations
June 2017

Government Relations

The focus of the government relations team has been preparing for the 2018 legislative session by focusing on possible budget requests, as well as the college's request for a new general education building at the Herriman site. There have been multiple discussions with leadership across the college regarding budget priorities for the next year. There have also been discussions with state legislators regarding the budget and issues/requests that would resonate positively with the legislature.

The request for the new building in Herriman will begin with a presentation to the state building board in late summer. The government relations team will be working to build a broad coalition of support for the new building, including Herriman city, legislators from the south end of the valley, legislative leadership, and other entities that will benefit from having a new campus in Herriman.

VP Sheehan will be attending interim committee meetings for the key legislative committees over the summer and fall. There are already several bills that have been filed that affect the college. VP Sheehan will be meeting with the sponsors of these bills to better understand their purposed and how they might affect the college.

Community Relations

Community Relations hosted initial meetings to design an SLCC-Westminster pipeline for first generation students. The program is being structured around two main components: articulation agreements and student success programming (strong financial support, academic and social integration, and family and service-learning opportunities). Early program design assumes cohorts of between 12-15 students moving along an SLCC-Westminster pathway, with the first cohort starting in the 2017-2018 or 2018-2019 academic year. Specific articulation agreements and student success programming will be negotiated at division, program, and department levels.

Salt Lake Community College, in partnership with representatives from Department of Workforce Services, Utah State University, Salt Lake County and the International Rescue Committee, hosted a German delegation of immigration and refugee program representatives at the Utah Refugee Education and Training Center on May 4. The visit was part of a 3-day Welcoming Communities Transatlantic Exchange program.

Based on the visit to the Center and other refugee resource centers in Salt Lake, one participate commented: "I think what we can learn from Utah is that we have to bring all the partners together, the government and the non-government society as well as the entrepreneurs so that we can see what they can do to integrate the refugees and discuss what they want from the refugees and they can discuss what can be the positive impact for the refugee for our society."

BOARD OF TRUSTEES REPORT

Reporting: Vice President for Institutional Advancement

April 2017

DEVELOPMENT OFFICE REPORT

- **Gifts** received April 1 through April 30, 2017: **\$1,162,011**
Total gifts to date for Fiscal Year 2017: **\$2,524,500**
- **Sponsorships** received April 1 through April 30, 2017: **\$718**
Total sponsorships to date for Fiscal Year 2017: **\$7,301**
- Value of **Gifts-In-Kind** received April 1 through April 30, 2017: **\$265.00**
Total value of gifts-in-kind to date for Fiscal Year 2017: **\$130,203**

INSTITUTIONAL MARKETING & COMMUNICATIONS

- **Institutional Marketing and Communications:**
 - Cabinet has approved a proposal to optimize and consolidate email communications across the institution. "SLCC Today", a weekly, comprehensive news and event email for the College community will launch on May 15, 2017.
 - Enrollment campaigns launched in April to highlight Summer Classes at SLCC, the Guest Student Application Program, and the Center for Arts, Communication & Media.
- **Public Relations:**
 - Salt Lake Community College appeared in 509 articles in the local, state, and national media in April 2017 with an estimated media value over \$1,012,620
 - In April 2017, institutional coverage included:
 - Provost Sanders supports U initiative in Targeted News Service.
 - OER in Hispanic Outlook in *Higher Education*.
 - "Bruin Dreams" story on Telemundo
 - "Still Standing" student film project in *City Weekly*
 - Utah Women in Higher Education Network in *My Informs*
 - "Orange is the New Black" actress story in Salt Lake Tribune
 - Rain Motorcycle Safety Training story on KSL and in Deseret News
 - Colleges Announce Commencement Speakers in *Inside Higher Education*
 - Former SLCC Student wins Fulbright in *Daily Utah Chronicle*
 - Student filmmaker at Utah HS film Festival on KTVX
 - Lisa Bickmore on KRCL's RadioActive
 - SLCC Title Sponsor for Twilight Concert Series in *Deseret News*
 - Intermountain West Interfaith Leadership story in *Deseret News*
 - Pathways Program connects grads with high tech story in Deseret News
 - Cheap Option for Seniors in College story in MSN Money US
 - SLCC hosts Book Signing for "Orange is the New Black"
 - The Contact Center made 3,423 outbound calls for Financial Aid, Summer non-resident student recruitment, Multicultural Graduates Celebration invitations

EVENTS

- Employee Recognition Event hosted on Friday, April 21, 2017. Approximately 800 attendees celebrated retirees, years of services awards and others.
- An Architect's Sketchbook Exhibit – Tuesday, March 7 – Thursday, April 6. The George S. and Dolores Dore Eccles Art Gallery at South City Campus.
- Through Her Eyes – Utah Women Visual Journalists Exhibit – Monday, March 6 Wednesday, April 12, 2017. The George S. and Dolores Dore Eccles Art Gallery.

~~ADMINISTRATION~~ PRESIDENT V.P. INSTITUTIONAL ADVANCEMENT
GIFT RECEIPT AND ACCEPTANCE

CHAPTER 1

Board of Trustees Approval: 12/11/85

POLICY C1S02.02

Page 1 of 4

I. PURPOSE POLICY

~~To outline the role of Salt Lake Community College Foundation as a receiver of gifts and contributions for the College, and to establish an overall College procedure for gift acceptance. This policy outlines the role of the Salt Lake Community College Foundation as primary administrative responsibility over activities that result in or that concern fund raising and philanthropic gifts for the College and to establish an overall College procedure for gift acceptance. The Salt Lake Community College Foundation is a separate 501 (c) 3 dedicated to supporting the College.~~

II. POLICY PROCEDURES

A. ~~To more~~ adequately administer and account for gifts made to the College, all private contributions, ~~insofar as possible,~~ will be made to the Salt Lake Community College Foundation; ~~(the official agency incorporated under the laws of the State of Utah to solicit and receive gifts, grants, donated scholarships, bequests, properties, etc., for the benefit of the College) in consultation with the appropriate manager. Contributions made to the Foundation will then be directed to the appropriate College School or Department.~~

B. ~~As an alternative to donations made to the Foundation, gifts and contributions may be made directly to the College with prior approval of the College President or the Director of College Development in consultation with the appropriate manager. However, the College Foundation is the specific entity established to receive gifts made for the benefit of the College. Donors are to be directed to the Salt Lake Community College Foundation while Federal and State agency grants are the responsibility of the Salt Lake Community Office of Sponsored projects.~~

C. ~~Occasionally, it may not be in the best interest of the College to receive certain gifts or contributions. Proposed gifts in kind or other gifts of an unusual or special nature may be subject to evaluation by the Foundation Board of Directors, by the College President, by the Director of Development, or by the School or Department manager as appropriate, prior to acceptance. Outright gifts to the college shall be reported only when assets are actually and irrevocably transferred to the College. Deferred gifts shall be reported only when the assets are transferred to the College by trust or gift instrument. Documented provisions in wills or other revocable instruments shall be acknowledged and reported separately but not treated as charitable gifts to the College until funds are actually received.~~

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~~ADMINISTRATION~~ ~~PRESIDENT V.P. INSTITUTIONAL ADVANCEMENT~~
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~~D. The College Development Office coordinates Foundation and College fund raising activities including the receipting and acknowledging of all gifts of cash, real property, securities, equipment or other gifts in kind. Upon receiving any contribution, the appropriate (Foundation or College) multi-copy Gift Acknowledgement form will be completed by the Development Office. The original copy will be sent as a receipt to the donor. Other copies will be retained by the appropriate campus offices. Funds directed to the College in error may be deposited through the normal course of business, and subsequently remitted to the Foundation upon approval by the Vice President for Business Services (or designee.)~~

~~E. In addition to a Gift Acknowledgement Form sent by the Development Office, all individual donors making contributions valued over \$50.00, and businesses making contributions valued over \$200.00, receive personal letters of thanks from the President of the Foundation Board, the President of the College, or the Director of Development, as appropriate. Funds directed to the College due to stipulations in a will or otherwise stipulated by the donor noting that funds be paid to the College may be accepted upon approval of the Vice President for Business Services (or designee.)~~

~~Individuals soliciting or receiving donations designated for specific College departments are encouraged to give appropriate recognition and appreciation to contributors. Copies of these letters should be forwarded to the Development Office.~~

~~F. Occasionally, it may not be in the best interest of the College to receive certain gifts or contributions. Proposed gifts-in-kind of an unusual or special nature may be subject to evaluation by the Foundation Board of Directors, the College President and by the gift acceptance committee directed by the Executive Director of Development, as deemed appropriate, prior to acceptance.~~

~~G. Gifts that shall not be accepted by the Salt Lake Community College Foundation include;~~

- ~~a) A gift that is in contravention of applicable Federal or State laws, or the Board of Regents or College policies~~
- ~~b) A gift that obligates the College to undertake duties, financial or otherwise, which may not be fully capable of meeting for a period required by the terms and condition of the gift.~~
- ~~c) A gift that constitutes a request to the College to operate a commercial endeavor for the sole benefit of the donor or related person or entity~~
- ~~d) A gift that cannot be properly administered within the intended recipient's normal budget or resources (for example in the case the requirement for matching funds or resources).~~

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ADMINISTRATION—~~PRESIDENT~~VP-INSTITUTIONAL ADVANCEMENT

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e) The gift presents an unreasonable or unacceptable degree of risk due to environmental or health/safety issues.

f) The President or President's designee determines that acceptance of the gift would not be in the best interest of the College.

H. The College Development Office coordinates the Foundation and College fund raising activities including the receipting and acknowledging of all gifts of cash, real property, securities, equipment or other gifts-in-kind. Upon receiving any contribution, the appropriate gift acknowledgement form will be completed by the Development Office in collaboration with the College department receiving the gift. A thank you letter that can be used as a tax receipt will be sent to the donor.

F.I. Gifts received through the Salt Lake Community College Foundation follow donor intent and are administered pursuant to the terms of the Articles of Incorporation and the By-laws of the Foundation.

Disbursements and use of funds are made, following the manner prescribed in the by-laws of the ~~(Foundation) corporation. The Articles of Incorporation have been designed for ease of management and for the maximum protection of the donor and the College.~~

G. In kind items donated to the College through the Foundation will be inventoried to a special Salt Lake Community College Foundation account at the discretion of a representative of the Foundation. However, such donated items will be ultimately accountable to the College School or Department which has final disposition of that item.

H.J. There may be occasions when donors contribute certain gifts, particularly in-kind-gifts, without prior notice. In these cases, the College will attempt to act in the best interest of both the donor and the College. The Director of Development will coordinate and follow through on all such cases.

I.K. A variety of special awards or acknowledgements to donors may be provided by the Development Office including citations, resolutions, plaques, recognition dinners, and presentations appropriate to the amount and nature of the donated gift.

For more information, contact Office of Equal Employment Opportunity and Risk Administration at 801-957-4041

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Faculty Senate Report

Meta-Major Reform

The College Planning Council (CPC) received support from Faculty Senate regarding reforming the General Studies AS degree into more structured guided pathways. The goal is that students will be able to choose an area of interest (e.g. Science, Engineering, Computer Science, Business, etc.) to focus on to complete an Associate of Science degree at Salt Lake Community College. The Deans from each school have submitted pathway categories for students. The work will continue Fall Semester when the faculty are present on campus.

General Education Reform

The Faculty Senate approved the recommendations from the General Education Committee to restructure six credit hours of our general education. Two old "course designations" were removed and replaced by two new designations. The new designations are *Global and International Learning* and *Communications*. Departments will be given one year to redesign any courses to meet the new course designations. The focus of the General Education Committee will be to review and hopefully approve courses into these new designations for the 2018 Academic Year.

USHE Faculty Senate Leadership

Last month, all of the Faculty Senate Presidents met at the University of Utah to discuss issues and concerns at a USHE system faculty level. SLCC focused on articulation concerns between 2000 and 3000-level courses. The USHE Faculty Senate Presidents agreed this is a concern for student success and completions and will continue conversations to address these issues the coming year.

Staff Association Executive Board (SAEB)

Board of Trustees Report

June 2017

2017-18 Employee Benefits Fair and Executive Board Nominations

The SAEB participates in the College Benefits Fair every year to engage staff by answering questions, providing guidance, sharing information, highlighting various events, and most importantly to encourage participation. It is important to let them know their voice matters and they have opportunities to get involved with the Staff Association and within the College community. These activities have really helped increase interest for the Staff Association Executive Board, as well as the Campus Boards. This Year we had 66 people nominated for the Executive Board and 28 accepted with supervisor approval – this is nearly double what we've had in the past.

Campus Boards and Welcome to SLCC Initiative

The Campus Boards are doing an excellent job embracing our SLCC values with formal monthly meetings, service projects, and by creating new, fun, and educational activities for everyone. All Campus Boards are now using the new Welcome to SLCC greeting card (with a special treat) during their visits with all new part-time and full-time staff. This initiative was recently recognized by Staff Development as they received positive feedback from staff survey's – saying the visit was not only nice, but helped answer questions the new employee was struggling with.

Earth Day Event

The Student, Staff, and Faculty Associations collaborated with the Sustainability Committee and the Thayne Center for the annual Earth Day Event. The goal was to bring more awareness to our College goals, student initiatives, and support for community needs. The Sustainability Committee and SAEB explored employee UTA pass discounts, but determined this may not be something we can currently address due to financial issues.

Part-time to Full-time Panel

On Friday May, 19th the Taylorsville Redwood Campus Board organized and held a Part-time to Full-time Panel Workshop to help staff prepare and apply for full-time openings. The audience was very engaged and the feedback was positive. Staff Association Panel Discussion video link is <https://youtu.be/Y4iPRKZrRmo>.

Presidential Forums

The most recent forum was held at the Larry H. Miller Campus. These forums continue to be an excellent opportunity for employees to ask questions, gather and share College information with the President. The next forum will be held in the Fall.

Staff Association Scholarship Awareness Campaign

The SAEB developed a Staff Association Scholarship for current part-time employees who meet specified requirements and are in financial need. Due to interest for the scholarship we have increased our efforts to advertise with new postcards, flyers, and social media, to improve awareness and gain needed funding.

UHESA Spring Conference

SLCC staff joined their colleagues from other Utah Higher Education Staff Associations (UHESA) at Dixie State University for the Board of Regents meetings.

Salt Lake Community College Student Association (SLCCSA) and the new executive council for 2017- 2018 is excited and fully committed to serve, inspire, assist, guide, represent, and include students of diverse cultures, abilities, and ages. Also, continue to work on providing a safe space for students and creating meaningful involvement at SLCC.

Leadership Development

- The SLCC Student Association attended the Utah Leadership Academy at Weber State University. Student leaders were able to gain knowledge about student leadership and network with other student leaders from across the state. SLCCSA was highlighted because of the diversity within the student government and how it well represents the student population in our campus.

Student Government

- The new Executive Council held their first Executive Council meeting for summer semester on May 23rd. All new officers were present and provided with information to assist them in developing programming for the upcoming year.
- The new Executive Council received the first of their ongoing weekly summer trainings on May 11th, which was a good precursor to the Utah Leadership Academy, where many SLCC student leaders had opportunities to network and cultivate skills they will need for their specific positions throughout the 2017-18 academic year.

Student Life

- The SLCC Student Association wants to assure that all new students feel welcome and connected as soon as they arrive on campus. To that end, several Executive Council members attended and presented at the summer semester International Student Orientation events at the Taylorsville and South City campuses.