



**Board of Trustees – August 14, 2019, 8:00 a.m.**  
**Taylorsville / Redwood Campus**  
**4600 South Redwood Road, Salt Lake City, Utah**  
**AAB 428 Board Room**

Meeting to be conducted by Jim Wall, Vice-Chair

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

I.	<b>BOARD BUSINESS: Jim Wall, Vice-Chair</b>		
	A. Oath of Office for new Trustee Nate Boyer		
	B. Introduce and Welcome new Staff Association President, Sean Crossland		
	C. Confirm Committee Assignments	TAB A	
	D. Report on Joint BOR/BOT Meetings in Cedar City		
	E. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko		
	F. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	TAB B	
	G. Audit Committee Report, Trustee Vice-Chair Jim Wall		
II.	<b>CONSENT CALENDAR:</b> It is the recommendation of the Vice-Chair that the Board approve the following items on the Consent Calendar:		
	A. <u>Investment Report for May and June, 2019</u>	TAB C	
	B. <u>Minutes of Previous Meeting, June 12, 2019</u>	TAB D	
	C. <u>Executive Session:</u> Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held October 9, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.		
	D. <u>Personnel Report for June and July, 2019</u>	TAB E	
	E. <u>Government Funding Report—Major Grants Requested/Received</u>	TAB F	
III.	<b>PRESIDENT'S REPORT: Dr. Denece Huftalin, President</b>		
	A. President Huftalin		
	1. <b>INFORMATION:</b> BOT Retreat		
	2. <b>INFORMATION:</b> Convocation Update		
	3. <b>INFORMATION:</b> Report on India Study Abroad Trip (Trustee Chillingworth)		
	B. Student Life & Leadership Report – Trustee Flanagan		
	C. Student Affairs Report – VP Chuck Lepper		
	1. <b>INFORMATION:</b> College Facilities Use Policy (1 <sup>st</sup> Reading)	TAB G	
	2. <b>INFORMATION:</b> Advertisement & Posting Materials Policy (1 <sup>st</sup> Reading)	TAB H	
	D. Institutional Advancement Report – VP Alison McFarlane		
	1. <b>INFORMATION:</b> Trustee Scholarship Fund Report	TAB I	
	2. <b>INFORMATION:</b> Junior Achievement Kiosk		
	3. <b>INFORMATION:</b> Naming College Facilities and Programs Policy (1 <sup>st</sup> Reading)	TAB J	
	E. Business Services Report – VP Jeffrey West		
	1. <b>ACTION:</b> Motor Vehicle Policy (2 <sup>nd</sup> Reading)	TAB K	
	2. <b>ACTION:</b> Shipping & Receiving, Mail Services and Courier Policy (2 <sup>nd</sup> Reading)	TAB L	
	3. <b>INFORMATION:</b> Parking Services Policy (1 <sup>st</sup> Reading)	TAB M	

	4. <b>INFORMATION</b> : Annual Budget Review (Guest: Darren Marshall)	TAB N	
	5. <b>INFORMATION</b> : Bad Debt Report (Guest: Debra Glenn)	TAB O	
	6. <b>INFORMATION</b> : Capital Improvement Projects in Excess of \$100,000 Report (Guest: Bob Askerlund)	TAB P	
	F. Institutional Effectiveness Report – VP Jeff Aird		
	1. <b>ACTION</b> : FLSA Overtime Policy (2 <sup>nd</sup> Reading)	TAB Q	
	2. <b>ACTION</b> : Staff Overload Policy (2 <sup>nd</sup> Reading)	TAB R	
	G. Campus-based & Constituents Reports:		
	1. <b>INFORMATION</b> : Faculty Senate and Faculty Association Reports		
IV.	<b>ADJOURNMENT:</b>		

### Calendar of Important Events:

CONVOCATION	August 20, 2019 8:30am – 4:30pm	LAC <i>(breakouts at various locations)</i>
Plenary, Poet Laureate, State of the College & Keynote	9:15 – 11:00am	LAC Bruin Arena
Campus Tours for Trustees, Foundation Board, PGAC	August 23, 2019 9:00am – 3pm	Taylorville/Redwood, WVC, Westpointe, South City, Miller and Jordan campuses
Gail Miller Leadership Golf Tournament	September 9, 2019	Hidden Valley Country Club
Trustee Retreat <i>(Trustees only)</i>	September 11, 2019 8am – 1:30pm	Salt Lake Country Club
Tanner Forum	October 8, 2019 with Talithia Williams	South City Campus Grand Theatre
President’s Art Show Opening Reception	November 4, 2019	South City Campus Multipurpose Room
To Kill A Mockingbird	March 26, 2020	Grand Theatre – South City Campus

*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.*

## TRUSTEE COMMITTEE ASSIGNMENTS 2019-2020

### STANDING COMMITTEES:

#### MEMBERSHIP

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#### **Audit Committee**

- VP Jeffrey West
- *Brady Southwick, Chair*
- *Trustee Jim Wall*
- *Trustee Kim Wilson*

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#### **Board Development Committee**

- *Trustee Lori Chillingworth, Chair*
- *Trustee Kim Wilson*

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#### **Foundation Board**

- *Trustee Maria Farrington*
- *Trustee Shawn Newell*
- *Trustee Coralie Alder*

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#### **Investment Committee**

- *Trustee Lori Chillingworth*

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#### **Mission Fulfillment Committee**

- Vice President Jeff Aird
- *Trustee Shawn Newell*
- *Trustee Brady Southwick*

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#### **Executive Committee**

- *Trustee Maria Farrington, Chair*
- *Trustee Jim Wall, Vice Chair*
- *Trustee Brady Southwick, Audit Committee Chair*

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- **Ad Hoc Committees:** *One or two members of Governing Board at the discretion of the chairperson and meet as needed.*
    - Nominating Committee
    - Honorary Doctorate Review Committee (18-19 Membership: Trustee Luchetti, Trustee Chillingworth)
    - Legislative Committee (Membership: VP Sheehan, Trustee Southwick)
    - Public Image/Relations Committee (Membership: VP McFarlane, Trustee Wall, Trustee Luchetti)
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**AUDIT COMMITTEE:**

**Membership:** At least three members of the Governing Board recommended by the President and chairperson and appointed by the Board of Regents.

*The SLCC Audit Committee meets 4-5 times each year on the Tuesday before the Board of Trustees' monthly meeting. The meetings are held from 12:30 – 2:30 p.m. in the Business Services Conference Room (AAB-301) or via telephone conference and lunch is provided. The 2019-20 schedule not yet approved.*

**INVESTMENT COMMITTEE:**

**Membership:** One or two members of the Governing Board at the discretion of the chairperson.

*The SLCC Investment Committee meetings are generally 30-45 minutes and held on the second Monday of every month, prior to the Board of Trustees' meeting. Meetings begin at 11:00 a.m. in the Business Services Conference Room (AAB-301) or in VP Jeff West's office. The 2019-20 approved schedule is as follows:*

July 8, 2019	January 13, 2020
August 12, 2019	February 10, 2020
September 16, 2019	March 9, 2020
October 7, 2019	April 13, 2020
November 8, 2019 (Friday)	May 11, 2020
December 9, 2019	June 8, 2020

**FOUNDATION BOARD:**

**Membership:** One or two members of the Governing Board at the discretion of the chairperson.

*The SLCC Foundation Board meets the second Thursday of every other month. Meetings are from 11:30 – 1:00 p.m. in the AAB 428 Boardroom and lunch is served. The approved schedule is as follows:*

August 8, 2019	August 13, 2020
October 10, 2019	October 8, 2020
December 12, 2019	December 10, 2020
February 13, 2019	February 11, 2020
April 9, 2020	April 8, 2021
June 11, 2020	June 10, 2021

**MISSION FULFILLMENT COMMITTEE:**

**Membership:** One or two members of the Governing Board at the discretion of the chairperson.

*The Mission Fulfillment Committee meets approximately once per month, tentatively the last Friday of each month at 8am, in preparation for Board of Trustee meetings. Meetings are scheduled for 30 minutes and are held at a mid-point location of attendees, usually at a local restaurant.*

**BOARD DEVELOPMENT COMMITTEE: (New)**

**Membership:** One or two members of the Governing Board at the discretion of the chairperson.

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**EXECUTIVE COMMITTEE:**

*The SLCC Trustee Executive Committee consists of the Board Chair, Vice-Chair and the Audit Committee Chair. Pursuant to Trustee Bylaws, the Executive Committee shall have full authority of the Board to act upon routine matters during the interim period between meetings. The committee may act on non-routine matters only under extraordinary and emergency circumstances and shall report its activities to the entire board at the next regular scheduled meeting. The Executive Committee and President approve the agenda prior to each Board of Trustee meeting.*

SALT LAKE COMMUNITY COLLEGE

*Office of Strategy & Analysis*

*Institutional Effectiveness*

# Mission Fulfillment **Access & Success**

Prepared by Jeff Aird & Dr. Jessie Winitzky-Stephens

June 2019

Objective A:

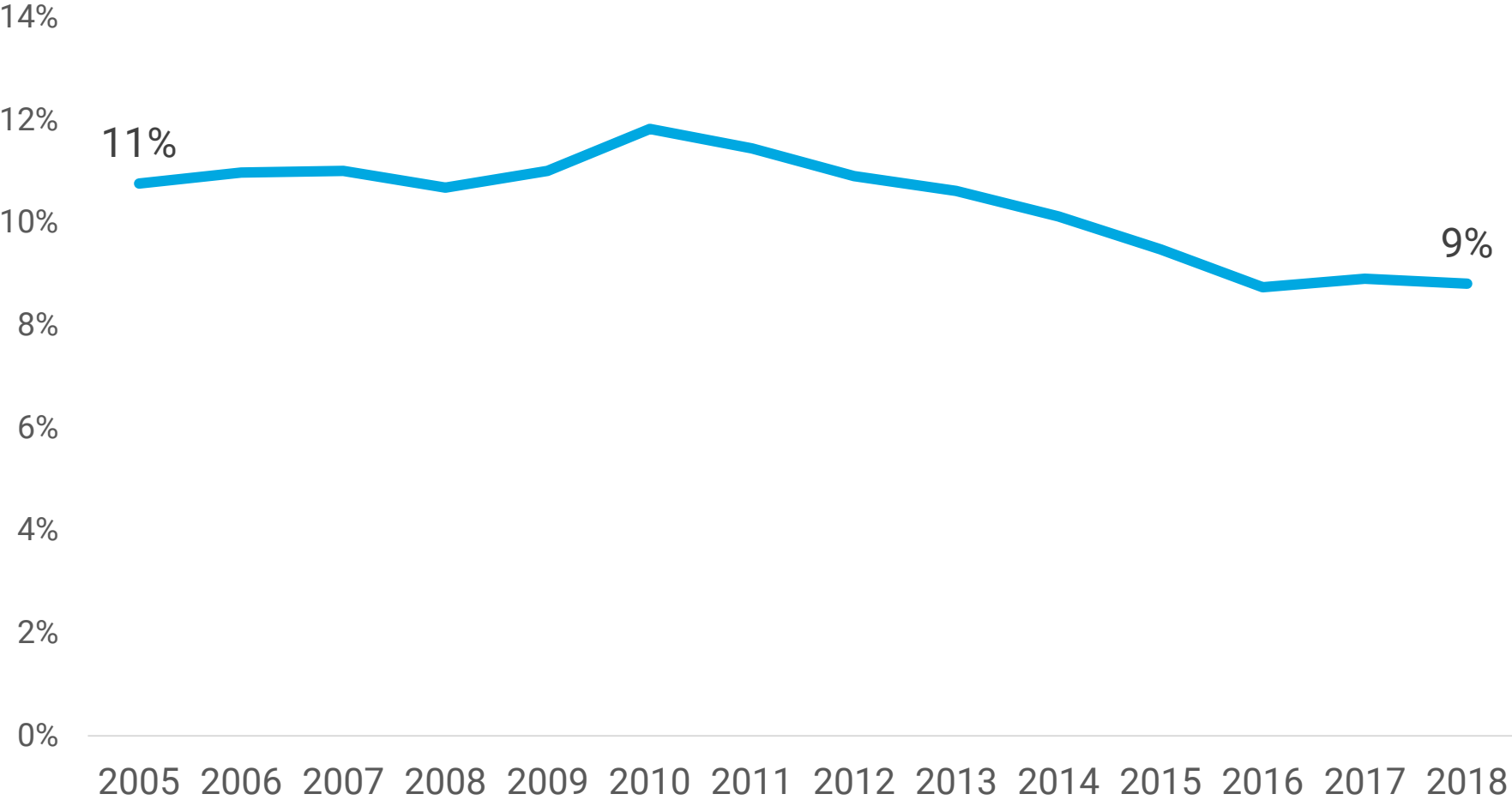
Provide accessible instructional programs and student services

Core Theme Indicator #1:

Community Access Rate

# Community Access Rate

The SLCC annual headcount as a proportion of the Salt Lake County college-aged population (15 to 44); 2005 - 2018



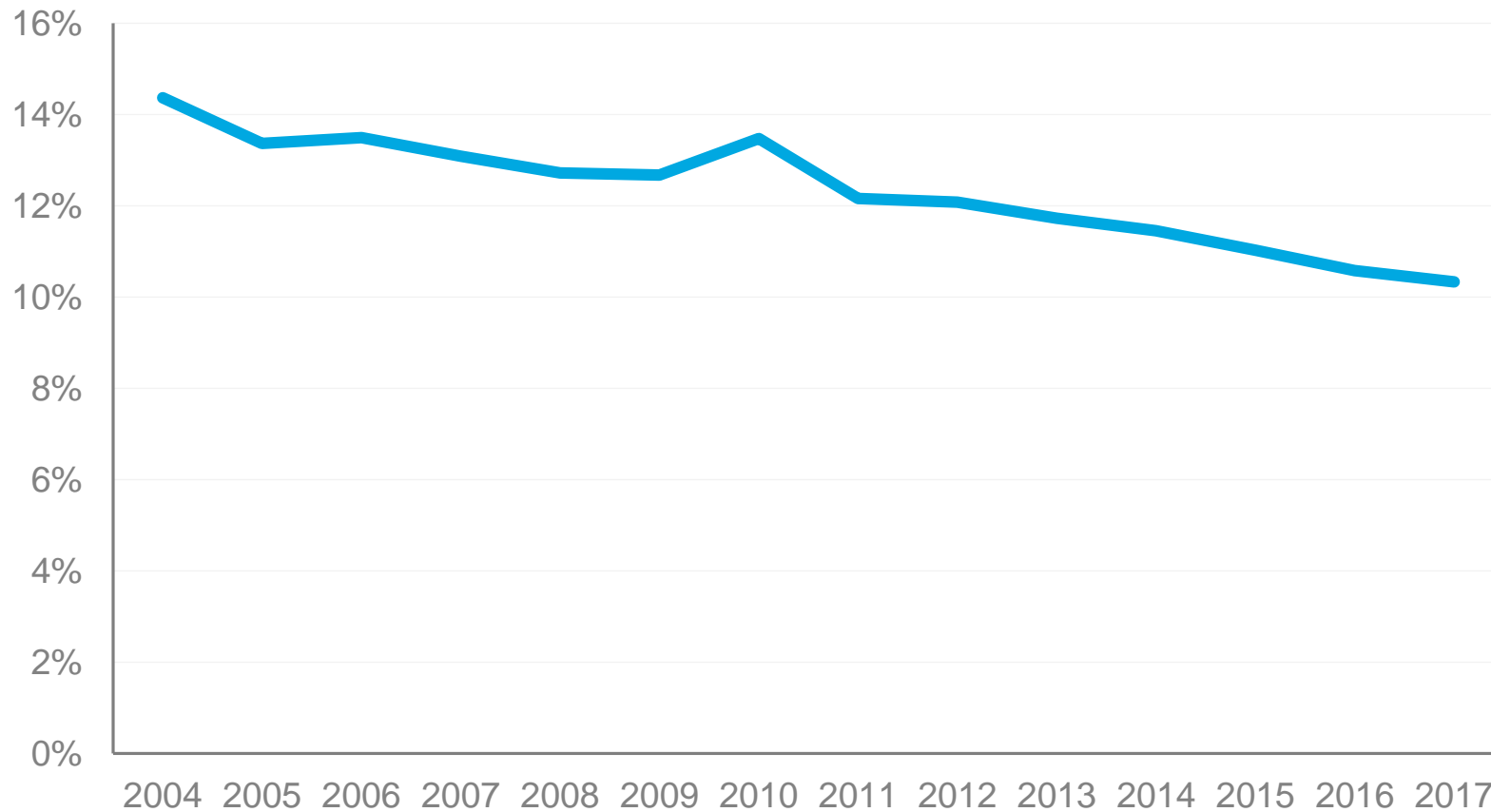
Source: SLCC Data Warehouse, EMSI population





# Declining college participation

Proportion of Salt Lake County residents age 15-34 who attended a USHE institution, Fall semesters 2004-2017



# 10%

of Salt Lake County residents attended a USHE institution in Fall 2017

Objective B:

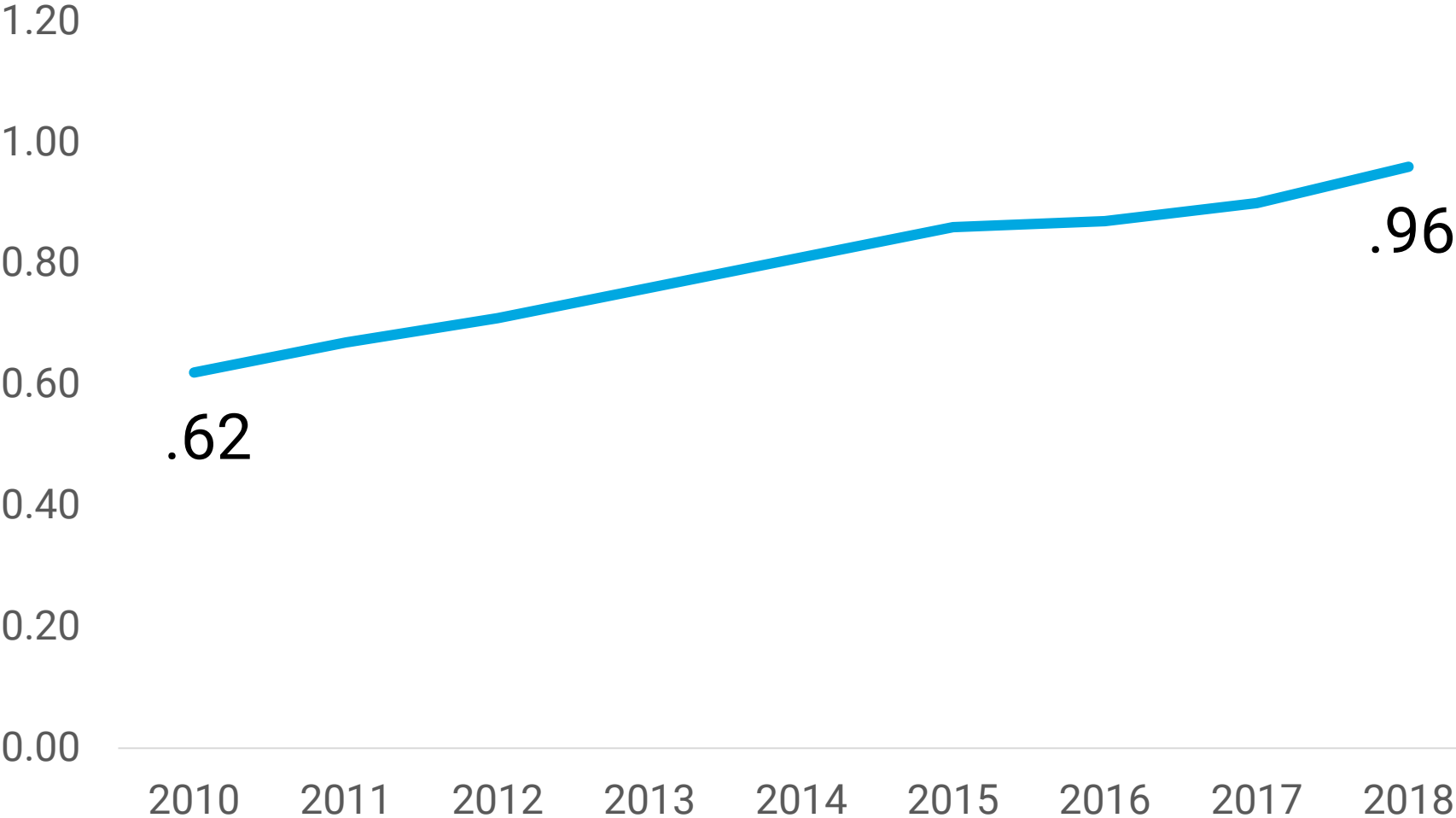
Provide access to students  
underrepresented in higher  
education

Core Theme Indicator #2:

Minority student participation ratio

# Minority Student Participation Ratio

The ratio of students of color compared to the Salt Lake County college-aged population; 2010-2018

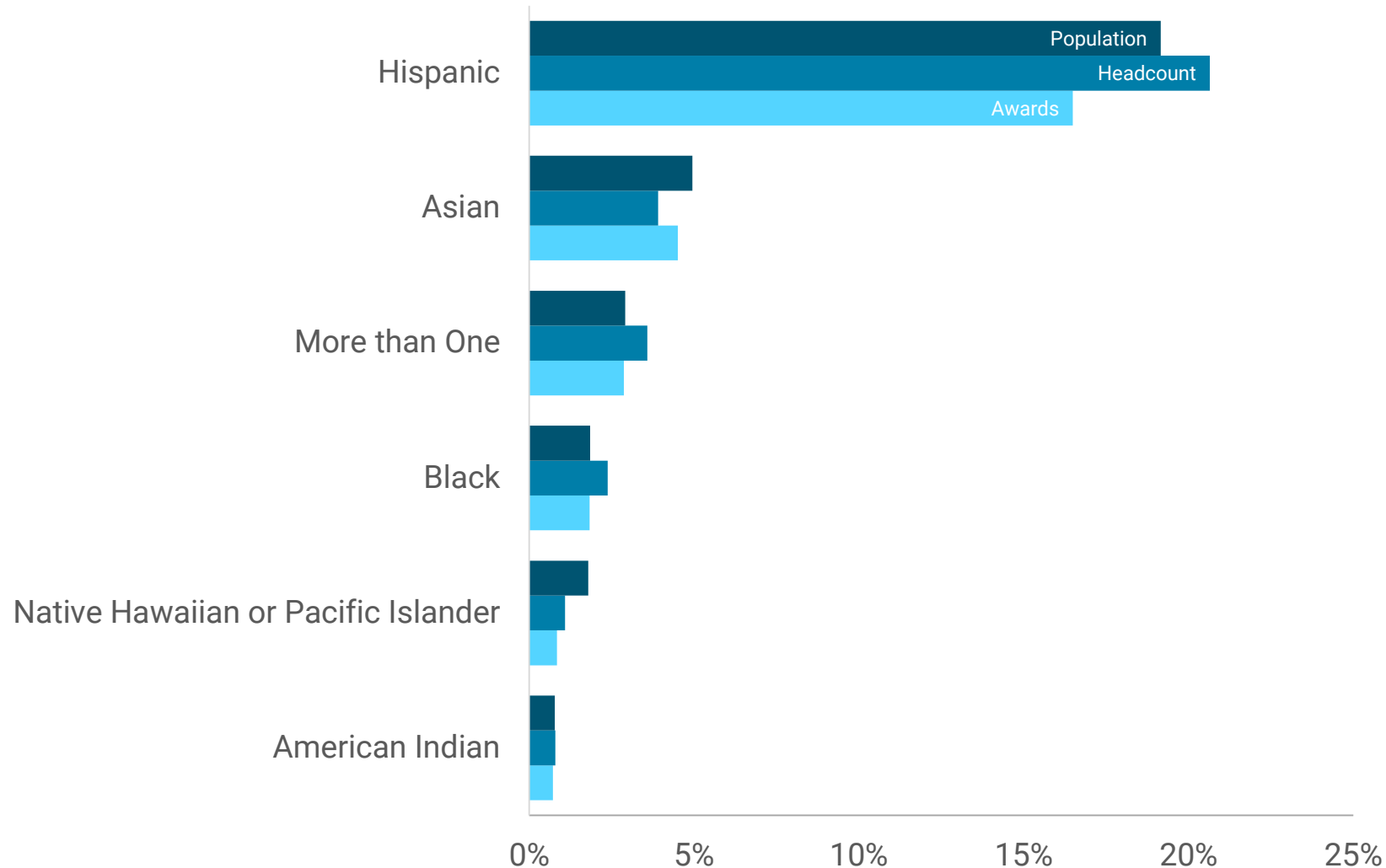


Source: SLCC Data Warehouse, EMSI population



# Equity in College Participation and Completion

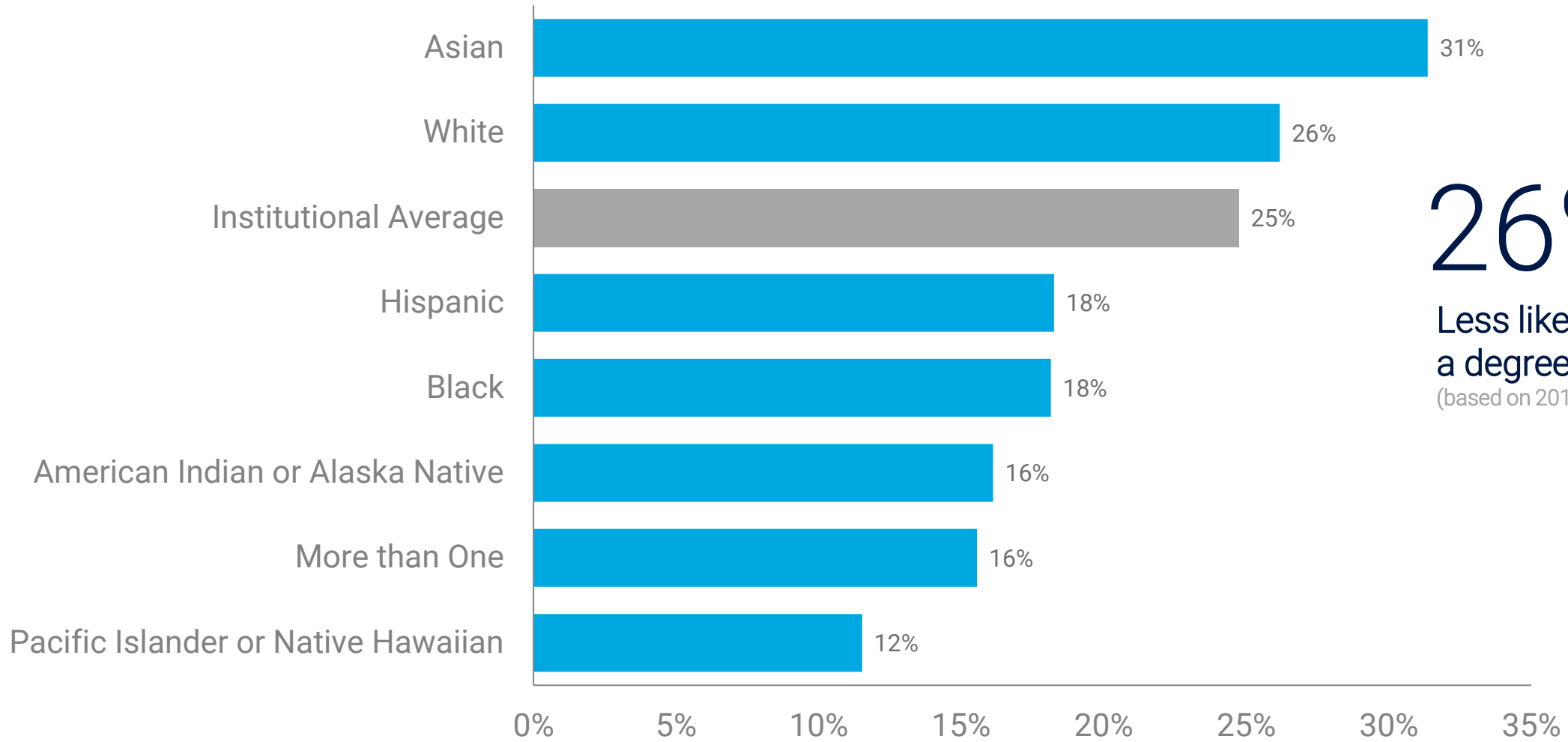
Proportion of Salt Lake County population, student enrollment, and awards by race/ethnicity



Source: EMSI Salt Lake County population aged 15-44, SLCC Data Warehouse

# Wide achievement gap

Six-year completion rates by race/ethnicity; Average rates of the 2005 to 2012 cohorts



# 26%

Less likely to complete a degree or certificate.

(based on 2012 cohort)

Objective B:

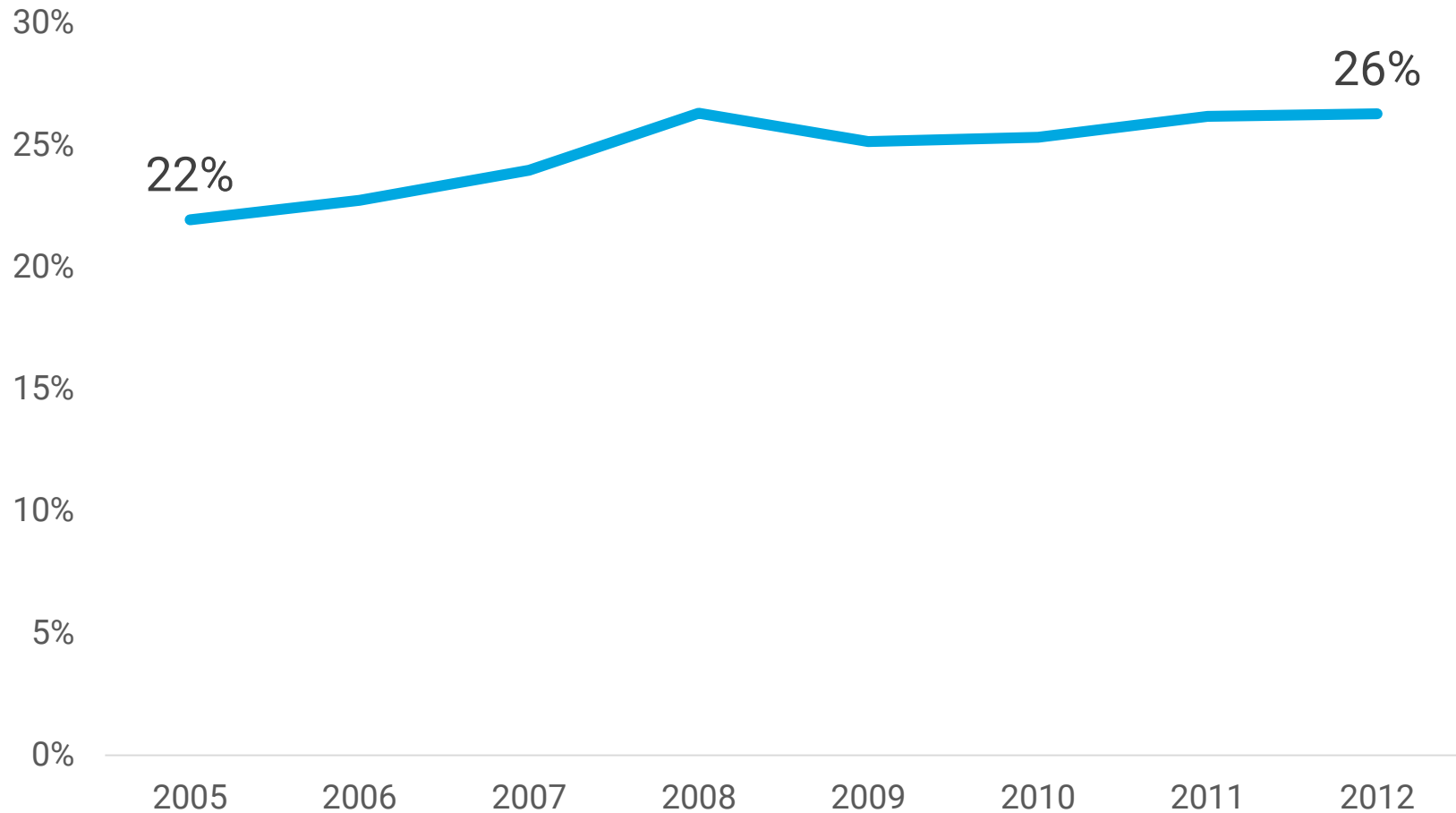
Support students to become  
successful and engaged learners

Indicator #2:

Six-year completion rate

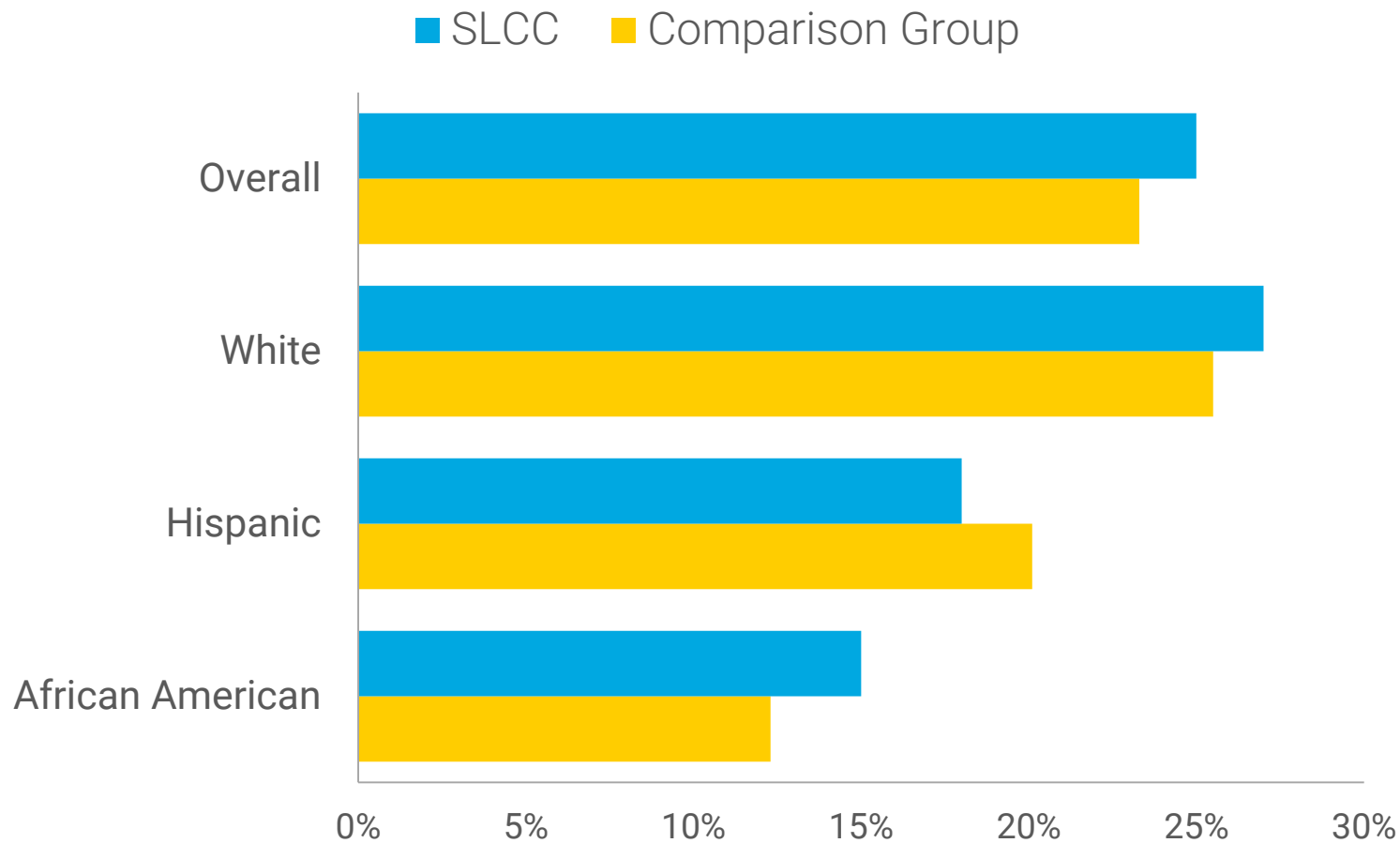
# Six-Year Completion Rate

The percent of students who complete a degree or certificate within six years of starting at SLCC. (Year represents the first term - VFA fall cohorts)



# VFA National Benchmark

The percent of students who complete a degree or certificate within six years by race/ethnicity and comparison institutions. VFA Fall 2010 Cohort

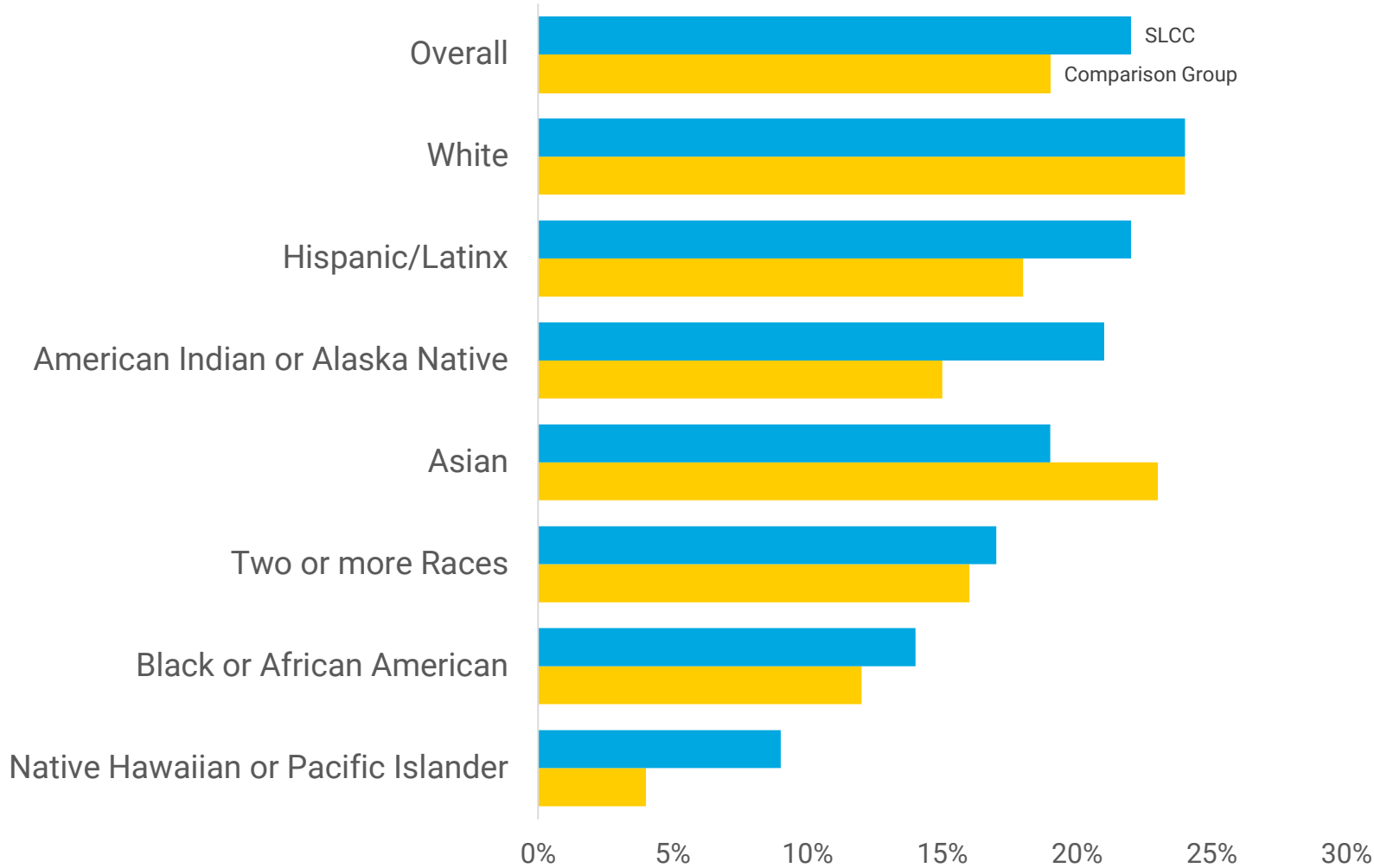


VFA cohort:  
All new students



# IPEDS National benchmark


The percent of first-time, full-time students who complete a degree or certificate within 150% of time required



IPEDS cohort:  
First-time,  
full-time,  
degree-seeking  
students

TO: CLINT ENSIGN, CHAIR OF THE BOARD OF TRUSTEES

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

  
 Travis Karchner  
 Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE  
 MONEY MANAGEMENT INVESTMENTS  
 INVESTMENT PORTFOLIO AT 5-31-2019

| <u>Description</u>                        | <u>Rate of Return</u> | <u>Settlement Date</u> | <u>Maturity Date</u> | <u>Cost</u>  | <u>Market Value</u> |
|-------------------------------------------|-----------------------|------------------------|----------------------|--------------|---------------------|
| AIA Group                                 |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.07%                 | 09/20/18               | 09/20/21             | 2,003,618.00 | 1,998,340.00        |
| American Express                          |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 2.82%                 | 01/25/18               | 10/30/20             | 2,001,861.88 | 2,000,056.00        |
| Medium Term Note Floater                  | 3.23%                 | 01/24/19               | 05/17/21             | 999,342.85   | 1,002,617.00        |
| Medium Term Note Floater                  | 3.10%                 | 11/06/18               | 11/05/21             | 2,002,724.42 | 2,009,242.00        |
| American Honda Finance                    |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.10%                 | 01/25/19               | 12/10/21             | 995,200.00   | 997,915.00          |
| Athene Global Funding                     |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 2.95%                 | 01/29/18               | 04/20/20             | 1,509,699.52 | 1,507,539.00        |
| Medium Term Note Floater                  | 3.14%                 | 01/25/19               | 04/20/20             | 1,527,472.33 | 1,527,639.52        |
| Barclays Bank                             |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.21%                 | 06/16/17               | 06/16/20             | 2,000,000.00 | 1,999,818.00        |
| Medium Term Note Floater                  | 2.89%                 | 01/25/18               | 08/07/20             | 1,003,075.44 | 1,000,666.00        |
| Medium Term Note Floater                  | 3.11%                 | 09/15/17               | 09/15/20             | 2,000,000.00 | 1,992,502.00        |
| BMW U.S. Capital LLC                      |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.30%                 | 01/30/19               | 08/13/21             | 1,994,768.15 | 2,005,586.00        |
| Capital One                               |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.10%                 | 04/04/17               | 09/13/19             | 2,001,476.74 | 2,002,358.00        |
| Citigroup Inc                             |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.54%                 | 12/10/18               | 12/08/21             | 2,005,833.36 | 2,023,428.00        |
| Daimler Finance                           |                       |                        |                      |              |                     |
| Medium Term Note Floater                  | 3.09%                 | 11/08/16               | 10/30/19             | 1,000,475.00 | 1,001,632.00        |
| Medium Term Note Floater                  | 2.74%                 | 01/25/18               | 10/30/19             | 2,002,963.85 | 2,003,264.00        |
| Federal Agricultural Mortgage Corporation |                       |                        |                      |              |                     |
| US Agency                                 | 1.45%                 | 02/21/17               | 08/21/19             | 2,000,000.00 | 1,995,498.00        |
| US Agency                                 | 1.64%                 | 01/27/17               | 01/27/20             | 2,000,000.00 | 1,991,752.00        |
| US Agency                                 | 1.87%                 | 08/09/17               | 04/01/21             | 2,000,000.00 | 1,994,008.00        |
| US Agency                                 | 2.28%                 | 02/23/17               | 02/23/22             | 2,000,000.00 | 2,001,226.00        |
| US Agency                                 | 2.26%                 | 04/06/17               | 04/06/22             | 1,999,433.42 | 2,001,658.00        |
| Federal Farm Credit Bank                  |                       |                        |                      |              |                     |
| US Agency                                 | 1.47%                 | 06/29/16               | 06/29/20             | 2,000,000.00 | 1,988,222.00        |
| US Agency                                 | 1.55%                 | 06/21/16               | 12/21/20             | 2,000,000.00 | 1,982,782.00        |
| US Agency                                 | 1.85%                 | 08/17/17               | 03/15/21             | 1,999,650.02 | 1,994,306.00        |
| US Agency                                 | 1.73%                 | 06/21/16               | 09/13/21             | 2,000,000.00 | 1,988,376.00        |
| US Agency                                 | 1.93%                 | 09/08/17               | 12/06/21             | 2,000,000.00 | 1,997,144.00        |
| US Agency                                 | 2.70%                 | 04/26/19               | 04/24/23             | 2,000,000.00 | 2,005,784.00        |
| Federal Home Loan Bank                    |                       |                        |                      |              |                     |
| US Agency                                 | 1.75%                 | 02/10/17               | 04/27/20             | 1,500,000.00 | 1,493,451.00        |
| US Agency                                 | 1.62%                 | 06/23/16               | 06/23/21             | 2,000,000.00 | 1,982,176.00        |
| US Agency                                 | 1.70%                 | 10/12/16               | 10/12/21             | 2,000,000.00 | 1,985,366.00        |
| US Agency                                 | 2.05%                 | 11/28/16               | 11/24/21             | 2,000,000.00 | 1,997,284.00        |
| US Agency                                 | 2.15%                 | 08/30/17               | 08/26/22             | 2,000,000.00 | 2,000,280.00        |
| US Agency                                 | 2.15%                 | 09/26/17               | 09/26/22             | 2,000,000.00 | 1,998,514.00        |
| US Agency                                 | 2.35%                 | 10/19/17               | 10/19/22             | 2,000,000.00 | 2,000,046.00        |
| US Agency                                 | 2.50%                 | 05/29/19               | 05/29/24             | 2,000,000.00 | 2,004,290.00        |

| <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 | 1,984,316.00        |
| US Agency                             | 1.50%                 | 11/10/16               | 11/10/20             | 2,000,000.00 | 1,983,802.00        |
| US Agency                             | 1.75%                 | 12/14/16               | 12/14/20             | 2,000,000.00 | 1,990,150.00        |
| US Agency                             | 1.53%                 | 09/30/16               | 12/30/20             | 2,000,000.00 | 1,983,190.00        |
| US Agency                             | 1.68%                 | 08/25/16               | 08/25/21             | 2,000,000.00 | 1,984,476.00        |
| US Agency                             | 2.75%                 | 05/09/19               | 05/09/22             | 2,000,000.00 | 2,001,314.00        |
| US Agency                             | 3.00%                 | 06/28/18               | 06/28/22             | 2,000,000.00 | 2,001,068.00        |
| US Agency                             | 2.25%                 | 07/26/17               | 07/26/22             | 2,000,000.00 | 2,004,068.00        |
| US Agency                             | 2.35%                 | 11/22/17               | 11/22/22             | 2,000,000.00 | 2,000,586.00        |
| US Agency                             | 3.00%                 | 07/30/18               | 01/30/23             | 2,000,000.00 | 2,002,246.00        |
| Federal National Mortgage Association |                       |                        |                      |              |                     |
| US Agency                             | 1.75%                 | 02/28/17               | 05/28/20             | 2,000,000.00 | 1,990,776.00        |
| US Agency                             | 1.45%                 | 09/15/16               | 09/15/20             | 2,000,000.00 | 1,983,724.00        |
| US Agency                             | 2.00%                 | 02/23/17               | 02/23/21             | 2,000,000.00 | 1,987,986.00        |
| US Agency                             | 1.55%                 | 07/28/16               | 07/28/21             | 3,000,000.00 | 2,975,106.00        |
| US Agency                             | 2.20%                 | 08/23/17               | 08/23/22             | 2,000,000.00 | 1,991,890.00        |
| General Electric Co                   |                       |                        |                      |              |                     |
| Medium Term Note                      | 3.13%                 | 10/09/18               | 01/09/20             | 1,492,062.00 | 1,494,900.00        |
| Goldman Sachs GP Inc                  |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.10%                 | 10/27/17               | 09/15/20             | 2,018,111.40 | 2,020,566.00        |
| Medium Term Note Floater              | 2.98%                 | 03/16/18               | 02/25/21             | 2,049,634.35 | 2,044,504.00        |
| Medium Term Note Floater              | 3.30%                 | 11/28/18               | 11/15/21             | 1,007,346.69 | 1,008,640.00        |
| HSBC Finance Corporation              |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 2.95%                 | 05/18/18               | 05/18/21             | 2,004,262.71 | 2,001,016.00        |
| Medium Term Note Floater              | 3.18%                 | 09/13/18               | 09/11/21             | 2,002,790.03 | 2,003,004.00        |
| Morgan Stanley                        |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.42%                 | 01/22/19               | 01/20/22             | 2,011,731.80 | 2,020,538.00        |
| PNC Funding Group                     |                       |                        |                      |              |                     |
| Medium Term Note                      | 2.50%                 | 03/15/18               | 06/10/19             | 1,000,000.00 | 1,000,646.00        |
| Qualcomm Inc                          |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 2.78%                 | 02/12/18               | 05/20/20             | 1,001,822.28 | 1,003,429.00        |
| Santander UK PLC                      |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.15%                 | 06/01/18               | 06/01/21             | 1,001,913.36 | 999,421.00          |
| Standard Chartered                    |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.10%                 | 08/09/17               | 08/19/19             | 2,003,304.08 | 2,003,874.00        |
| Toyota Motor Credit Corporation       |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.12%                 | 01/22/19               | 01/11/22             | 2,362,590.52 | 2,377,883.54        |

| <u>Description</u>                             | <u>Rate of Return</u> | <u>Settlement Date</u> | <u>Maturity Date</u> | <u>Cost</u>                  | <u>Market Value</u>          |
|------------------------------------------------|-----------------------|------------------------|----------------------|------------------------------|------------------------------|
| <b>Mutual Funds - Bruin Club</b>               |                       |                        |                      |                              |                              |
| Fidelity Janus Strategic Value Fund            | 3.38%                 | Various                | Open                 | 35,000.00                    | 99,105.05                    |
| Janus Forty Fund                               | 6.45%                 | Various                | Open                 | 41,250.00                    | 107,581.29                   |
| The Vanguard 500 Index Fund                    | 3.40%                 | Various                | Open                 | 43,750.00                    | 130,253.84                   |
| <b>Mutual Funds - Alumni Office</b>            |                       |                        |                      |                              |                              |
| Janus Research Fund                            | 7.00%                 | Various                | Open                 | 26,500.00                    | 48,524.98                    |
| Janus Enterprise Fund                          | 10.58%                | Various                | Open                 | 31,500.00                    | 69,027.96                    |
| The Vanguard 500 Index Fund                    | 3.40%                 | Various                | Open                 | 27,000.00                    | 77,497.59                    |
| <b>Grand Theatre</b>                           |                       |                        |                      |                              |                              |
| Vanguard LifeStrategy Conservative Growth Fund | 3.93%                 | 12/26/06               | Open                 | 95,717.01                    | 151,199.21                   |
| <b>Utah State Treasurer</b>                    |                       |                        |                      |                              |                              |
| Public Treasurers' Investment Fund             | 2.86%                 | 05/31/19               | Open                 | 30,549,361.23                | 30,549,361.23                |
| <b>Zions First National Bank</b>               |                       |                        |                      |                              |                              |
| Sweep Account                                  | 0.40%                 | 05/31/19               | Open                 | 2,438,947.01                 | 2,438,947.01                 |
| <b>Total Investment Portfolio</b>              |                       |                        |                      | <b><u>146,792,189.45</u></b> | <b><u>146,989,383.22</u></b> |

**2018 Revenue Bond Holdings**

|                                    |       |          |      |               |               |
|------------------------------------|-------|----------|------|---------------|---------------|
| <b>Utah State Treasurer</b>        |       |          |      |               |               |
| Public Treasurers' Investment Fund | 2.86% | 05/31/19 | Open | 14,264,920.34 | 14,264,920.34 |



**MONEY MANAGEMENT INVESTMENTS  
SUMMARY OF INVESTMENT TRANSACTIONS  
FOR THE YEAR ENDING JUNE 30, 2019**

| Month          | Beginning Balance | Purchases             | Sales                 | Ending Balance | Weighted Average Balance | Interest and Dividends | Interest Rate |
|----------------|-------------------|-----------------------|-----------------------|----------------|--------------------------|------------------------|---------------|
| July 2018      | 140,472,708.55    | 14,621,241.80         | 15,985,029.57         | 139,108,920.78 | 139,170,024.31           | 308,175.60             | 2.57%         |
| August 2018    | 139,108,920.78    | 50,108,195.32         | 43,962,536.89         | 145,254,579.21 | 137,978,849.38           | 297,067.11             | 2.50%         |
| September 2018 | 145,254,579.21    | 25,376,079.66         | 24,688,986.79         | 145,941,672.08 | 146,359,009.36           | 287,313.74             | 2.36%         |
| October 2018   | 145,941,672.08    | 15,987,801.83         | 21,356,559.01         | 140,572,914.90 | 142,773,823.76           | 244,836.54             | 1.99%         |
| November 2018  | 140,572,914.90    | 21,065,966.74         | 21,333,013.45         | 140,305,868.19 | 142,221,033.07           | 298,014.88             | 2.51%         |
| December 2018  | 140,305,868.19    | 20,768,453.81         | 17,417,901.54         | 143,656,420.46 | 142,887,427.22           | 259,163.12             | 2.11%         |
| January 2019   | 143,656,420.46    | 73,945,385.52         | 62,611,752.85         | 154,990,053.13 | 145,843,127.55           | 360,866.36             | 2.87%         |
| February 2019  | 154,990,053.13    | 21,900,172.27         | 23,852,818.68         | 153,037,406.72 | 160,392,101.23           | 342,097.80             | 2.74%         |
| March 2019     | 153,037,406.72    | 21,385,859.12         | 20,596,371.97         | 153,826,893.87 | 152,752,349.29           | 344,116.36             | 2.62%         |
| April 2019     | 153,826,893.87    | 21,255,983.69         | 22,044,248.45         | 153,038,629.11 | 158,426,229.69           | 361,567.05             | 2.74%         |
| May 2019       | 153,038,629.11    | 39,699,115.47         | 45,945,555.13         | 146,792,189.45 | 150,054,478.47           | 291,449.57             | 2.26%         |
| June 2019      |                   |                       |                       |                |                          |                        |               |
|                |                   | <b>326,114,255.23</b> | <b>319,794,774.33</b> |                | <b>147,168,950.30</b>    | <b>3,394,668.12</b>    | <b>2.48%</b>  |

\* Based on average of months shown

  
\_\_\_\_\_  
Dr. Denece Huftalin, President

SALT LAKE COMMUNITY COLLEGE  
INVESTMENT TRANSACTIONS  
May 2019

| Description                                                | Interest | Settlement<br>Date | Maturity<br>Date | Cost                         |
|------------------------------------------------------------|----------|--------------------|------------------|------------------------------|
| <b>Investments - April 30, 2019</b>                        |          |                    |                  | 153,038,629.11               |
| <b><u>PURCHASES</u></b>                                    |          |                    |                  |                              |
| Federal Home Loan Mortgage Corporation<br>US Agency        | 2.75%    | 05/09/19           | 05/09/22         | 2,000,000.00                 |
| Federal Home Loan Bank<br>US Agency                        | 2.50%    | 05/29/19           | 05/19/24         | 2,000,000.00                 |
| Utah State Treasurer<br>Public Treasurers' Investment Fund | 2.86%    | Various            | Various          | 18,967,381.20                |
| Zions First National Bank<br>Sweep Account                 | 0.40%    | Various            | Various          | <u>16,731,734.27</u>         |
| Total Purchases                                            |          |                    |                  | 39,699,115.47                |
| <b><u>SALES / MATURITIES / CALLS</u></b>                   |          |                    |                  |                              |
| Net Premium/Discount Amortization                          |          |                    |                  | 11,928.00                    |
| Commonwealth Bank<br>Medium Term Note Floater              | 3.54%    | 06/23/16           | 05/24/19         | 1,100,000.00                 |
| Utah State Treasurer<br>Public Treasurers' Investment Fund | 2.86%    | Various            | Various          | 28,174,861.28                |
| Zions First National Bank<br>Sweep Account                 | 0.40%    | Various            | Various          | <u>16,658,765.85</u>         |
| Total Sales                                                |          |                    |                  | 45,945,555.13                |
| <b>Investments - May 31, 2019</b>                          |          |                    |                  | <u><u>146,792,189.45</u></u> |

TO: MARIA FARRINGTON, CHAIR OF THE BOARD OF TRUSTEES

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

  
 Travis Kärtchner  
 Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE  
 MONEY MANAGEMENT INVESTMENTS  
 INVESTMENT PORTFOLIO AT 6/30/2019

| Description                               | Rate of Return | Settlement Date | Maturity Date | Cost         | Market Value |
|-------------------------------------------|----------------|-----------------|---------------|--------------|--------------|
| AIA Group                                 |                |                 |               |              |              |
| Medium Term Note Floater                  | 2.82%          | 09/20/18        | 09/20/21      | 2,003,484.00 | 1,998,060.00 |
| American Express                          |                |                 |               |              |              |
| Medium Term Note Floater                  | 2.82%          | 01/25/18        | 10/30/20      | 2,001,745.52 | 2,003,412.00 |
| Medium Term Note Floater                  | 3.23%          | 01/24/19        | 05/17/21      | 999,371.42   | 1,003,770.00 |
| Medium Term Note Floater                  | 3.10%          | 11/06/18        | 11/05/21      | 2,002,630.48 | 2,010,282.00 |
| American Honda Finance                    |                |                 |               |              |              |
| Medium Term Note Floater                  | 2.96%          | 01/25/19        | 12/10/21      | 995,360.00   | 998,090.00   |
| Athene Global Funding                     |                |                 |               |              |              |
| Medium Term Note Floater                  | 2.95%          | 01/29/18        | 04/20/20      | 1,508,729.58 | 1,507,215.00 |
| Medium Term Note Floater                  | 3.14%          | 01/25/19        | 04/20/20      | 1,526,725.10 | 1,527,311.20 |
| Barclays Bank                             |                |                 |               |              |              |
| Medium Term Note Floater                  | 2.89%          | 01/25/18        | 08/07/20      | 1,002,855.76 | 1,001,072.00 |
| Medium Term Note Floater                  | 2.91%          | 09/15/17        | 09/15/20      | 2,000,000.00 | 1,992,938.00 |
| BMW U.S. Capital LLC                      |                |                 |               |              |              |
| Medium Term Note Floater                  | 3.30%          | 01/30/19        | 08/13/21      | 1,994,969.38 | 2,005,882.00 |
| Capital One                               |                |                 |               |              |              |
| Medium Term Note Floater                  | 2.94%          | 04/04/17        | 09/13/19      | 2,000,984.51 | 2,001,806.00 |
| Citigroup Inc                             |                |                 |               |              |              |
| Medium Term Note Floater                  | 3.40%          | 12/10/18        | 12/08/21      | 2,005,638.92 | 2,021,332.00 |
| Daimler Finance                           |                |                 |               |              |              |
| Medium Term Note Floater                  | 3.09%          | 11/08/16        | 10/30/19      | 1,000,380.00 | 1,001,703.00 |
| Medium Term Note Floater                  | 2.74%          | 01/25/18        | 10/30/19      | 2,002,222.90 | 2,003,406.00 |
| Federal Agricultural Mortgage Corporation |                |                 |               |              |              |
| US Agency                                 | 1.45%          | 02/21/17        | 08/21/19      | 2,000,000.00 | 1,997,738.00 |
| US Agency                                 | 1.64%          | 01/27/17        | 01/27/20      | 2,000,000.00 | 1,991,670.00 |
| US Agency                                 | 1.87%          | 08/09/17        | 04/01/21      | 2,000,000.00 | 1,999,998.00 |
| US Agency                                 | 2.28%          | 02/23/17        | 02/23/22      | 2,000,000.00 | 2,001,348.00 |
| US Agency                                 | 2.26%          | 04/06/17        | 04/06/22      | 1,999,450.09 | 2,002,270.00 |
| Federal Farm Credit Bank                  |                |                 |               |              |              |
| US Agency                                 | 1.47%          | 06/29/16        | 06/29/20      | 2,000,000.00 | 1,993,574.00 |
| US Agency                                 | 1.55%          | 06/21/16        | 12/21/20      | 2,000,000.00 | 1,988,652.00 |
| US Agency                                 | 1.85%          | 08/17/17        | 03/15/21      | 1,999,665.93 | 2,000,000.00 |
| US Agency                                 | 1.73%          | 06/21/16        | 09/13/21      | 2,000,000.00 | 1,996,264.00 |
| US Agency                                 | 1.93%          | 09/08/17        | 12/06/21      | 2,000,000.00 | 1,993,176.00 |
| US Agency                                 | 2.70%          | 04/26/19        | 04/24/23      | 2,000,000.00 | 2,007,938.00 |
| Federal Home Loan Bank                    |                |                 |               |              |              |
| US Agency                                 | 1.75%          | 02/10/17        | 04/27/20      | 1,500,000.00 | 1,496,670.00 |
| US Agency                                 | 1.62%          | 06/23/16        | 06/23/21      | 2,000,000.00 | 1,989,568.00 |
| US Agency                                 | 1.70%          | 10/12/16        | 10/12/21      | 2,000,000.00 | 1,993,592.00 |
| US Agency                                 | 2.05%          | 11/28/16        | 11/24/21      | 2,000,000.00 | 2,000,344.00 |
| US Agency                                 | 2.15%          | 08/30/17        | 08/26/22      | 2,000,000.00 | 2,000,756.00 |
| US Agency                                 | 2.15%          | 09/26/17        | 09/26/22      | 2,000,000.00 | 1,998,548.00 |
| US Agency                                 | 2.35%          | 10/19/17        | 10/19/22      | 2,000,000.00 | 2,000,200.00 |
| US Agency                                 | 2.50%          | 05/29/19        | 05/29/24      | 2,000,000.00 | 2,006,910.00 |



| <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 | 1,987,502.00        |
| US Agency                             | 1.50%                 | 11/10/16               | 11/10/20             | 2,000,000.00 | 1,989,296.00        |
| US Agency                             | 1.75%                 | 12/14/16               | 12/14/20             | 2,000,000.00 | 1,995,618.00        |
| US Agency                             | 1.53%                 | 09/30/16               | 12/30/20             | 2,000,000.00 | 1,989,062.00        |
| US Agency                             | 1.68%                 | 08/25/16               | 08/25/21             | 2,000,000.00 | 1,980,472.00        |
| US Agency                             | 2.75%                 | 05/09/19               | 05/09/22             | 2,000,000.00 | 2,000,324.00        |
| US Agency                             | 2.25%                 | 07/26/17               | 07/26/22             | 2,000,000.00 | 2,000,026.00        |
| US Agency                             | 2.35%                 | 11/22/17               | 11/22/22             | 2,000,000.00 | 2,000,890.00        |
| US Agency                             | 3.00%                 | 07/30/18               | 01/30/23             | 2,000,000.00 | 2,001,480.00        |
| Federal National Mortgage Association |                       |                        |                      |              |                     |
| US Agency                             | 1.75%                 | 02/28/17               | 05/28/20             | 2,000,000.00 | 1,995,408.00        |
| US Agency                             | 1.45%                 | 09/15/16               | 09/15/20             | 2,000,000.00 | 1,988,812.00        |
| US Agency                             | 2.00%                 | 02/23/17               | 02/23/21             | 2,000,000.00 | 1,994,128.00        |
| US Agency                             | 1.55%                 | 07/28/16               | 07/28/21             | 3,000,000.00 | 2,986,596.00        |
| US Agency                             | 2.20%                 | 08/23/17               | 08/23/22             | 2,000,000.00 | 2,000,104.00        |
| General Electric Co                   |                       |                        |                      |              |                     |
| Medium Term Note                      | 3.13%                 | 10/09/18               | 01/09/20             | 1,493,196.00 | 1,495,965.00        |
| Goldman Sachs GP Inc                  |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 2.90%                 | 10/27/17               | 09/15/20             | 2,016,903.97 | 2,019,188.00        |
| Medium Term Note Floater              | 2.98%                 | 03/16/18               | 02/25/21             | 2,047,152.64 | 2,044,966.00        |
| Medium Term Note Floater              | 3.30%                 | 11/28/18               | 11/15/21             | 1,007,093.36 | 1,008,164.00        |
| HSBC Finance Corporation              |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 2.95%                 | 05/18/18               | 05/18/21             | 2,004,077.38 | 2,001,580.00        |
| Medium Term Note Floater              | 3.02%                 | 09/13/18               | 09/11/21             | 2,002,686.70 | 2,001,850.00        |
| Morgan Stanley                        |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.42%                 | 01/22/19               | 01/20/22             | 2,011,353.36 | 2,021,114.00        |
| Qualcomm Inc                          |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 2.78%                 | 02/12/18               | 05/20/20             | 1,001,656.61 | 1,003,928.00        |
| Santander UK PLC                      |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.04%                 | 06/01/18               | 06/01/21             | 1,001,833.64 | 1,002,164.00        |
| Standard Chartered                    |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.10%                 | 08/09/17               | 08/19/19             | 2,002,202.74 | 2,002,866.00        |
| Toyota Motor Credit Corporation       |                       |                        |                      |              |                     |
| Medium Term Note Floater              | 3.12%                 | 01/22/19               | 01/11/22             | 2,362,345.67 | 2,375,669.84        |

| <u>Description</u>                             | <u>Rate of Return</u> | <u>Settlement Date</u> | <u>Maturity Date</u> | <u>Cost</u>                  | <u>Market Value</u>          |
|------------------------------------------------|-----------------------|------------------------|----------------------|------------------------------|------------------------------|
| <b>Mutual Funds - Bruin Club</b>               |                       |                        |                      |                              |                              |
| Fidelity Janus Strategic Value Fund            | 8.80%                 | Various                | Open                 | 35,000.00                    | 104,588.73                   |
| Janus Forty Fund                               | 12.84%                | Various                | Open                 | 41,250.00                    | 114,611.68                   |
| The Vanguard 500 Index Fund                    | 10.38%                | Various                | Open                 | 43,750.00                    | 139,429.58                   |
| <b>Mutual Funds - Alumni Office</b>            |                       |                        |                      |                              |                              |
| Janus Research Fund                            | 12.97%                | Various                | Open                 | 26,500.00                    | 51,515.25                    |
| Janus Enterprise Fund                          | 16.75%                | Various                | Open                 | 31,500.00                    | 73,460.32                    |
| The Vanguard 500 Index Fund                    | 10.38%                | Various                | Open                 | 27,000.00                    | 82,956.94                    |
| <b>Grand Theatre</b>                           |                       |                        |                      |                              |                              |
| Vanguard LifeStrategy Conservative Growth Fund | 7.08%                 | 12/26/06               | Open                 | 95,717.01                    | 156,276.34                   |
| <b>Utah State Treasurer</b>                    |                       |                        |                      |                              |                              |
| Public Treasurers' Investment Fund             | 2.86%                 | 06/30/19               | Open                 | 33,961,077.09                | 33,961,077.09                |
| <b>Zions First National Bank</b>               |                       |                        |                      |                              |                              |
| Sweep Account                                  | 0.65%                 | 06/30/19               | Open                 | 3,074,700.52                 | 3,074,700.52                 |
| <b>Total Investment Portfolio</b>              |                       |                        |                      | <b><u>145,831,210.28</u></b> | <b><u>146,181,284.49</u></b> |

**2018 Revenue Bond Holdings**

|                                    |       |          |      |               |               |
|------------------------------------|-------|----------|------|---------------|---------------|
| <b>Utah State Treasurer</b>        |       |          |      |               |               |
| Public Treasurers' Investment Fund | 2.86% | 06/30/19 | Open | 14,300,364.76 | 14,300,364.76 |



**MONEY MANAGEMENT INVESTMENTS  
SUMMARY OF INVESTMENT TRANSACTIONS  
FOR THE YEAR ENDING JUNE 30, 2019**

| Month          | Beginning Balance | Purchases             | Sales                 | Ending Balance | Weighted Average Balance | Interest and Dividends | Interest Rate |
|----------------|-------------------|-----------------------|-----------------------|----------------|--------------------------|------------------------|---------------|
| July 2018      | 140,472,708.55    | 14,621,241.80         | 15,985,029.57         | 139,108,920.78 | 139,170,024.31           | 308,175.60             | 2.57%         |
| August 2018    | 139,108,920.78    | 50,108,195.32         | 43,962,536.89         | 145,254,579.21 | 137,978,849.38           | 297,067.11             | 2.50%         |
| September 2018 | 145,254,579.21    | 25,376,079.66         | 24,688,986.79         | 145,941,672.08 | 146,359,009.36           | 287,313.74             | 2.36%         |
| October 2018   | 145,941,672.08    | 15,987,801.83         | 21,356,559.01         | 140,572,914.90 | 142,773,823.76           | 244,836.54             | 1.99%         |
| November 2018  | 140,572,914.90    | 21,065,966.74         | 21,333,013.45         | 140,305,868.19 | 142,221,033.07           | 298,014.88             | 2.51%         |
| December 2018  | 140,305,868.19    | 20,768,453.81         | 17,417,901.54         | 143,656,420.46 | 142,887,427.22           | 259,163.12             | 2.11%         |
| January 2019   | 143,656,420.46    | 73,945,385.52         | 62,611,752.85         | 154,990,053.13 | 145,843,127.55           | 360,866.36             | 2.87%         |
| February 2019  | 154,990,053.13    | 21,900,172.27         | 23,852,818.68         | 153,037,406.72 | 160,392,101.23           | 342,097.80             | 2.74%         |
| March 2019     | 153,037,406.72    | 21,385,859.12         | 20,596,371.97         | 153,826,893.87 | 152,752,349.29           | 344,116.36             | 2.62%         |
| April 2019     | 153,826,893.87    | 21,255,983.69         | 22,044,248.45         | 153,038,629.11 | 158,426,229.69           | 361,567.05             | 2.74%         |
| May 2019       | 153,038,629.11    | 39,699,115.47         | 45,945,555.13         | 146,792,189.45 | 150,054,478.47           | 291,449.57             | 2.26%         |
| June 2019      | 146,792,189.45    | 21,639,406.69         | 22,600,385.86         | 145,831,210.28 | 148,794,402.21           | 347,176.95             | 2.80%         |
|                |                   | <b>347,753,661.92</b> | <b>342,395,160.19</b> |                | <b>147,304,404.63</b>    | <b>3,741,845.08</b>    | <b>2.51%</b>  |

\* Based on average of months shown

  
Dr. Deneece Huftalin, President

SALT LAKE COMMUNITY COLLEGE  
INVESTMENT TRANSACTIONS  
June 2019

| Description                                                | Interest | Settlement<br>Date | Maturity<br>Date | Cost                         |
|------------------------------------------------------------|----------|--------------------|------------------|------------------------------|
| <b>Investments - May 31, 2019</b>                          |          |                    |                  | 146,792,189.45               |
| <b><u>PURCHASES</u></b>                                    |          |                    |                  |                              |
| Utah State Treasurer<br>Public Treasurers' Investment Fund | 2.86%    | Various            | Various          | 14,747,533.16                |
| Zions First National Bank<br>Sweep Account                 | 0.65%    | Various            | Various          | <u>6,891,873.53</u>          |
| Total Purchases                                            |          |                    |                  | 21,639,406.69                |
| <b><u>SALES / MATURITIES / CALLS</u></b>                   |          |                    |                  |                              |
| Net Premium/Discount Amortization                          |          |                    |                  | 8,448.54                     |
| PNC Funding Group<br>Medium Term Note                      | 2.50%    | 03/15/18           | 06/10/19         | 1,000,000.00                 |
| Barclays Bank<br>Medium Term Note Floater                  | 3.21%    | 06/16/17           | 06/16/20         | 2,000,000.00                 |
| FHLMC<br>US Agency                                         | 3.00%    | 06/28/18           | 06/28/22         | 2,000,000.00                 |
| Utah State Treasurer<br>Public Treasurers' Investment Fund | 2.86%    | Various            | Various          | 11,335,817.30                |
| Zions First National Bank<br>Sweep Account                 | 0.65%    | Various            | Various          | <u>6,256,120.02</u>          |
| Total Sales                                                |          |                    |                  | 22,600,385.86                |
| <b>Investments - June 30, 2019</b>                         |          |                    |                  | <u><u>145,831,210.28</u></u> |

|                      |                                                     |                  |
|----------------------|-----------------------------------------------------|------------------|
| <b>June 12, 2019</b> | <b>Taylorsville/Redwood Campus<br/>Room AAB 428</b> | <b>8:00 a.m.</b> |
|----------------------|-----------------------------------------------------|------------------|

**Attendance:** Trustees: Vice-Chair Maria Farrington, Lori Chillingworth, Mary Flanagan, Shawn Newell, Jim Wall, Kim Wilson and President Denece Huftalin

**Excused:** Trustees W. Tim Miller, Brady Southwick, Linda Luchetti

**Guests:** Executive Cabinet Members: Dr. Clifton Sanders-Provost for Academic Affairs, Dr. Chuck Lepper-VP for Student Affairs and Enrollment Management, Jeffrey West-VP for Finance and Administration, CFO, Dr. Roderic Land-Special Assistant to the President, CDO, Jeff Aird – VP for Institutional Effectiveness, Tim Sheehan – VP for Government and Community Relations

SLCC Representatives: Katerina Salini – Faculty Senate President, Justice Morath - Faculty Association President, David Brower– Staff Association, Nancy Michalko-Executive Director of Development & Foundation, Michael Navarre-Assistant VP, Institutional Marketing and Communications, Debra Glenn – Controller/Asst. VP, Bill Zoumadakis – Chief Information & Security Officer, Lauralea Edwards – Asst. VP Strategy & Analysis, Dr. Craig Ferrin – Outgoing Faculty Association President and Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees

Guy Douros and Will Pollard-Technical Support

| <b>Agenda</b>                                          | <b>Discussion Summary and Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. BOARD BUSINESS: Maria Farrington, Vice-Chair</b> | Vice-Chair Farrington called the meeting to order at 8:00 a.m. She thanked and welcomed everyone for attending.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| A. Recognition of Outgoing Trustee – Tim Miller        | <p>President Huftalin explained that she understands that Trustee Miller will be appointed to the STEM Action Board and today would have been his last meeting except that he was unable to attend. She will find a time to meet with him to thank him for his service. She next introduced Coralie Alder and Nate Boyer. Governor Herbert appointed both and subject to senate confirmation will replace outgoing trustees Clint Ensign and Tim Miller. She asked each of them to give some background and personal information about themselves. Ms. Alder said that she has worked primarily in communications and public relations with UTA and the University of Utah. Although retired, she is now involved in community work. Both her husband and father-in-law have served on SLCC boards in the past. Next, Mr. Boyer stated that he is President of the Boyer Company, a family owned business dealing in commercial real estate and development. He has known and worked with President Huftalin on other boards and is impressed with SLCC students he has met. He is excited to serve.</p> <p>President Huftalin added that both were selected for their expertise and what they can contribute to the College’s priorities.</p> |

|                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>B. Recognitions – Outgoing Staff Association President – David Brower, Faculty Senate President – Ed Engh, and Faculty Association President-Craig Ferrin</p> | <p>Vice Chair Farrington recognized David Brower, Craig Ferrin, Ed Engh for their work with the Staff Association, Faculty Association and Faculty Senate respectively. She gave Mr. Brower and Dr. Ferrin a small token of appreciation from the board. Ed Engh was unable to attend.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>C. Introduce new Faculty Senate President – Katerina Salini and Faculty Association President – Justice Morath</p>                                            | <p>Next, Vice Chair Farrington welcomed and introduced new officers, Justice Morath and Katerina Salini and read a bio for each of them. Ms. Salini is the new Faculty Senate President and Mr. Morath is the new Faculty Association President. Both will serve a two-year term.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>D. Oath of new Trustee and SLCC Student Association President, Mary Flanagan</p>                                                                              | <p>Vice-Chair Farrington administered and Mary Flanagan took the Oath of Office as the SLCCSA Trustee Representative for 2019-20.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>E. Approve Meeting Schedule for 2019-20</p>                                                                                                                   | <p>A draft schedule of meetings for 2019-20 was provided to trustees. Seeing and hearing no changes, Trustee Shawn Newell made a motion to accept the schedule as submitted. The motion was seconded by Trustee Chillingworth and passed unanimously.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>F. Vote for Trustee Chair and Vice-Chair positions</p>                                                                                                        | <p>On behalf of the nominating committee, Trustee Chillingworth announced that the committee recommends Maria Farrington and Jim Wall be voted in as Chair and Vice-Chair of the SLCC Board of Trustees. She called for additional nominees; seeing and hearing none for either position, she moved to accept the nominations and administered a vote of board members. The votes were unanimous in support of the nominations – Maria Farrington as Chair and Jim Wall and Vice Chair.</p> <p>President Huftalin reported that as the new Chair and Vice-Chair, the composition of the Trustee Subcommittees would be considered as Trustees Ensign and Miller leave vacancies on those as well.</p>                                                                                                                                                  |
| <p>G. Comprehensive Campaign Update &amp; Report on Progress, Trustee Maria Farrington, and Nancy Michalko</p>                                                   | <p>Nancy Michalko updated trustees on the status of the Comprehensive Campaign to date including fundraising, proposals pending, new staff, and the Trustee challenge. She also gave a reminder about the annual golf tournament, a significant fundraiser for the College. President Huftalin added that the College would be presenting to the Board of Regents in July for the new Herriman building. A couple of key donors have contributed for the building. She feels optimistic about it moving forward for legislative funding during the next session. Chair Farrington thanked Ms. Michalko for considering new staff members, who as part of the development team have a very real impact on the success of the campaign. She also indicated that she would like to continue with the Comprehensive Campaign reports at every meeting.</p> |
| <p>H. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell</p>                                                                      | <p>Trustee Shawn Newell started the report stating that the committee has been meeting regularly to review three critical aspects of the college mission – access, equity and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                                                    | <p>completion. The committee members feel the information is important and needs to be considered by the entire board. He said the college has strengthened the high-school pipeline and has made good strides with access for under-represented groups. There is an enrollment gap for the mid to late 20's age group and the committee will continue their research to try to determine the reason. However, it is reflective of Salt Lake County and other USHE Institutions in general and is likely a result of an improving economy. He commended VP Aird and his team for making the data available so the committee can continue its work.</p> <p>VP Aird introduced Lauralea Edwards, the new Assistant Vice President for Strategy and Analysis. He moved through a presentation for evaluating and assessing the college mission looking at access, equity and completion as the three objectives. He started with Community Access Rate information that measures the proportion of Salt Lake County that is participating in Salt Lake Community College. He explained the data in more detail. The equity objective is how the College serves the underserved and he explained that traditionally community colleges are generally more representative of the communities they serve than diverse. The College has made great strides in this area the past 10 years and for the first time, the College over-represents for the Spanish/Latino population, which is exciting. He drilled down on completion rates explaining what they look at to help support students to be successful and engaged learners. Last, he asked trustees for feedback and invited them to send questions or other information they would like to explore. President Huftalin added that Mission Fulfillment would be part of the trustee retreat agenda to look at what the committee has completed and to think about next steps.</p> |
| <p>I. Audit Committee Report, Trustee Jim Wall</p> | <p>Trustee Vice-Chair Wall reported on recent activity of audit committee involving Title IX and compliance issues. He explained what Title IX encompasses and said that the Audit Committee worked with Dean of Students Ken Stonebrook looking at Title IX issues and specifically with regard to athletics. He reported that the College is very active regarding student safety providing easy access for students to report violations and for College follow-up. Educating students prior to something happening is important but the biggest challenge is getting the information to the students. The Audit Committee feels the attention paid to safety is positive. He explained other areas to be audited or reviewed this year. President Huftalin added that she has requested all safety related information and reporting resources be available in one location on the website as well as providing information at student, staff and faculty orientations. Ms.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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|                                                                                                                                                                                                                                                              | <p>Alder asked for more information about what happens after something is reported. Trustee Wall explained that Ken Stonebrook receives every report and follows-up accordingly, depending on the nature of the situation. VP Lepper further explained response procedures and education efforts. Trustee Wall closed saying that another concern is students who are victims of violence and domestic violence that does not occur on campus but still affect a student's ability to complete their education, enrollment and attendance. Other community resources and agencies are involved for these types of issues. Chair Farrington thanked Vice-Chair Wall for his report.</p>                                                                                                                                                                                                                                                                                         |
| <p><b>II. CONSENT CALENDAR:</b><br/>It is the recommendation of the Vice-Chair that the Board approve the following items on the Consent Calendar:</p>                                                                                                       | <p>Chair Farrington called for a motion to approve the Consent Calendar items. Trustee Chillingworth motioned to accept the consent calendar as submitted; the motion was seconded by Trustee Newell and carried unanimously.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>A. <b><u>Investment Report for March and April, 2019</u></b></p>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>B. <b><u>Minutes of Previous Meeting, April 10, 2019</u></b></p>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>C. <b><u>Executive Session:</u></b> Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held August 14, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>D. <b><u>Personnel Report for April and May, 2019</u></b></p>                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>E. <b><u>Government Funding Report—Major Grants Requested/Received</u></b></p>                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>III. PRESIDENT'S REPORT: Dr. Denece Huftalin, President</b></p>                                                                                                                                                                                        | <p>President Huftalin reported on the process to replace Dr. Land as Special Assistant, Chief Diversity Officer. Dr. Land has accepted a new position at the College as Dean for Humanities and Social Sciences. ACTION: President Huftalin explained that in the process of reviewing and updating College policies, some were determined by Executive Cabinet to be obsolete. She further explained that for most of the policies, provisions are covered in other existing policies. The policies removed are the Employment of Students and Youth Policy, Hourly Job Title and Wage Rate Schedules Policy, Staff Job Titles Policy, Employee Performance Appraisal Policy, Requirements of Fair Labor Standards Act (Staff) Policy, Retiree Benefits (Faculty &amp; Staff) Policy, Retirement Plans (Faculty &amp; Staff) Policy, Staff Association Policy, Flag Policy, Concurrent Enrollment Policy and Dishonored Checks Policy. <b>Trustee Kim Wilson moved to</b></p> |
| <p>A. President Huftalin<br/> 1. <b>Action:</b> Removal of Obsolete Policies<br/> 2. <b>Information:</b> Update on Softball team</p>                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>approve the removal of the policies as stated. Trustee Flanagan seconded the motion. The motion carried unanimously.</b></p> <p>INFORMATION: President Huftalin provided an update on the Softball Team and tournament saying we had a very strong team and although they did not advance in the tournament, they had a remarkable season. Kudos to the team members and coaches!</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>B. Student Life &amp; Leadership Report – Trustee Flanagan</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>INFORMATION: Trustee Flanagan, reported that the Student Association Executive Council attended a conference in Orlando, FL to meet with other student leaders. She also traveled to Washington DC with the Utah Student Association and said both experiences were great opportunities to increase abilities and network.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>C. Academic Affairs Report – Provost Clifton Sanders</p> <ol style="list-style-type: none"> <li>1. <b>Action:</b> Academic Curriculum Changes       <ol style="list-style-type: none"> <li>a. Music Technology – Certificate of Proficiency</li> <li>b. Geographic Information Systems – Certificate of Proficiency</li> <li>c. Small Unmanned Aerial Systems (sUAS) – Certificate of Proficiency (new)</li> <li>d. International &amp; Global Studies (AA)</li> <li>e. Interdisciplinary Studies (AS)(AA)</li> <li>f. Journalism &amp; Digital Media (AS)</li> </ol> </li> </ol> | <p>ACTION: Provost Sanders reviewed six proposed academic curriculum changes explaining each separately and answering questions.</p> <p>Trustee Newell moved to accept all six proposed changes as presented by Dr. Sanders. Kim Wilson seconded the motion. The motion carried unanimously.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>D. Business Services Report – VP Jeffrey West</p> <ol style="list-style-type: none"> <li>1. <b>Information:</b> Annual IT Report (GUEST: Bill Zoumadakis)</li> <li>2. <b>Information:</b> Surplus Property Report (GUEST: Debra Glenn)</li> <li>3. <b>Information:</b> Motor Vehicle Policy (1<sup>st</sup> Reading)</li> <li>4. <b>Information:</b> Shipping &amp; Receiving, Mail Services and Courier Policy (1<sup>st</sup> Reading)</li> </ol>                                                                                                                               | <p>VP West announced that Chief Information &amp; Security Officer Bill Zoumadakis would provide the annual OIT Report and Asst. VP &amp; Controller Debra Glenn would provide the report on Surplus Property.</p> <p>INFORMATION: Mr. Zoumadakis reviewed the major initiatives his office has been working on since his last report. Some highlights are the Customer Relationship Management CRM; fundraising software implementation, a new license plate reader, a document imaging system, a grant tracking system, the elevate registration for continuing ed and the electronic forms solution and portal. He provided information about infrastructure and security updates. Moving forward, they will be establishing a new benefits portal, inventory system, travel/expense system, employee engagement, testing, electronic forms and anti-virus systems. President Huftalin said the USHE Cyber Security legislative ask was</p> |

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|                                                                                                                                                                                                                      | <p>not funded so one-time funding was identified to supplement some of the cyber security needs that need to be address immediately. They will continue to push the legislature to consider a system-wide, base funded ask next session.</p> <p>INFORMATION: Debra Glenn provided the annual surplus property report.</p> <p>INFORMATION: VP West explained that trustees have in their packets two policies for 1<sup>st</sup> reading. The first is the Motor Vehicle Policy and second the Shipping &amp; Receiving, Mail Services and Courier Policy. Both will be on the August 14, 2019 agenda for a 2<sup>nd</sup> reading and action.</p> <p>Trustee Wall reported that an audit of all USHE institutions was performed at the request of the legislature. He congratulated VP West and Ms. Glenn for their response to tracking college property.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>E. Student Affairs Report – VP Chuck Lepper</p> <ol style="list-style-type: none"> <li>1. <b>Information:</b> SLCCSA Exec Council Welcome</li> <li>2. <b>Information:</b> On-Campus Internship Program</li> </ol> | <p>INFORMATION: VP Lepper explained the process for selecting new student officers. He asked the new 2019-20 SLCCSA Executive Council and President Flanagan to introduce themselves with what they are majoring in. VP Lepper closed by saying that they have tremendous confidence in this group of leaders who will be working all summer to prepare for the coming year.</p> <p>INFORMATION: VP Lepper explained how the College Internship Program came to be. It was initially funded at \$250,000 and because of its success, was re-funded with additional money for the 2019-20 school year. This internship program is different in that the jobs are all on-campus and have intentional learning outcomes that match to students’ academic programs. This makes it easier for students to attend class without having to travel between job and school and allows for real life work experience that can transfer to employment after they graduate. Thirty-nine positions were funded with an average starting salary of \$12/hour and fifty-one students participating. He further explained the reasons why students leave although most remain from semester to semester. He also pointed out areas of study and divisions at the College involved as well as the breakdown of the participating student demographics. An additional component that makes this program unique is that the director of the respective division or department serves as a mentor to the student. Overall, a very successful first year for both the students involved and the College. He said they are grateful the College is able to support the expansion for this year.</p> |

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| <p>F. Institutional Effectiveness Report – VP Jeff Aird</p> <ol style="list-style-type: none"> <li>1. <b>Information:</b> FLSA Overtime Policy (1<sup>st</sup> Reading)</li> <li>2. <b>Information:</b> Staff Overload Policy (1<sup>st</sup> Reading)</li> </ol> | <p>INFORMATION: VP Aird explained that both the FLSA Overtime and Staff Overload policies are 1<sup>st</sup> readings; the 2<sup>nd</sup> readings and action will happen at the August 14, 2019 meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>BOARD BUSINESS</b> (<i>continued</i>):<br/><b>Maria Farrington, Vice-Chair</b></p>                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Executive Session to discuss the purchase, exchange, or lease of real property, as permitted by the Utah Code §52-4-204 and §52-4-205</p>                                                                                                                      | <p>Chair Farrington called for a motion to enter Executive Session. <b>Trustee Wall moved to enter Executive Session to discuss the purchase, exchange, or lease of real property, as permitted by UCA §52-4-204 &amp; 205 at 9:25 a.m.; the motion was seconded by Trustee Wilson and carried unanimously.</b></p> <p>Everyone was excused except trustees, President Huftalin, VP West, Coralie Alder, Nate Boyer and Sandra Lehman.</p> <p><b>Trustee Wall moved to exit Executive Session at 9:41 a.m. and reconvene the regular public meeting. The motion was seconded by Trustee Wilson and carried unanimously.</b></p> <p>Trustee Wilson moved to approve the real estate proposal outlined in Executive Session. Trustee Newell seconded the motion. The motion carried unanimously.</p> |
| <p><b><u>IV. ADJOURNMENT:</u></b></p>                                                                                                                                                                                                                             | <p>The meeting adjourned at 9:43 a.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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Draft--Pending Approval

**SALT LAKE COMMUNITY COLLEGE  
PERSONNEL HIRING REPORT**

June 1-30, 2019

**TABLE**

| <b>Name</b>              | <b>Title</b>                                         | <b>Department</b>                      | <b>Date</b>   |
|--------------------------|------------------------------------------------------|----------------------------------------|---------------|
| <b>ADMINISTRATION</b>    |                                                      |                                        |               |
| Lauralea Edwards         | Asst VP, Strategy & Analysis                         | Strategy & Analysis                    | June 1, 2019  |
| Roderic Land             | Dean of the School of Humanities and Social Sciences | School of Humanities & Social Sciences | June 16, 2019 |
| Diana Guetshow           | Director, Workforce Training & Education             | Corporate Solutions-2U2                | June 16, 2019 |
| Natalie Grange           | Assistant Controller                                 | Controller's Office                    | June 24, 2019 |
| <b>FACULTY</b>           |                                                      |                                        |               |
| --None                   |                                                      |                                        |               |
| <b>STAFF--EXEMPT</b>     |                                                      |                                        |               |
| Susana Chaffos           | Coordinator 2, Facilities Customer Service           | Facilities                             | June 1, 2019  |
| Tanasia Valdez           | Program Manager 1, STEM                              | TRIO Programs                          | June 1, 2019  |
| Abigail Fuller           | Instructional Designer 1                             | eLearning CPD2-2B2                     | June 16, 2019 |
| Kyle Carsey              | Instructional Designer 2                             | eLearning CPD2-2B2                     | June 16, 2019 |
| Peter Reed               | Manager 3, Advanced Manufacturing Technologies       | Continuing Education                   | June 16, 2019 |
| Sendys Estevez           | Coordinator 2, Multicultural Student Success         | Multicultural Student Success          | June 16, 2019 |
| Lara Pantlin             | Statistical Researcher/Data Science 2                | Strategy & Analysis                    | June 16, 2019 |
| Kyle Taylor              | Head Coach 1, Men's Basketball                       | Athletics                              | June 16, 2019 |
| <b>STAFF--NON-EXEMPT</b> |                                                      |                                        |               |
| Fabio Latorre            | Speicalist 2, Accounts Receivable                    | Student Loans and Recievables          | June 1, 2019  |
| Alice Peterson           | Coordinator 1, Custom Fit                            | Corporate Solutions-2U2                | June 1, 2019  |
| Charlotte Smith          | Administrative Assistant I                           | First Year Experience                  | June 1, 2019  |
| Jamie Fortune            | Courier                                              | Central Receiving                      | June 1, 2019  |
| Sergey Khrushchew        | Administrative Assistant II                          | Institutional Effectiveness            | June 16, 2019 |
| Sherrie Curtis           | Specialist 3, Registration Appeals                   | Registrar & Student Records            | June 16, 2019 |
| Samantha Faupula         | Administrative Assistant II                          | Student Services                       | June 16, 2019 |

**SALT LAKE COMMUNITY COLLEGE**

**PERSONNEL HIRING REPORT**

July 1-31, 2019

| <b>Name</b>              | <b>Title</b>                                           | <b>Department</b>                  | <b>Date</b>   |
|--------------------------|--------------------------------------------------------|------------------------------------|---------------|
| <b>ADMINISTRATION</b>    |                                                        |                                    |               |
| David Bokovoy            | Director, Prison Education                             | Special Assistant to the President | July 1, 2019  |
| Deb Bilbao               | Director of Business Support Services                  | Business Development Resources-2M0 | July 1, 2019  |
| <b>FACULTY</b>           |                                                        |                                    |               |
| --None                   |                                                        |                                    |               |
| <b>STAFF--EXEMPT</b>     |                                                        |                                    |               |
| Bryce Powell             | Coordinator 1, Curriculum                              | Learning Advancement - 2A0         | July 1, 2019  |
| Jewly Harris             | Advisor 3, Pathways                                    | Academic Advising                  | July 1, 2019  |
| Leonel Nieto             | Manager 3, Business Analytics                          | Strategy & Analysis                | July 1, 2019  |
| Elizabeth Valle          | Advisor 1, Pathways                                    | Academic Advising                  | July 1, 2019  |
| Azjah Woodson-Bass       | Asst Coach, Women's Basketball                         | Athletics                          | July 8, 2019  |
| Okony Cham               | Advisor 1, Pathways                                    | Academic Advising                  | July 16, 2019 |
| Alisi Niupalau           | Coordinator 2, Multicultural Student Success           | Multicultural Student Success      | July 16, 2019 |
| Meaghan Shaw             | Advisor 1, Pathways                                    | Academic Advising                  | July 16, 2019 |
| Erin Beltran             | Advisor 1, Pathways                                    | Academic Advising                  | July 16, 2019 |
| <b>STAFF--NON-EXEMPT</b> |                                                        |                                    |               |
| Rheo Newell              | HVAC-Technician 1                                      | Facilities                         | July 1, 2019  |
| Deeba Hameedi            | Administrative Assistant I, Institute of Public Safety | Institute of Public Safety         | July 1, 2019  |
| Amy Minshall             | Administrative Assistant, I, Health Professions        | Div. of Allied Health              | July 1, 2019  |
| Blake Lancaster          | Technician 2, Screen Printing                          | Printing Services                  | July 1, 2019  |
| Cree McNulty             | Specialist 2, Property Control                         | Property Control                   | July 1, 2019  |
| Amila Kovacic            | Accounting Tech 2, Accounts Receivable                 | Accounts Receivable                | July 1, 2019  |
| Bruce Rosengren          | Desktop Support Tech 1                                 | Desktop Support                    | July 1, 2019  |
| Kelsie Dilley-Riley      | Specialist 1, Child Care Provider                      | Child Care                         | July 8, 2019  |
| Lindsey Page             | Technician 2, Purchasing & Accounts Payable            | Accounts Payable                   | July 8, 2019  |
| Kent Ogaard              | Campus Safety Officer                                  | Public Safety                      | July 16, 2019 |
| Lisa Bradshaw            | Travel Specialist 3, Accounts Payable                  | Accounts Payable                   | July 16, 2019 |
| Hali Vanderburg          | Specialist 1, Production and Installation              | Printing Services                  | July 16, 2019 |
| Aynoa Rincon             | Administrative Assistant I, STEM Learning              | School of Science/Mathematics/Eng  | July 16, 2019 |
| Rebecca Nakamura         | Specialist 3, Refugee Grant                            | Continuing Education               | July 16, 2019 |

Vice President of Government and Community Relations  
Office of Sponsored Projects: Government Funding Report  
Board of Trustees Meeting: August 2019

TAB F

| NEW FUNDING ACTION                                             |                |                  |                  |                     |               |                       |                                         |
|----------------------------------------------------------------|----------------|------------------|------------------|---------------------|---------------|-----------------------|-----------------------------------------|
| Funding Agency: Project Name                                   | Date Submitted | Amount Requested | Receipt of Award | Status              | Amount Funded | Period of Performance | Program Administration                  |
| DWS, Horizonte: Talent Ready Health Sciences                   | 4/26/19        | \$80,091         | 7/18/2019        | Awarded             | \$80,091      | 7/1/19-6/30/20        | School of Health Sciences               |
| DOL, (Weber, lead): UCAC Apprenticeships                       | 7/12/19        | \$403,147        | 6/24/2019        | Awarded             | \$403,147     | 7/1/19-6/30/22        | School of Business                      |
| ON-GOING FUNDING ACTIVITY                                      |                |                  |                  |                     |               |                       |                                         |
| Funding Agency: Project Name                                   | Date Submitted | Amount Requested | Receipt of Award | Status              | Amount Funded | Period of Performance | Program Administration                  |
| UDVMA: Veteran Center Support Grant                            | 5/24/19        | \$23,508         |                  | Under Consideration |               | 7/1/19-6/30/20        | Student Affairs                         |
| NEH: Humanities Initiatives at Community Colleges              | 7/12/19        | \$100,000        |                  | Under Consideration |               | 2/1/20-6/30/21        | School of Humanities and Social Science |
| American Library Association: Holocaust Exhibit                | 8/2/19         | \$2,000          |                  | Under Consideration |               | 3/1/20-2/28/22        | Learning Advancement                    |
| GOED: UtahWorks                                                | 7/12/19        | \$889,985        |                  | Under Consideration |               | 7/1/19-6/30/20        | Workforce and Economic Development      |
| GOED: Miller Business Resource Center                          | 6/7/19         | \$50,000         |                  | Under Consideration |               | 7/1/19-6/30/20        | Business Development Resources          |
| GOED: Park City Resource Center Support                        | 6/7/19         | \$20,000         |                  | Under Consideration |               | 7/1/19-6/30/20        | Business Development Resources          |
| UDVMA: Veteran Center Support Grant                            | 5/28/19        | \$25,000         |                  | Under Consideration |               | 7/1/19-6/30/20        | Business Development Resources          |
| SLCAC: Grand Youth Program                                     | 6/7/19         | \$10,000         |                  | Under Consideration |               | 9/1/19-8/31/20        | School of Arts, Communication and Media |
| SLCO: ZAP, Grand Theater, Tier II                              |                | \$80,000         |                  | Under Consideration |               | 9/1/19-8/31/20        | School of Arts, Communication and Media |
| NSF: Nanotechnology Workshop                                   | 2/1/19         | \$28,000         | 5/1/2019         | Awarded             | \$28,000      | 5/1/19-8/31/20        | School of Science, Math and Engineering |
| NSF: Community College Supplement (Applied Biosensors)         | 2/19/19        | \$30,000         | 5/28/2019        | Awarded             | \$30,000      | 4/1/19-8/1/19         | School of Science, Math and Engineering |
| GOED: Aerospace Assembly                                       |                | \$120,000        |                  | Awarded             | \$120,000     | 12/13/18-12/12/21     | Workforce and Economic Development      |
| AAC&U: Strengthening Guided Pathways                           | 04/02/19       | \$30,000         | 05/15/19         | Awarded             | \$30,000      | 5/1/19-12/31/20       | Learning Advancement                    |
| NSF: College Anatomy and Physiology Education Research (CAPER) | 2/26/18        | \$8,500          | 3/4/2019         | Awarded             | \$8,500       | 2018-2019             | School of Science, Math and Engineering |
| DWS: Technology Training for Refugees, Part 2                  |                | \$630,276        | 12/13/2018       | Awarded             | \$630,276     | 1/1/19-12/31/21       | Workforce and Economic Development      |
| SBDC: Salt Lake Regional Center 2019                           | 8/18/18        | \$183,184        | 1/1/2019         | Awarded             | \$183,184     | 1/1/19-12/31/19       | Business Development Resources          |

|                                                                             |           |             |            |         |             |                   |                                         |
|-----------------------------------------------------------------------------|-----------|-------------|------------|---------|-------------|-------------------|-----------------------------------------|
| National AHEC Organization: CDC Training                                    | 10/31/18  | \$10,000    | 12/15/2018 | Awarded | \$10,000    | 10/1/18-9/30/19   | Health Sciences                         |
| GOED: Miller Business Resource Center Support                               | 6/28/18   | \$50,000    | 8/29/2018  | Awarded | \$20,000    | 7/1/18-6/30/19    | Business Development Resources          |
| GOED: Park City Resource Center Support                                     | 6/29/18   | \$17,000    |            | Awarded | \$17,000    | 7/1/18-6/30/19    | Business Development Resources          |
| ZAP: Grand Theatre 2019 Tier II                                             | 3/30/2018 | \$75,000    | 9/18/2018  | Awarded | \$75,000    | 9/1/18-8/31/19    | School of Arts, Communication and Media |
| Utah Dept. of Veteran and Military Affairs: Veteran Resource Center Support | 6/21/17   | \$50,000    | 5/10/2018  | Awarded | \$47,000    | 2017-2018         | Student Affairs                         |
| Utah Marriage Commission: Marriage and Relationship Education               |           |             | 7/31/17    | Awarded | \$78,768    | 7/1/18-6/30/20    | School of Humanities and Social Science |
| ED: Child Care Access Means Parents in School (CCAMPIS)                     | 7/23/18   | \$1,068,472 | 9/28/2018  | Awarded | \$1,082,848 | 10/1/18-9/30/22   | Student Affairs                         |
| DWS: Short-term Occupational Training for Refugees                          |           | \$272,899   |            | Awarded | \$272,899   | 5/1/18-9/30/19    | Workforce and Economic Development      |
| Corp. for Nat'l and Community Service: Americorp Dental Hygiene Students    |           | \$54,815    | 7/10/2018  | Awarded | \$54,815    | 8/15/18-8/14/20   | Health Sciences                         |
| UT State Libraries: Interlibrary Loan Lending Grant                         |           |             | 8/20/2018  | Awarded | \$3,000     | 7/1/18-6/30/19    | Learning Advancement                    |
| Lumina Foundation: Racial Justice and Equity                                | 2/26/18   | \$100,000   | 5/17/2018  | Awarded | \$25,000    | 7/1/18-4/30/19    | Special Assistant to the President      |
| SBDC: Salt Lake Regional Center 2018                                        |           | \$183,183   | 4/2/2018   | Awarded | \$248,885   | 1/1/18-12/31/18   | Business Development Resources          |
| Corporation for National and Community Service: AmeriCorps VISTA            | 2/2/18    | 3 VISTAS    | 3/5/18     | Awarded | 3 VISTAS    | 2018-2021         | Student Affairs                         |
| SLC Corporation: Local Business Development Service                         | 8/8/17    | \$38,804    | 1/3/2017   | Awarded | \$38,804    | 10/1/17-9/30/19   | Business Development Resources          |
| Health and Human Services, UofU (lead): Area Health Education Centers       | 3/28/17   | \$429,246   | 8/9/17     | Awarded | \$464,585   | 9/1/17-8/31/22    | School of Health Sciences               |
| ZAP: Grand Theatre 2018 Tier II                                             | 3/31/12   | \$75,000    | 8/3/17     | Awarded | \$68,500    | 8/1/17-8/31/18    | School of Arts, Communication and Media |
| National Endowment for the Humanities: Summer Institute                     | 3/1/17    | \$183,194   | 8/4/17     | Awarded | \$189,043   | 10/1/17-12/31/18  | School of Humanities and Social Science |
| GOED: Veteran Business Services                                             | 1/1/17    | \$120,000   | 1/1/17     | Awarded | \$440,000   | 1/1/17-6/30/22    | Business Development Resources          |
| Howard Hughes Medical Institutel, UU (lead): Up STEM                        | 11/9/16   | \$996,500   | 6/30/17    | Awarded | \$996,500   | 9/1/17-8/30/22    | School of Science, Math and Engineering |
| National Science Foundation: GeoPaths                                       | 10/11/16  | \$492,000   | 6/7/17     | Awarded | \$334,372   | 6/1/17-5/31/20    | School of Science, Math and Engineering |
| 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 | 10/1/16-9/30/21   | School of Science, Math and Engineering |
| Utah Dept. of Substance Abuse and Mental Health: Veteran Peer Mentors       |           | \$45,000    | 9/21/16    | Awarded | \$30,000    | 10/15/16-10/31/18 | Student Affairs                         |
| Dept. of Education: TRIO Talent Search                                      | 2/5/16    | \$1,231,200 | 7/20/16    | Awarded | \$1,266,551 | 9/1/16-8/31/21    | Student Affairs                         |



|                                                                             |         |                      |          |         |                      |                 |                                                        |
|-----------------------------------------------------------------------------|---------|----------------------|----------|---------|----------------------|-----------------|--------------------------------------------------------|
| USHE: Math Compliance                                                       | 6/13/16 | \$227,832            | 6/21/16  | Awarded | \$231,832            | 6/30/16-6/30/19 | School of Science, Math and Engineering                |
| 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                |
| FEMA/UDPS:Emergency Mgmt Performance Grant                                  | 5/20/18 | \$10,000             |          | Awarded | \$10,000             | 3/15/18-2/28/19 | Facilities                                             |
| Dept. of Education, USOE (lead): Carl Perkins CTE Funding                   |         |                      | 7/1/2018 | Awarded | \$938,123            | 7/1/18-6/30/19  | School of Applied Technology and Technical Specialties |
| Utah Dept. of Veteran and Military Affairs: Veteran Resource Center Support | 6/15/18 | \$32,085             | 7/3/2018 | Awarded | \$16,938             | 2018-2019       | Student Affairs                                        |
| 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            | 9/1/15-12/31/18 | Workforce and Economic Development                     |
| Dept. of Education: TRIO Student Support Services, Regular                  | 2/2/15  | \$1,836,577          | 7/15/15  | Awarded | \$1,672,266          | 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 | \$1,153,266          | 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 | \$46,100             | 4/10/15-4/9/19  | School of Science, Math and Engineering                |
| National Science Foundation: S-STEM Scholars Program                        | 8/12/14 | \$604,710            | 2/12/15  | Awarded | \$604,710            | 7/1/15-1/31/20  | School of Science, Math and Engineering                |
| <b>Total funding requests under consideration:</b>                          |         | <b>\$1,200,493</b>   |          |         |                      |                 |                                                        |
| <b>Total funding for active awards:</b>                                     |         |                      |          |         | <b>\$15,689,518</b>  |                 |                                                        |

## I. POLICY

Salt Lake Community College (“College”) facilities, which include all of the real property, including all buildings, grounds, sidewalks, and roads that are owned, controlled, leased, or maintained by the college, are established and maintained primarily for use by college students, faculty, and staff for activities that support the basic college functions of teaching, research and services related to educational, cultural, and recreational activities. Furthermore, since the college’s vision is to “strengthen the community it serves” the college permits the surrounding community to use its facilities, when possible, in a responsible manner.

Any person, group or organization seeking to use a college facility must comply with the requirements set forth in its Use of College Facilities and Properties Policy, which have been designed to: 1) preserve the college’s interest in an undisturbed learning environment; 2) provide space for activities that support the college’s mission; 3) protect the free exchange and diversity of ideas; 4) ensure safety and orderly usage of college facilities; 5) coordinate multiple uses of limited space; 6) ensure preservation of college property; and 7) promote financial accountability for use of college facilities.

## I. REFERENCES

1. Utah Code §53B-27-203 (Utah Campus Free Expression Act)
2. Utah Administrative Code R37-4 Adjusted Utah Governmental Immunity Act Limitations on Judgments
3. Utah Regents Policy R553-Revenue-Generating Activities
4. Utah Regents’ Policy R555-Providing Facilities, Good and Services in Competition with Private Enterprise
5. Utah Regents’ Policy R751-Capital Facilities Space Scheduling and Assignments

## II. DEFINITIONS

- A. **College Entity:** Any group or person funded by SLCC and covered by the state of Utah Risk Management insurance. For the purposes of this policy, a student organization is considered a college entity.
- B. **College Facility:** All of the real property, including all buildings, grounds, sidewalks and roads that are owned, controlled, leased, or maintained by the college.
- C. **Event Scheduling Office:** All scheduling requests will be coordinated through the Event Scheduling Office, which is a part of Scheduling and Academic Support Services. The Event Scheduling Office is responsible for receiving, reviewing, and approving applications to use college Facilities; with the exception of Miller Conference and Event Center, Lifetime Activities Center, and the Grand Theatre.
- D. **Fronting:** When a college or non-college entity uses a college facility or services under false representation to the Event Scheduling Office that the activity is a partnership event.

- E. **Hard Costs:** Any costs incurred by the college for a party's use of a college Facility, exclusive of rent, which may include, but is not limited to, costs associated with additional staffing, equipment use, security, traffic control, and waste collection.
- F. **Non-College Entity:** Any non-SLCC group or person that is not covered by the state of Utah Risk Management Insurance, or receives no operational funding from SLCC.
- G. **Partnership:** A professional relationship between a college entity and non-college entity. This can include community members or corporate sponsors.
- H. **Student Organization:** A group of SLCC students who are established and organized for economic, educational, political, religious, social, or other lawful purpose which is registered with, approved by, and complaint pursuant to the college's office of Student Life and Leadership requirements.
- I. **Use Agreement:** Written contract for the use of college facility requiring a college or non-college entity to comply with contract terms and conditions, this policy and other college policies, procedures and guidelines.

### III. PROCEDURES

#### A. Purpose

1. To provide a space usage policy that sets forth a process for college and non-college entities to request the use of college facilities in order to promote consistency when scheduling, supporting, hosting, billing, and other use conditions for events.
2. This policy applies to the use of all college facilities by college and non-college entities for educational, community, and commercial purposes. This policy does not prohibit the Lifetime Activities Center, Grand Theatre, Miller Conference and Event Center, or other college facilities from establishing site specific rules, procedures, fees and provided services that support their unique function at the college. These site-specific policies and procedures must be approved, in writing, by the appropriate vice president or designee.

#### B. Scheduling Priorities

1. Prioritization Order-The general prioritization order for use of college facilities will be as follows:
  - a. Regularly scheduled college courses;
  - b. College student, staff, faculty and administrative functions, events, or meetings that are central to supporting the roles assigned to the college by the State Board of Regents consistent with its mission that are created or administered by college entities including Salt Lake Community College Student Association (SLCCSA) and registered student organizations;
  - c. Governmental entity, non-profit organization, community group, or individual(s) events or meeting;
  - d. For-profit business sponsored commercial events.

## 2. Prioritization Rules

- a. As a general rule, conflicting use of the same college facility at the same time will be resolved in favor of the first entity to submit a request to the Event Scheduling Office. The vice president of Student Affairs & Enrollment Management may deviate from this rule if it is determined to be in the best interests of the college after scheduling office staff and the involved parties have attempted, in good faith, to resolve the scheduling conflict.

## C. Scheduling Procedures

### 1. Event Scheduling Office Responsible for Scheduling Use of College Facilities

- a. College and non-college entities must obtain approval of the use of a college facility by submitting an electronic or written request to the Event Scheduling Office.

### 2. Submission of a Request to Use College Facility

- a. College entities must schedule the use of a college facility by using the current online system or by contacting the Event Scheduling Office;
- b. Non-college entities seeking to use a college facility must have the partnering college department submit a completed “Facility Scheduling Request Form” or contact the Event Scheduling Office.

### 3. Required Information to be Provided in Request

- a. Name of the college or non-college entity (i.e. organization, group or individual) requesting use of a college facility;
- b. Date, time, and duration of the college facility to be used;
- c. Name and location of the preferred college facility to be used;
- d. Contact information including name, physical address, phone number, and email address of individual representing college or non-college entity requesting use of the college facility;
- e. A clearly defined description of the intended use, purpose of the event, and intended audience at the requested college facility. This description must include, if applicable, the name of any speaker or speakers and the general topic of an address or presentation;
- f. Estimated number of persons who will attend the event;
- g. Whether an admission fee will be charged and, if so, the amount and purpose of this fee;
- h. Any special set-up, teardown, or equipment required for the use of the facility;

The college or non-college entity seeking to use a college facility may be charged for the hard costs associated with any necessary set-up, tear-down, and or

equipment provided by the college for use of the facility which exceeds the scope of services identified in the use agreement.

- i. If a non-college entity or partnership group seeks a rental fee discount, it must provide to the Event Scheduling Office, at the time of submission of its application, a copy of the following documentation:
  - (1) If the non-college entity claims to be tax exempt under section 501(c) (3) or 501 (c) (6) of the Internal Revenue Code, it must provide a copy of its Internal Revenue Service Determination Letter identifying that it is a 501(c) (3) or 501 (c) (6) tax-exempt entity.
  - (2) If a non-college entity is claiming to be a partnership group or entity with the college, written verification or approval of partnership status from an authorized college official must be provided.
- j. Any other necessary information requested by the Event Scheduling Office.

#### D. Time Requirements for Submission and Determination of Requests to Use College Facility

1. A request to use a college facility should be submitted to the Event Scheduling Office in a reasonable amount of time prior to the proposed date for the event. Given the demand for the use of some college facilities, requests for a particular venue may need to be submitted a significant time before the proposed event.
2. Approval or Disapproval of Requests: The Event Scheduling Office will review and make a determination on requests to use college facilities in a timely manner. This determination will be based upon the criteria set forth in section III.E.

#### E. Scheduling Criteria and Standards

1. The use must be appropriate for the nature and purpose of the facility.
2. The use should not unreasonably interrupt or interfere with regularly scheduled college courses, programs, or events.
3. The use must not subject college facility, personal property, participants or spectators to an unacceptable risk of harm, damage or injury.
4. If, during review of the application and continuing until the date of the event, the Event Scheduling Office determines that the applicant has not fully disclosed its proposed use of the college facility, the Event Scheduling Office may cancel the proposed or scheduled event.
5. The use must not violate any applicable law, regulation, or college policy.

#### F. Obtaining Partnership Status for Use of College Facility

1. A non-college entity may be granted partnership status with respect to its use of a college facility provided that it complies with this policy's application requirements as set forth in this policy.

2. Upon receipt of the proposed partnership's application to use a college facility, the Event Scheduling Office will coordinate the review with the appropriate dean, assistant vice president, or vice president who will make the determination whether partnership status will be granted. In making this determination, the following criteria should be used to evaluate the request:
  - a. The event must be directly related to the college's mission or the services provided by the college;
  - b. The college entity (department or organization) must have a direct involvement and vested interest in the initiation, organization, and hosting of the partnership's use of the college facility.
3. If the appropriate college official, as stated above, determines that partnership status will be granted, the following actions will be required as terms and conditions of the use agreement between the college entity (department or student organization), partner, and Event Scheduling Office:
  - a. The partnering college entity agrees to be the primary point of contact for the partnership event.
  - b. The partnering college entity agrees to be financially responsible for the partnership event, in all instances, if the partnership fails to pay the college for costs related to the use and services related to the event. This liability shall include, but not be limited to the following:
    - (1) The non-college entity fails to pay for use of the space or services related to the Partnership event.
    - (2) The non-college entity fails to pay for property damage caused to the college facility during the partnership event.
  - c. The sponsoring college entity agrees to be physically present for the partnership event unless the Event Scheduling Office determines, after consultation with the sponsoring college entity (department or organization), that their presence is not required.
  - d. The sponsoring college entity is required, if necessary, to perform the following activities related to the partnership's use of the college facility:
    - (1) making of reservations; and
    - (2) coordinating billing transactions.
4. In the event that a non-college entity obtains partnership status and complies with all requirements set forth in this policy, terms and conditions of their Use Agreement, and any other reasonable requirements established by the Event Scheduling Office, the partnership will be subject to a reduced use fee as set forth in Section III. G. 2.e of this policy.

#### G. Costs and Expenses Related to Use of College Facility

1. Execution of Written Use Agreement

The Event Scheduling Office is responsible for the negotiation and execution of a written and signed contractual use agreement for external events.

2. Rental or Use Fee

a. Use by College Entity

Rental fees for use of a college facility by a college entity is not required under normal use circumstances. However, rent, fees, or hard cost expenses may be assessed by the Event Scheduling Office, with oversight by the vice president for Student Affairs & Enrollment Management. Some of the factors which the Event Scheduling Office may consider in charging rent, fees, or hard costs, include, but are not limited to the following:

- (1) An admission fee is charged for the event;
- (2) The event requires special custodial services, equipment, or support services;
- (3) The event is scheduled beyond normal operating hours for the particular college facility; or
- (4) Any other circumstances where the use imposes additional costs on the college.

b. Use by Non-College Entity

Rental fees and hard costs are required to be paid for the use of college facility by a non-college entity. The amount charged will be set forth in the fee rate schedule established by the Event Scheduling Office. This office shall provide an itemized receipt of the fees charged.

c. Use by 501(c)(3) or 501(c)(6) Non-Profit Organization

Non-profit organizations will be charged a 50% rental fee for any use of college facilities. The amount charged will be set forth in the fee rate schedule established by the Event Scheduling Office. These organizations are required to submit documentary proof of their IRS 501(c) (3) or 501 (c) (6) status at the time of the application. These organizations will be required to pay for all hard costs related to their use of the college facility.

d. Use by Federal, State or Local Government

Federal, state, or local government will be charged a 50% rental fee for use of a college Facility. The amount charged will be set forth in the fee rate schedule established by the Event Scheduling Office. These organizations will be required to pay for all hard costs related to their use of the college facility.

e. Use by Partnerships

Non-college entities who obtain partnership status, as set forth in Section III. F. of this policy will be charged a 50% rental fee for use of the college Facility. This

amount will be set forth in the fee rate schedule established by the Event Scheduling Office. A partner will be required to pay for all hard costs related to their use of the college facility.

- f. Authority to Waive, Revise, or Negotiate

With the written approval of the appropriate Vice President, or designee, the college reserves the right to waive, revise, or negotiate as needed, the following:

    - (1) rental or fee schedules; and
    - (2) site specific guidelines for rental and service fees.
3. Grievance Procedure for Purported Violation of Utah System of Higher Education Policy entitled “Providing Facilities, Goods and Services in Competition with Private Enterprise.”
- a. The college complies with Utah System of Higher Education (“USHE”) Policy R555 entitled “Providing Facilities, Goods and Services in Competition with Private Enterprise.”
  - b. If an individual or non-college entity seeks to assert a grievance related to USHE Policy R555, the requirements are as follows:
    - (1) The grievance must be in writing and submitted to the Event Scheduling Office.
    - (2) The grievance must set forth sufficient facts and documentation supporting the allegation that the college has violated USHE Policy R555.
    - (3) Within ten business days, the Event Scheduling Office shall review the facts and circumstances surrounding the grievance and provide a written summary of its investigations to the vice president for Student Affairs and Enrollment Management, or designee.
    - (4) Within five business days, the vice president for Student Affairs and Enrollment Management, or designee, shall issue a written finding outlining the facts behind the complaint, the college’s findings, and appropriate relief if a violation of the policy has occurred.
    - (5) As part of the college’s deliberation on the matter, the vice president for Student Affairs and Enrollment Management, in their discretion, may invite both the grievant and the appropriate college staff to present information in an informal process to support or oppose the grievance. If the vice president elects this informal process, an additional five business days will be allowed for the vice president to render a final written determination.
    - (6) Following the issuance of the final written determination by the vice president, the non-college entity or individual shall have the right to appeal, within fifteen (15) business days, the vice president’s determination to the college’s Board of Trustees. The appeal shall be in writing and state the grounds for the appeal and the relief requested.



- (7) If an appeal is made to the Board of Trustees, the Board, at its next regularly scheduled meeting or another reasonable time, will consider it. Upon evaluating the appeal, the Board of Trustees will issue a written determination regarding the appeal. The Board of Trustees' appeal determination shall be final.

#### H. Use Agreement Conditions Imposed on Use of College Facility

##### 1. Liability Insurance- (Property Damage and Personal Injury Liability Insurance)

- a. College entities, excluding student organizations, are covered by the State of Utah Risk Management Fund and are not required to provide additional liability insurance coverage.
- b. Student organizations may be required by the Event Scheduling Office to provide liability insurance for their use of the college facility depending on the amount of risk that the student organization's proposed use of the college facility present to the college.
- c. Non-college Entities may be required to provide property damage and third-party liability insurance ("liability insurance") during their use of a college facility. As evidence of this coverage, a certificate of liability insurance must be provided to the Event Scheduling Office. This certificate must list the college as an additional insured, and provide an additional insured endorsement. Minimum insurance limits will be set by the college's director of Risk Management and will generally be aligned with the Governmental Immunity Act limits as adjusted by State Office of Risk Management. If the proposed use of the college facility involves increased risk, the Event Scheduling Office, after consultation with the college's director of Risk Management may increase this minimum liability coverage to an appropriate amount.
- d. In circumstances where a non-college entity's use of a college facility creates a minimum risk, the Event Scheduling Office may waive the liability insurance requirement if the college's director of Risk Management authorizes the waiver of this liability insurance requirement.

##### 2. Event Ending Times

- a. Ending times of events on campus may not go past 10:00 p.m., unless otherwise approved by the Event Scheduling Office, or by an authorized college official.
- b. The college expressly reserves the right to require that any event end at an earlier time for any reason.
- c. There shall be no overnight usage unless the vice president of Student Affairs and Enrollment Management or designee provides authorizations, after consultation of director of Public Safety, assistant vice president for Facilities and other college administrators whose programs may be affected by such authorization.

3. Restrictions Regarding Use of College Facilities to Solicit or Conduct Sales and Advertise Events.
  - a. Postings: Any postings by a college or non-college entity must comply with the current SLCC Advertising and Posting Policy.
  - b. Solicitations: The sale of goods, food, or services by a non-college entity is not allowed in or on any campus facility, unless written authorization is provided.
    - (1) The sale of goods, foods, or services by college employees is not allowed unless the appropriate assistant vice president, dean, or vice president provides written authorization.
    - (2) The sale of goods, foods or services by college students is not allowed unless written authorization is provided by the assistant vice president for Student Life.
  - c. Advertisement of College Events
    - (1) The college entity or non-college entity who has contracted to use a college facility will be identified on all paper based, electronic and digital advertising including, but not limited to, newspaper, television, radio, websites, social media accounts, posters, brochures, and announcements. Furthermore, this advertisement will include a clear disclaimer that the college does not sponsor the event.
4. Sound Amplification Equipment
  - a. In the event that sound amplification equipment is to be used at a college facility, the college entity or non-college entity using it must first obtain permission from the Event Scheduling Office.
  - b. Sound equipment shall only be used at sound levels that does not unreasonably disturb teaching, research, or other duly authorized meetings or activities. Violations of this restriction shall constitute grounds for revocation of the permission to use the sound amplification equipment.
  - c. Sound Amplification: Levels of sound from big band speaker systems, or other amplification equipment, shall not exceed noise levels as specified by [Noise Control Regulations of the Salt Lake County Health Department](#). Measurements may be taken at any college boundary or at any point within the property (facility) affected by the noise.
5. Security and Additional Security Costs
  - a. The college may require appropriate police, public safety, and security measures for any event within the scope of this Policy. The executive director of Public Safety will determine the appropriate security measures for the event.
  - b. The college may require a college entity or non-college entity to provide payment for costs associated with necessary additional security for the use of the college

facility. This payment may be required to be made in advance of the event and as a condition precedent to use of the space.

- c. In making the determination as to whether to impose additional security costs on the speaker, the Event Scheduling Office, executive director of Public Safety, and the dean of students shall consult with the college's legal counsel to ensure that the speaker freedom of expression rights are not infringed upon in violation of federal or state law or college policy.

## I. Miscellaneous Provisions

### 1. Prohibition Against Fronting

- a. Fronting for any purposes including reserving space and receiving a discount is prohibited.
- b. If it is determined, that a college and/or non-college entity has been fronting, the event may be canceled, and the entity may be charged the full rental fee for the event, if expenses have been incurred.
- c. Non-college entities that have engaged in fronting shall be prohibited from scheduling future events in the college facility.
- d. College and non-college entities that have engaged in fronting may be charged a rental fee for the reserved use of the college facility as determined by the Event Scheduling Office.
- e. College employees that have engaged in fronting may face corrective action.

### 2. Requests to Film or Perform Photo-Shoots on college Facility by non-college Entity

- a. Requests to film or perform photo-shoots on campus shall not interfere with any previously scheduled events or the delivery of educational services.
- b. All non-college entities requesting to conduct filming or photo-shoots on college facilities are required to submit to the college's Director of Public Relations, at least 21 days before the proposed production date unless modified in writing by the Director of Public Relations, the following documentation or information:
  - (1) Script of the production;
  - (2) Proof of insurance commensurate with the size of production and liability which is approved by the college's director of Risk Management;
  - (3) Detailed timeline that includes staging, logistics, vehicles, security, equipment, support, proposed temporary modification or movement of college property, craft services, and possible special conditions for the production;
  - (4) A proposed location agreement that includes a negotiated fee that is commensurate with the size, length and scope of the production; and

(5) Any other information or documentation deemed necessary by the director of Public Relations.

- c. The review of all requests to conduct filming or photoshoots on a college Facility will be coordinated by the director of Public Relations, who will ensure that all appropriate college departments are consulted, including Risk Administration, Legal Services, Business Services, Facilities, the Event Scheduling Office and other departments affected by the filming or photoshoot production. The director of Public Relations will be required to coordinate with the School of Arts, Communication and Media on filming location agreements which involves that location.
  - d. Before any filming or photoshoot is conducted at a college facility, a written use agreement that has been reviewed in accordance with the college's contract review process, must be approved and signed by the vice president for Institutional Advancement.
  - e. The applicant(s) must submit these materials to the college no less than 21 days before the proposed production date. All filming requests will be reviewed by Public Relations, Risk Management, Legal Services, Business Services, Facilities, and other departments affected by the production before approval by the vice president for Institutional Advancement.
  - f. Exceptions: This provision shall not apply to the following activities:
    - (1) Student filming or photo-shoot activities which are part of class requirements;
    - (2) Filming or photo-shoots of college sponsored campus speakers;
    - (3) Media entity conducting filming or photo-shoot of news event occurring on college campus;
    - (4) Filming or photo-shoots of athletic events on college campus;
    - (5) All filming or photo-shoots conducted for internal department purposes; and
    - (6) All filming or photo-shoots conducted on a handheld personal electronic device that are taken for personal purposes.
3. Parking Requirements and Restrictions
- a. All college and non-college entities using a college facility will comply with campus parking and security rules and guidelines.
  - b. Applicants for use of a college facility must obtain authorization from the Event Scheduling Office, to permit a limited number of vehicles to traverse or park on campus sidewalks, fire lanes, plazas, etc., for purposes of unloading or loading materials.

- c. Any vehicle parked illegally may be subject to ticketing and/or removal to impound facilities at the owner's expense.
- d. Any other specific parking needs for a college or non-college entity must be communicated to the Event Scheduling Office prior to entry into a Use Agreement so the Event Scheduling Office can facilitate a parking plan with Parking Services and the executive director of Public Safety.



## Contract for Use of College Facilities

**1.0 PARTIES:** This agreement between Salt Lake Community College (“SLCC”) and the below-named renter (“Patron”) is to secure space at SLCC for the Patron’s function. The details of the event reservation are set forth in this contract. The Patron is aware of and agrees to abide by the following policies and procedures pertaining to use of SLCC facilities.

| CONTRACTOR INFORMATION           |               | LEGAL STATUS<br><i>(Check One)</i> |
|----------------------------------|---------------|------------------------------------|
| <i>Business/Individual Name:</i> |               | Individual                         |
| <i>Street Address:</i>           |               | Non-Profit Corp                    |
| <i>City:</i>                     | <i>State:</i> | Zip:                               |
| <i>Contact Person:</i>           |               | LLC                                |
| <i>Telephone Numbers:</i>        |               | Corporation                        |
| <i>Email Address:</i>            |               | Partnership                        |
|                                  |               | Government                         |

**2.0 FACILITY TO BE USED AND EVENT DATE:**

| DATE | TIME IN | TIME OUT | # HOURS | EVENT | ESTIMATED RENTAL FEE |
|------|---------|----------|---------|-------|----------------------|
|      |         |          |         |       |                      |
|      |         |          |         |       |                      |
|      |         |          |         |       |                      |

Equipment supplied by SLCC:

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**3.0 Premises**

SLCC agrees to permit Patron, upon faithful performance of the terms and conditions of this agreement, to use of the SLCC premises on the event(s) date above.

**3.1 Deposit/Billing**

Patron agrees to pay twenty-five percent (25%) of the contract amount as a deposit seven (7) days prior to event date. The reservation is considered **Tentative** until the deposit is received and a signed contract has been returned; at which time the reservation is then considered **Confirmed**. The signed contract and deposit must be returned to SLCC no later than seven (7) days prior to event date. Failure to return payment and signed contract may result in date(s) being released and

termination of agreement.

Patron agrees to pay the remaining amount due no later than thirty (30) days after the scheduled event. Any additional charges will be billed for after the event date, as applicable. SLCC reserves the right to bill the Patron for additional room rentals, equipment rentals, clean-up fees and/or damages which were incurred during or as a result of the event. Late payment and service fees of 10% of the total fees agreed upon, may be assessed if the amount due is not paid by the due date. SLCC may pursue any legal remedies available to it in the event the amount owed is not paid by the due date. These remedies may include but are not limited to litigation or assigning the account to a commercial collection agency. If actions are pursued, the Patron is responsible for paying any additional legal or collection fees that may be incurred by the College.

### 3.2 Fees

In addition to the basic Room Rental Fee specified, Patron shall also pay to SLCC additional rent for any equipment (not included in room rental) or other services and supplies requested by Patron and provided by SLCC. Patron understands personnel fees are based upon event times. Additional cleaning fees of \$300 may be assessed if the Patron leaves the facilities beyond normal or reasonable usage, or requires excessive cleaning. There will be a reset fee charge of \$150 for any changes that do not have preauthorization. All fees will be included in the final invoice, and will be due 30 days after the scheduled event.

### 3.3 Cancellation

If Patron cancels the event or otherwise terminates this Agreement (“Cancellation”), such Cancellation would constitute a breach of the Patron’s obligation to SLCC, and SLCC may be financially harmed. The parties agree that actual damages would be difficult to determine. The following represents a reasonable effort on behalf of the parties to establish SLCC’s actual damages for such Cancellation. All notices of Cancellation must be submitted in writing to SLCC. In the event of a Cancellation, Patron agrees to pay the following as liquidated damages:

- **Cancellations made within ten (10) calendar days prior to the event:** the full amount of the reservation deposit becomes non-refundable and SLCC retains the entire reservation deposit.
- **Cancellations made at least ten (10) days prior to the scheduled event:** Patron will receive the full reservation deposit amount.
- **Patron fails to cancel:** the full amount of the reservation deposit shall be applied toward the entire balance owed for the event.

SLCC reserves the right to cancel this Agreement at any time, with or without notice, with or without cause. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing and SLCC will not be responsible for any consequential damages. SLCC also reserves the right to cancel this Agreement in the interest of public safety or in the event of an emergency. SLCC will in no way be responsible for any consequential damages resulting from a closure decision due to an emergency or a closure decision made in the interest of public safety.

### 3.4 Insurance

Patron acknowledges there are certain risks associated with participation in this contract, and Patron affirms that Patron has evaluated the risks and has adequately addressed potential risks by acquiring adequate insurance or has chosen to self-insure those risks. Patron agrees to accept full financial responsibility for liability, property damage, theft, or personal injury sustained by Patron or caused by Patron's negligence as a result of participation in this contract. Patron agrees that any insurance or self-insurance SLCC may have shall not contribute in any way to Patron's insurance and shall not be used as a substitute for Patron's lack of adequate insurance coverage.

If Patron is not self-insured, Patron must carry and maintain commercial general liability insurance from an insurance company authorized to do business in the State of Utah. The limits of this insurance will be no less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. Each of the Patron's insurance policies shall include an endorsement that names SLCC and its officers and employees as additional insureds and the policy shall provide SLCC and its officers and employees with primary coverage (not contributing coverage) for any liability arising as a result of the Patron's acts or omissions in connection with this Contract. Patron shall provide proof of the general liability insurance policy and other required insurance policies to SLCC upon request. Failure to provide proof

of insurance or maintain this insurance requirement as required by this Contract will be deemed a material breach of this Contract and will be grounds for immediate termination.

### **3.5 Services**

The Parties agree to conduct operations in a professional manner.

### **3.6 Set-up/Clean-up**

Scheduled reservation times are firm. Patron may not come earlier or stay later than the confirmed times. Failure to vacate the reserved space within 30 minutes after the confirmed event ending time may result in a late fee of \$100 per hour. The Patron agrees not to rearrange furniture or fixtures without prior written approval from SLCC. A reset fee of \$150 may be assessed if prior arrangement is not in place. A cleaning fee of \$300 will be assessed if the Patron leaves SLCC beyond normal or reasonable usage.

### **3.7 Food and Beverage**

The College requires all food and beverage to only be provided by SLCC approved caterers or the SLCC Food Court vendors. A list of approved caterers can be found online, or the college catering coordinator can be reached at 801-957-4520.

### **3.8 Supervision**

SLCC reserves the right to remove any individual(s) or groups who are considered unruly, disruptive or abusive of Federal, State or SLCC policies or of other SLCC Patrons. Patron and its guests agree to properly supervise any children under the age of 18 that Patron and its guests invite to SLCC.

### **3.9 Outside Services**

Patron may, by separate agreement, contract for other vending services with third party service providers (“Service Providers”). All matters involving scope of services, pricing payment etc. will be handled between Patron and the Service Provider selected by Patron. SLCC will have no responsibility whatsoever for any dispute between Patron and any Service Provider involving payment, quality of service or any other matter. If Patron chooses to retain a Service Provider, Patron shall notify SLCC of the name of the Service Provider and the general nature of services to be provided.

Such notice must be delivered to SLCC not less than thirty (30) days in advance of the event. All Service Providers will be subject to SLCC’s approval. Additionally, SLCC may require any Service Provider to enter into a separate agreement with SLCC that would set forth the terms and conditions upon which the Service Provider may conduct business upon the Premises. It is also Patron’s responsibility to provide all Service Providers with a list of the Rental Regulations so they are aware of the event policies.

### **3.10 Damage**

If the Premises or any equipment owned by SLCC is damaged, destroyed, or lost by the negligence or intentional acts of Patron, or Patron’s guests, agents, or employees, Patron shall pay to SLCC upon demand such sum that is necessary to restore SLCC or equipment contained in or on Premises to their original condition.

### **3.11 Alcohol and Tobacco**

State law prohibits the possession and consumption of alcoholic beverages on campus. Smoking, chewing tobacco, or use of E-cigarettes is not permitted in any buildings on SLCC campus. Smoking or use of E-cigarettes is allowed in outdoor designated areas only.

### **3.12 Fire Hazard**

Patron shall not do or permit to be done anything in or on any part of SLCC Premises, which will in any way create any fire or other hazard at SLCC, or in any way increase the rate of fire or public liability insurance upon SLCC property, or in any way conflict with the regulations of the fire department or with any of the rules, regulations or ordinances of the College or Salt Lake City, Utah.

### **3.13 Suitability of Space**

SLCC makes no representation or warranty that the Premises, parking or ancillary facilities are suitable for Patron’s intended purposes. Patron acknowledges that Patron has inspected the Premises and agrees to accept the Premises in its



condition as of the date of this Agreement. Patron agrees to follow all of SLCC's policies and procedures regarding parking.

**3.14 Indemnification**

Patrons shall hold harmless, defend and indemnify the College and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses, including but not limited to reasonable attorney's fees, because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damages resulting from or arising out of: (a) performance or breach of this Agreement by Patron, (b) use of College premises by Patron or its employees, guest, invitees, contractors, vendors or suppliers, or (c) any act, error or omission on the part of the Patron or its agents, employees, guests, invitees, contractors, vendors or suppliers except where such claims, losses, causes of action, judgment, damages and expenses result solely from the negligent acts of the College, its officers, employees or agents.

**3.15 Jurisdiction, Choice of Law, and Venue**

The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in the Third Judicial District Court for Salt Lake County.

**3.16 Independent Contractors**

Patron shall have no authorization, express or implied, to bind SLCC to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for SLCC, except as expressly set forth in this contract.

**3.17 Severability**

If any provision of this contract is declared by a court of competent jurisdiction to be invalid, the remaining terms and provisions will not be affected; and the rights and obligations of the parties will be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

**3.18 Amendments**

This contract may be amended, modified, or supplemented only by mutual written amendment to the contract, executed by authorized persons of the parties hereto, and attached to the original signed copy of the contract.

**3.19 Entire Agreement**

This contract, including all attachments, if any, constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

**4.0 Confirmation and Signature**

I confirm my acceptance of the terms explained above.

PATRON: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

SALT LAKE COMMUNITY COLLEGE

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# External Facility Rental Rates

## Taylorsville Redwood Campus

| Building             | Room                 | Room #      | Room Type  | Capacity | Sq. Footage | Rental -- Half Day | Rental – Full Day | Features                                                                       |
|----------------------|----------------------|-------------|------------|----------|-------------|--------------------|-------------------|--------------------------------------------------------------------------------|
| Student Center (STC) | Alder Amphitheater   |             | Assembly   | 1,000    |             | \$800              | \$1,500           | Open-Air Theater                                                               |
|                      | Queen Anne I         | 207         | Flexible   | 25       | 611         | \$100              | \$150             | LCD Projector<br>Projection Screen                                             |
|                      | Queen Anne II        | 213         | Flexible   | 25       | 441         | \$100              | \$150             | Whiteboard                                                                     |
|                      | Queen Anne--Combined | 207/<br>213 | Flexible   | 49       | 1,052       | \$200              | \$300             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | Board Room           | 217         | Conference | 12       | 435         | \$100              | \$150             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | Corner Room          | 219         | Flexible   | 40       | 1,052       | \$200              | \$250             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | Conference Room      | 221         | Flexible   | 35       | 660         | \$100              | \$150             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | Conference Room      | 223         | Flexible   | 35       | 702         | \$100              | \$150             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | Combined             | 221/<br>223 | Flexible   | 70       | 1,362       | \$200              | \$300             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | President's Room     | 225         | Conference | 16       | 610         | \$100              | \$150             | LCD Projector<br>Projection Screen<br>Whiteboard                               |
|                      | Oak Room             | 201         | Banquet    | 300      | 6,317       | \$500              | \$800             | LCD Projector<br>Podium<br>Microphone<br>Projection Screen<br>Baby Grand Piano |

|                            |          |             |       |       |       |       |                                                                                |
|----------------------------|----------|-------------|-------|-------|-------|-------|--------------------------------------------------------------------------------|
| Carnahan Lounge            | 200A     | Lounge Area |       | 2,583 | \$100 | \$150 |                                                                                |
| Copper Room                | 101      | Banquet     | 250   | 5,700 | \$400 | \$700 | LCD Projector<br>Podium<br>Microphone<br>Projection Screen<br>Baby Grand Piano |
| Student Event Center (SEC) | 130      | Flexible    | 300   | 4,045 | \$500 | \$800 | Special Lighting<br>Wooden Floors<br>Various Setup Options<br>Media Equipment  |
| SEC Section A              | 130A     | Flexible    | 64    | 1,249 | \$200 | \$400 | LCD Projector<br>Podium<br>Projection Screen                                   |
| SEC Section B              | 130B     | Flexible    | 48    | 1,653 | \$150 | \$200 | Projection Screen                                                              |
| SEC Section C              | 130C     | Flexible    | 48    | 1,143 | \$150 | \$200 | Projection Screen                                                              |
| SEC Patio                  | 130P     | Banquet     | 1,200 |       | \$200 | \$400 | Outdoor Furniture                                                              |
| Den 1                      | 023      | Flexible    | 60    | 1,096 | \$100 | \$150 | LCD Projector<br>Projection Screen<br>Whiteboard                               |
| Den 2                      | 025      | Flexible    | 60    | 1,007 | \$100 | \$150 | LCD Projector<br>Projection Screen                                             |
| Dens Combined              | 023/ 025 | Flexible    | 80    | 2,103 | \$200 | \$300 | LCD Projector<br>Projection Screen<br>Whiteboard                               |
| Senate Chambers            | 030      | Conference  | 18    | 1,078 | \$200 | \$250 | Circular Board Table                                                           |
| Blue Room                  | 031      | Conference  | 8     | 233   | \$100 | \$150 | Conference Table<br>TV Screen w/VGA<br>HDMI Ports                              |
| Gold Room                  | 062      | Conference  | 10    | 233   | \$100 | \$150 | Conference Table<br>TV Screen w/VGA<br>HDMI Ports                              |

\*Lifetime Activity Center pricing upon request

## South City Campus

| Building | Room                 | Room #          | Room Type  | Capacity | Sq. Footage | Rental – Half Day | Rental – Full Day | Features                                           |
|----------|----------------------|-----------------|------------|----------|-------------|-------------------|-------------------|----------------------------------------------------|
|          | East Conference Room | 1-110           | Conference | 16       | 706         | \$150             | \$200             | LCD Projector<br>Projection Screen                 |
|          | Alumni Room          | 1-147           | Conference | 18       | 825         | \$100             | \$150             | LCD Projector<br>Projection Screen<br>Whiteboard   |
|          | Multipurpose Room    | 1-030/<br>1-032 | Flexible   | 249      | 1,786       | \$600             | \$1,000           | LCD Projector<br>Projection Screen<br>Sound System |

\*Grand Theatre pricing upon request

\*Atrium pricing upon request

## Jordan Campus

| Building                     | Room         | Room # | Room Type    | Capacity | Sq. Footage | Rental – Half Day | Rental – Full Day | Features                                                                               |
|------------------------------|--------------|--------|--------------|----------|-------------|-------------------|-------------------|----------------------------------------------------------------------------------------|
| Jordan Health Sciences (JHS) | Auditorium   | 181    | Assembly     | 500      | 5,024       | \$500             | \$900             | Auditorium Seating<br>LCD Projector<br>Projection Screen<br>Sound System<br>Whiteboard |
|                              | Atrium       | 102    | Flexible     | 100      | 6,277       | \$450             | \$800             |                                                                                        |
|                              | Atrium Patio | 102P   | Outdoor Area | 25       |             | \$100             | \$180             |                                                                                        |

\*Rentals for the Student Pavilion are suspended due to upcoming construction

## Westpointe Campus

| Building                                                | Room                           | Room # | Room Type  | Capacity | Sq. Footage | Rental – Half Day | Rental – Full Day | Features                                                                   |
|---------------------------------------------------------|--------------------------------|--------|------------|----------|-------------|-------------------|-------------------|----------------------------------------------------------------------------|
| Westpointe Workforce Training & Education Center (WWTE) | Showroom                       | 102    | Flexible   | 65       | 1,012       | \$200             | \$300             |                                                                            |
|                                                         | Intermountain Bobcat Boardroom | 202    | Conference | 20       | 729         | \$100             | \$150             | Board Room Table<br>Conference Phone<br>LCD Projector<br>Projection Screen |
|                                                         | L3 Classroom                   | 215    | Flexible   | 32       | 829         | \$100             | \$150             | LCD Projector<br>Projection Screen<br>Whiteboard                           |

## West Valley Center

| Building                           | Room                  | Room #      | Room Type | Capacity | Sq. Footage | Rental – Half Day | Rental – Full Day | Features                                                                   |
|------------------------------------|-----------------------|-------------|-----------|----------|-------------|-------------------|-------------------|----------------------------------------------------------------------------|
| West Valley Learning Center (WVLC) | Multipurpose Room     | 105         | Flexible  | 20       | 150         | \$100             | \$150             | Podium<br>LCD Projector<br>Projection Screen<br>Whiteboard<br>Sound System |
|                                    | Multipurpose Room     | 107         | Flexible  | 20       | 600         | \$100             | \$150             | Podium<br>LCD Projector<br>Projection Screen<br>Whiteboard<br>Sound System |
|                                    | Multipurpose Combined | 105/<br>107 | Flexible  | 50       | 750         | \$150             | \$200             | Podium<br>LCD Projector<br>Projection Screen<br>Whiteboard<br>Sound System |

## Advertisement and Posting Materials Policy

### I. POLICY

It is the policy of Salt Lake Community College to provide space for the fair and equitable communication of information regarding programs, events, and services that are of interest to the college community and that promote the college's mission. Further, it is SLCC's policy that such communications are in keeping with environmentally sound, safe, and orderly campuses and do not damage buildings or create clutter.

This policy is not intended to apply to official college postings. The college may advertise or post materials at its discretion when the materials enhance the operations of the college or are in connection with official college business, activities, and events.

### II. REFERENCES

Campus Free Expression Act, U.C.A. § 53B-27-201.

### III. DEFINITIONS

- A. Advertisement: The dissemination of information about a service, product, or program, through print, electronic, broadcast, or any other form of communication.
- B. Approval Locations: Designated college locations responsible for approval and stamping of advertisements and posted material.
- C. College Community: College faculty, staff, trustees, students, registered student organizations, college organizations, board members of college entities, and persons who use college facilities or provides services to college facilities.
- D. College Entity: Any group funded by SLCC and covered by the State of Utah Risk Management insurance. For this policy, a student organization is considered a college entity.
- E. Commercial Materials: Materials intended in whole or in part for the financial profit of a person, organization, or institution.
- F. Free-Standing Signage: Nonpermanent displays including signage erected on an A-frame, retractable banner stand, easel, arrow signs, brochure stand, or brochure table.
- G. Non-College Entity: Any non-SLCC group that is not covered by the state of Utah Risk Management insurance or receives no operational funding from SLCC.
- H. Official College Postings: Any material or advertisement directly related to a college event, activity, operation, or function.
- I. Posted Materials: Any printed, written, painted, photographic or other display conveying an idea which is produced or reproduced and is affixed or displayed in or on any college building or property.

## **Advertisement and Posting Materials Policy**

- J. Posting: Attaching, hanging, or displaying material on property owned or controlled by SLCC.
- K. Student Organizations: A group of SLCC students who are established and organized for religious, political, educational, economic, social or another lawful purpose which is registered, approved and compliant with the college's office of Student Life and Leadership requirements.

### **IV. PROCEDURE**

#### **A. Approval of Postings on SLCC's Campuses**

- 1. Any advertisement or posted material, indoor or outdoor, at any college facility requires approval from the following designated locations:
  - a. Taylorsville Redwood Campus – Student Life & Leadership office
  - b. South City Campus – Student Services & Information Desk
  - c. Jordan Campus – Student Services & Information Desk
  - d. Miller Campus – Student Services & Information Desk
  - e. Westpointe Campus – Student Services & Information Desk
  - f. Herriman Annex – Student Services & Information Desk
  - g. Library Square – Student Services & Information Desk
  - h. West Valley Center – Student Services & Information Desk

#### **B. Obtaining Prior Approval to Post Materials**

- 1. All materials to be displayed, including free-standing signage, must be approved before posting or advertising.
- 2. Prior approval is indicated by a college date stamp on the materials.
- 3. Materials without a date stamp may not be posted.
- 4. Once posting approval has been received, materials must only be posted in authorized locations.

#### **C. Length of Posting and Removal**

- 1. Posted materials may be posted for up to 14 calendar days and must be removed within 24 hours or the next business day after the event or date stamp expires.



## Advertisement and Posting Materials Policy

2. Approval may be granted to post materials for a period longer than described herein where there is a sufficient rationale for the posted materials to remain in place for a longer period.
3. Decisions to prohibit extended periods may not be based on the content of the posted material but may be based on reasonable time, place and manner restrictions.

### D. Requirements for Advertisements or Posted Materials

1. General Requirements for Postings at all SLCC locations:
  - a. A posting or advertisement must clearly identify the sponsoring college or non-college entity on the advertisement or posting.
  - b. A visible expiration date shall be stamped by the college on all posted materials.
  - c. Posted materials shall be affixed in designated locations in a manner appropriate to the display space.
  - d. Duplicate postings on the same board or in the same designated area are not allowed and may be removed.
  - e. Advertised or posted materials must not:
    - (1) interfere with classes or scheduled meetings;
    - (2) damage college property;
    - (3) create litter or clutter on college property;
    - (4) block doorway glass;
    - (5) obstruct normal pedestrian or vehicular traffic; or
    - (6) when posting on fence lines or campus entry or exit points to College property may not block or obstruct line-of-sight for drivers or pedestrians.
  - f. Due to limited available designated posting and advertising space, the size of a particular posted material or advertisement and the number of posted materials or advertisements permitted may be limited, taking into consideration the aggregate number of signs requested by all posters.
  - g. All advertised and posted materials must comply with applicable laws, including laws protecting intellectual property such as copyrights and trademarks.
2. Indoor Posting Requirements for all Buildings on all Campuses

## Advertisement and Posting Materials Policy

- a. After approval, a college entity or non-college entity may post non-commercial materials on indoor bulletin boards kiosks, tack strips, plastic sign holders or other areas specifically designated for such usage.
  - b. Except for designated locations, no advertised or posted materials are allowed on any wall, door, floor, mirror, side-light or window.
  - c. Helium balloons are not allowed in many college buildings, due to beam detector fire alarms that can be set off by an errant or straying balloon. These prohibited building locations are:
    - (1) Redwood Campus: Lifetime Activities Center, Science and Industry Building, and the Student Center;
    - (2) South City Campus: Main Building, Center for Arts and Media, and Innovations High School;
    - (3) Jordan Campus: Health Sciences Building and the High-Tech Center; and
    - (4) Miller Campus: Miller Automotive Trades Building.
3. Outdoor Posting Requirements for all Campuses
- a. After approval, a college entity or non-college entity may post non-commercial materials on outdoor bulletin boards, kiosks, display racks, or other areas designated for such usage provided that easily removed painter's tape is used to affix the advertisement or posted material. These other areas are as follows:
    - (1) Lamp posts
    - (2) Fences – signs must be lightweight and not larger than 4 feet by 8 feet.
    - (3) Garbage Cans
    - (4) Recycling Bins
    - (5) Within tree rings and shrub bed
    - (6) Grass and Lawn areas subject to the requirements outlined in Section IV.E.3.d of this policy and procedures.
    - (7) Freestanding signage (e.g., a-frame or portable upright signs) must be placed in an approved location.
  - b. Materials or advertisements may not be placed on the following:
    - (1) automobiles;
    - (2) newspapers racks;

## Advertisement and Posting Materials Policy

Commercial signs affixed to a newspaper rack where the rack owner or college have been paid for the right to advertise on the rack are allowed.

- (3) artwork or sculpture;
  - (4) marquees or canopy located at the entrance of any campus building; and
  - (5) existing college signage or banners.
- c. Sidewalk chalk may be used on walkways with approval.
  - d. Special Rules for Advertisements or Posted Materials on Lawn or Grass
    - (1) All stakes must be no more than two feet from sidewalks.
    - (2) No stakes may be used in grass strips between double sidewalks.
    - (3) No laminated posters are allowed on the ground.
    - (4) No rebar stakes or solid metal posts are allowed.
  - e. Helium balloons may be used in outside areas instead of posted materials or advertisements.
4. Special Rules for Free-Standing Signage.
- a. After approval, a college entity or non-college entity using free-standing signage must comply with the following requirements:
    - (1) The department, organization or person must display name and contact information on the signage.
    - (2) It must clearly display the date of an event and expiration date stamp.
    - (3) It must not block or obstruct a walkway, entrance, or exit of a building.
    - (4) It must be removed within 24 hours after the event. Signage erected for a weekend event must be removed on the following Monday or next regular business day.
5. Commercial Materials
- a. Any commercial materials or advertisements must be displayed in accordance with this policy and the college's Sales and Sponsorship policies [<http://www.slcc.edu/policies/docs/c2s10-11.pdf>].
  - b. Any non-college entity which seeks to advertise a publication using a physically placed rack or another such container for the publication on college property must execute a contract regarding such distribution.

## Advertisement and Posting Materials Policy

6. Remedies or Redress for Violation-Assessment of Reasonable Cost of Cleanup or Repair of Damage
  - a. Any member of the college community has the authority to remove materials not properly approved or posted consistent with this policy.
  - b. The college has the authority to enforce this policy and collect reasonable costs related to damages of college property, litter collection expenses, or cost for cleanup of abandoned materials in violation of this policy. The college may recover these reasonable costs by:
    - (1) withholding monies budgeted;
    - (2) withholding money due to a responsible individual, who is not a college employee, or non-college entity; or
    - (3) seeking restitution through civil or criminal judicial proceedings.
  - c. The college may also pursue disciplinary proceedings under the Code of Student of Rights and Responsibilities for students or student organizations who violate this policy.
  - d. The college may pursue corrective action against faculty or staff who violate this policy.
7. Exceptions to the Policy
  - a. Exceptions to this policy may only be made upon approval by the vice president for Student Affairs and Enrollment Management. Any exceptions and the reasons for the exception will be documented in writing.



## SLCC Board of Trustees Scholarship Report

The SLCC Board of Trustees Scholarship was founded in 2003 by the Salt Lake Community College Board of Trustees. This scholarship is designed for students who have a 3.5+ GPA, a letter of recommendation and who write excellent essays on the general scholarship application.

In the 2018-2019 academic year, we had 859 students apply for the SLCC Board of Trustees Scholarship. We were able to award Jennifer Budd with a \$1,500 scholarship. Please see her thoughtful thank you letter on the Board of Trustees Scholarship document attached.

For the coming 2019-20 academic year, we had 710 students apply for the SLCC Board of Trustees Scholarship. We were able to award two deserving students with \$1,600 scholarship awards. We will share their thank you letters with the Board in the Fall once we receive them.

After these students receive their awards, the balance of the SLCC Board of Trustees Scholarship will be \$170.54. Please see an accounting of the past year for this scholarship fund below:

### Scholarship Fund Balances:

#### 2018-19

| Item                           | Amount             |
|--------------------------------|--------------------|
| July 1, 2018 Beginning Balance | \$ 1,090.54        |
| BOT Contributions              | \$ 3,780.00        |
| Fall 2018 Scholarship          | \$ (750.00)        |
| Spring 2019 Scholarship        | \$ (750.00)        |
| <b>Ending Balance</b>          | <b>\$ 3,370.54</b> |

#### 2019-20

| Item                           | Amount           |
|--------------------------------|------------------|
| July 1, 2018 Beginning Balance | \$ 3,370.54      |
| Fall 2019 Scholarships         | \$ (1,600.00)    |
| Spring 2020 Scholarships       | \$ (1,600.00)    |
| <b>Ending Balance</b>          | <b>\$ 170.54</b> |

\*Please save the date for our next Scholarship Appreciation Luncheon, happening on March 4, 2020 at the SLCC Miller Campus Conference Center.

## HONORARY NAMING OF COLLEGE FACILITIES AND PROGRAMS

### I. POLICY

Salt Lake Community College recognizes the importance of naming opportunities for its facilities and spaces as well as its academic, athletic, and other features and programs. The college will accept named gifts and honorary names as a means to recognize people or organizations that have made notable contributions, service or association with the College. These naming actions should not detract from the institution's values, dignity, integrity, or reputation, or deviate from the college masterplan. This policy outlines the procedures for naming these spaces and features.

### II. REFERENCES

- A. Utah Code Annotated 53B-2-103 (2) (b) "Board of Trustees Powers and Responsibilities."
- B. Utah Board of Regents' Policy R220 "Delegation of Responsibilities to the President and Board of Trustees"

### III. DEFINITIONS

- A. Benefactor: Any individual, family or organization, which has provided financial contribution or non-financial support to the college.
- B. Facility: Any college structure or part of a structure, location, open space, or other feature of the college campus or other property under the college's control.
- C. Functional Name: A designation used to describe the general purpose of any college facility.
- D. Gift Agreement: A legal document signed by a donor and a college officer confirming the obligations of the involved parties relating to the naming of a college facility in return for a gift to the college.
- E. Honorary Name: A name given to a college facility to acknowledge an individual or entity who provided unique service to the college.
- F. Named Gift: A monetary gift given to the college in return for which the college honors an individual, family, or organization by naming a college facility for the benefactor.
- G. Naming Action: The actions the college takes to adopt an honorary name, accept conditions of a named gift, or implement a functional name for a facility or program.
- H. Program: Any college, department, division, center, institute or position under the administrative control of the college.

### IV. PROCEDURE

- A. Naming Actions

The college has three types of naming actions:

1. Honorary naming is used for individuals or entities which have:
  - a. made a significant contribution of service, association, research, teaching or support that has had a direct, substantial, and positive impact on the college; or
  - b. achieved an extraordinary, important, and lasting accomplishment that benefits the college or community.
2. Gift Naming (“named gift”) is used for individuals or organizations that provide a financial gift with the condition that the college use the benefactor’s name on for a college facility or program.
3. Functional naming is used to describe the general purpose of a college facility or program.

B. Authority to Approve Naming Action

1. The board of trustees, upon the recommendation of the president, has the authority to give a college facility or program a name in return for a gift.
2. The president has the authority to give a portion of a college facility an honorary name, or a name in return for a gift of \$25,000 or less.
3. The president has the authority to give any college facility a functional name.
4. The president may delegate naming authority.

C. Criteria for Naming Action

1. Consistency with the College’s Mission, Vision, Values. and Master Plan
  - a. Naming actions must align with the college’s master plan, mission, vision, and values.
  - b. Naming actions must not create a conflict of interest or the appearance of a conflict of interest.
  - c. Naming actions must neither confer nor appear to confer special privileges to any person or entity.
2. Contribution Requirements for Named Gifts for Facilities
  - a. A benefactor wishing the college to name a college facility must commit to:
    - (1) donating 50% of the funding of new construction, major renovations and the costs of maintaining the facility.

- b. A benefactor must enter into a gift agreement with the college. The gift agreement's terms for payment must not exceed five years.
  - c. The president may negotiate deviations from monetary and time restrictions provided the donation is of a substantial and appropriate amount.
  - d. The board of trustees must approve any negotiated deviations.
3. Contribution Requirements for Named Gifts for Programs

The president may determine the value of a contribution required to a program in return for a naming action.

#### D. Procedure for Approving a Naming Action

##### 1. Honorary Name

- a. Any person may submit a written proposal to name a college facility or program to honor an individual, family, corporation or foundation.
- b. Proposals must be submitted to the vice president of institutional advancement and shall include:
  - (1) a biographical summary of the person or institution to be honored;
  - (2) a description of the facility or program and the proposed name;
  - (3) a description of the contribution the person or institution has made to the college or community; and
  - (4) the reason the contribution and the person or institution merits being honored.
- c. The vice president of institutional advancement or one to whom the responsibility has been delegated will coordinate the proposed honorary naming action. This includes:
  - (1) providing notice of a proposed naming action and discussing it with the president and any appropriate vice president; and
  - (2) ensuring that an appropriate review of the proposal is conducted by the appropriate departments. These include:
    - (a) the associate vice president for facilities services;
    - (b) the associate vice president for institutional marketing;
    - (c) the assistant vice president for human resources;
    - (d) the executive director of development;



- (e) the director of college planning & design; and
  - (f) the leadership of any potentially affected college program.
- d. The vice president of institutional advancement may request a background check for a potential benefactor or person after whom a facility may be named.
  - e. After considering all relevant information, the vice president will forward the recommendation to the president.
  - f. If approved by the president, the vice president of finance and administration will facilitate the actions necessary to establish the new name.
2. Named Gift
- a. The president and the vice president of institutional advancement or their designees are the only persons authorized to negotiate named gifts.
  - b. The vice president of institutional advancement or one to whom the responsibility has been delegated will coordinate the proposed named gift action. This includes:
    - (1) providing notice of a proposed naming action and discussing it with the president and any appropriate vice president; and
    - (2) ensuring that an appropriate review of the proposal is conducted by the appropriate departments. These include:
      - (a) The vice president for finance and administration;
      - (b) the associate vice president for facilities services;
      - (c) the associate vice president for institutional marketing;
      - (d) the controller;
      - (e) the executive director of development;
      - (f) the director of college planning & design; and
      - (g) the leadership of any potentially impacted college program.
  - c. The vice president of institutional advancement, in consultation with the executive director of public safety, may request a criminal background check for a potential benefactor or person after whom a facility may be named.
  - d. Once this coordinated review is completed, the vice president for institutional advancement will consult with the president. If approved, the vice president for institutional advancement will:

- (1) prepare a written gift agreement;
  - (2) have the gift agreement reviewed by the office of general counsel and risk administration; and
  - (3) present the agreement to the benefactor.
- e. If the benefactor agrees with the gift agreement, the president or representative and benefactor will sign the agreement.
  - f. If the gift is substantial and the name is for a facility, the president will submit the proposal to the board of trustees for approval.
  - g. If approved by the board of trustees, the president and benefactor will sign the agreement.

### 3. Functional Name

- a. Anyone may recommend a functional name for a facility. Proposals for functional names and name changes must be submitted to the vice president of finance and administration.
- b. Such recommendation shall be in writing and include:
  - (1) the proposed functional name or name change; and
  - (2) supporting reasons for the proposed name or name change.
- c. The vice president will consult with the associate vice president of facilities services and assistant vice president for institutional marketing and communication.
- d. After considering all relevant information, the vice president may forward the recommendation to the president.
- e. Upon the recommendation of the appropriate vice president, the president may assign or reassign a functional name to any facility.
- f. If approved by the president, the vice president of finance and administration will facilitate the actions necessary to establish the new name.

### E. Duration of Naming Action

1. The board of trustees has the authority to negotiate the term of a naming gift agreement subject to the following:
  - a. Where a corporation or organization's name is used, the naming is limited to 25 years. In the event that a corporation or organization goes out of business, the naming action may be terminated earlier.

- b. For college athletic facilities or programs, the agreement must not exceed five years.
  - c. If named after a family or individual, the name will remain for the life of the facility.
2. Unless otherwise stated in the gift agreement, the duration of the individual benefactor's name association with any facility or portion of the facility or the termination of a program will remain for the life of the feature object or space.
  3. If a facility or any portion of a facility that is named for a benefactor is removed or replaced, the college has no obligation to continue to use the name. The college may seek other ways to continue to recognize or honor the benefactor or honoree.

#### F. Time Proximity Limitations

1. College facilities and programs will not normally be named for persons who are actively involved in or related to College operations. This includes members of the faculty and staff, board of trustees, advisory boards, legislators, and governmental officials. College facilities may be named for persons who have retired from active employment with the College after a sufficient time has elapsed from the date of the individual's retirement.
2. Under limited and appropriate circumstances, the board of trustees, upon the recommendation of the president, may dispense of the requirements set forth in section IV.F.1

#### G. Sign Display Requirement for all Naming Actions

1. The college has sole discretion to determine the placement and presentation of any sign used to name a facility.
2. If the facility a benefactor funded is an entire building, the benefactor's name and the college's name and logo will appear on the exterior of the building.
3. If a portion of a facility or a program is named for a benefactor, the college will place the benefactor's name as close as practicable to the portion of the facility or primary area of the program for which it is named. However, it will not be placed on the exterior of the building.
4. Corporate logos are not permitted in or on any campus facility except:
  - a. when it is located in or on college athletic facilities;
  - b. when it is temporarily affixed to a facility and the logo is part of a design acknowledging the college and the business entity; or
  - c. when approved by the vice president for institutional advancement.

H. Revocation of Naming Action:

The board of trustees may revoke the name of a college facility or program if the benefactor for whom it was named:

- a. does not fulfill a commitment upon which the naming was approved;
- b. is convicted of a felony; or
- c. engages or has engaged in conduct that makes the continued association with the name or benefactor damaging the reputation of the college or is contrary to the college's best interests.

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**I. POLICY**

Fleet vehicles at Salt Lake Community College shall be purchased, operated, maintained, and sold in accordance with approved college policies and procedures and laws of the State of Utah.

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**I. REFERENCES**

- A. Traffic Code, U.C.A. §§ 41-6a-101 et seq.
- B. Utah Administrative Services Code, U.C.A. §§ 63A-9-101 et seq.
- C. Administrative Services, Fleet Operations, Utah Admin. Code, r. 27.
- D. Auxiliary and Services Enterprises, Utah Admin. Code, r. 550-559.
- E. SLCC Motor Vehicle [Website](#)

**II. DEFINITIONS**

- A. Buses: Any vehicle that holds fifteen or more occupants, including the driver, which requires a commercial driver's license with a passenger endorsement or other endorsements to drive.
- B. Cargo Vehicle: Any van or other vehicle designed to carry cargo that has a manufacturer's recommended maximum payload weight.
- C. Driver Safety Committee: A committee charged with reviewing all employee accidents and requests for informal hearings.
- D. Emergency: A sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, or interference with normal activities, which requires immediate attention and action.
- E. Executive Cabinet Member: The vice president over the department for whom an employee works.
- F. Large Capacity Passenger Vehicles (LCPV): Any vehicle that holds seven or more occupants, including the driver.
- G. Low-Speed Vehicle (LSV): Any vehicle that is not licensed by the Utah Department of Motor Vehicles and that operates on a private or public road, for example, golf carts, electric vehicles, ATVs, UTVs, tractors, and similar vehicles.
- H. Motor Vehicle: A vehicle that is self-propelled by consuming electricity or fuel, excluding aircraft.

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- I. Official College Business: Activities conducted to meet the needs of approved college programs, functions, or activities and the college's officers, departments, organizations, and operating units.
  - J. Salt Lake Metropolitan Area: An area including Utah County from Spanish Fork and north, Salt Lake County, Davis County, Weber County from Ogden and south, and Tooele County from Tooele and east. The Salt Lake metropolitan area does not include any canyon.
  - K. Take-Home Use: Using a college vehicle between an employee's residence and the employee's assigned work location.
  - L. Telematics: A general term that refers to any device which merges telecommunications and vehicle data to monitor driving patterns and violations and reports the violations to the fleet and logistics manager.
  - M. Telemetric Threshold Violations: Violations that are reported to the fleet and logistics manager via Telematics. Included are speeding, idling for more than five minutes, hard stops, hard starts, hard stops while turning, and others.
  - N. Vehicle: Any device by which a person or property may be transported.

**III. PROCEDURES**

- A. Acquisition, Ownership, Disposal, and Replacement of Vehicles
  - 1. The college's fleet and logistics manager shall administer all motor vehicles owned or leased by the college.
  - 2. Vehicle acquisition, maintenance, and licensing of all vehicles shall be performed or directed by the fleet and logistics manager.
  - 3. The fleet and logistics manager will recommend to the vice president for finance and administration the type of motor vehicle to be purchased and made available for departmental use. Departmental needs will be considered as well as the vehicle's records of reliability, maintenance cost, and fuel efficiency.
  - 4. Donation of vehicles that require a manufacturer statement of origin (MSO), registration, or other forms of licensing must be registered with the Fleet and Logistics office. The donating party must provide a clear MSO, title, registration, or proof of ownership. Means by which a donating party may submit such evidence

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- may be found at the Utah DMV's [public insufficient evidence checklist](#). These include:
- a. printed color photos of ALL sides of the vehicle;
  - b. a completed form TC-569A, ownership statement;
  - c. a completed form TC-661, VIN inspection; and
  - d. any bill of sale, a release of ownership, or receipts for repairs, etc.
5. The department receiving a donated vehicle must document it on the donation form.
  6. The college may refuse to accept the donation of a vehicle.
  7. The fleet and logistics manager will recommend to the vice president for finance and administration when surplus or disposal of all college vehicles should occur. After review, the vice president for finance and administration may remove the vehicles from the college inventory system. College policy and procedure will govern the disposal of vehicles that are no longer needed, no longer serviceable, or scheduled for replacement, surplus or disposal.
  8. The college will keep vehicles for a minimum of five years and a maximum of ten years or 100,000 miles, whichever occurs first.
  9. Vehicles may be disposed of at any time if its cost exceeds its value, the value is below 20% of market value, or the vehicle is underutilized by the college or a department.
- B. Vehicle Identification
1. The fleet and logistics manager will determine the color of a vehicle. The fleet and logistics manager will consider department preferences and college standards.
  2. College operated vehicles must display the college or state seal on both driver and passenger sides of the vehicle, as well as a vehicle number on the left front and right rear bumpers.
  3. College owned or operated motor vehicles must display exempt license plates unless authorized to display other Utah license plates by the vice president of business service, and by applicable state laws.



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C. Telematics:

1. Telematic devices shall be installed in state motor vehicles as required by Utah Administrative Code r. 27-7.
2. Telematic devices collect information regarding the manner which a vehicle is being driven and reports telemetric violations to the Fleet and Logistics office.
3. Drivers have no expectation of privacy when driving a college-owned vehicle.

D. Insurance

1. Insurance
  - a. The college provides appropriate insurance for all college-owned vehicles.
  - b. The college does not provide or offer insurance for personally-owned vehicles, even when driven on college business.
  - c. The driver of a personally owned vehicle that is driven for college business shall make certain the vehicle is insured in accordance with state law.
2. All vehicles will be covered by liability, collision, and comprehensive insurance consistent with the requirements of applicable state law and the SLCC office of Risk Management.
3. The cost of insurance coverage, as determined by the Utah State office of Risk Management, will be included in the fleet vehicle user fee.
4. Rental vehicles must adhere to the automobile [insurance requirements](#) provided by the SLCC office of Risk Management. If a vehicle is not rented through a state contracted provider, the office of Risk Management requires the renter to purchase both damage and liability insurance offered by the rental agency.

E. User Fees

User fees must reflect the actual costs of each vehicle, including:

1. insurance costs;
2. maintenance costs;

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3. fuel costs;
4. replacement costs;
5. the State of Utah required fees for state-owned vehicles;
6. HOV lane violations, tolls, or other miscellaneous fees charged during vehicle use;  
and
7. other costs as identified by the vice president for finance and administration or  
designee.

Departments may utilize motor pool vehicles under a fee structure to be reviewed on a regular basis.

F. Extraordinary Wear and Tear

If the fleet and logistics manager determines that a department's use of college-owned vehicles has resulted in unusual or extraordinary wear and tear, the department will be assessed additional charges to offset the resulting additional costs.

G. Maintenance

1. All college vehicles, regardless of the department to which they are assigned, will be maintained and serviced on a regular basis. The Fleet and Logistics office will determine needed repairs and maintenance for vehicles. The Fleet and Logistics office will bill the department to which the vehicle is assigned for the repairs.
2. Any repairs done by the department to a motorized vehicle or equipment shall be pre-approved and coordinated through the Fleet and Logistics office.
3. All motorized vehicle and equipment's repairs will be documented. Invoices must include any parts replaced and any items repaired. The invoice must be submitted to the Fleet and Logistics office.

H. Use of College Owned Motor Vehicle

Use of college-owned vehicles is limited to official college business by college employees, authorized students, or approved college volunteers.

1. Driver Qualifications

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- a. Every driver of a college-owned vehicle must possess a valid Utah driver license.
  - b. Authorized drivers operating state vehicles must have the correct license required for the vehicle they are operating and any special endorsements required to operate specialty vehicles.
  - c. Every operator must be on the motor pool authorized drivers list. The office of risk management maintains the authorized drivers list.
  - d. Except where noted, the operation of college motor vehicles is limited to persons eighteen years of age or older.
  - e. All drivers of college vehicles and all persons who drive on college business must pass the [driver safety test](#) every two years.
  - f. Any driver who receives a citation for violating any motor vehicle law while driving a college vehicle, must immediately inform the driver's supervisor. Failure to report the citation may result in a loss of driving privilege.
2. Driving College-owned Vehicles
- a. Departments to which vehicles are assigned are responsible for ensuring an employee is qualified prior to allowing the individual to drive a college vehicle.
  - b. College motor vehicles will be used only for official college business and only in the Salt Lake metropolitan area, except as outlined below. Use of college vehicles for personal use is prohibited.
  - c. Operation of a college-owned vehicle outside of Salt Lake metropolitan area is restricted to:
    - (1) drivers 18 years of age or older;
    - (2) who are authorized drivers; and
    - (3) who have submitted an in-state travel request form to the Fleet and Logistics office and have received approval before travel.
  - d. Operating a college-owned vehicle outside of Utah is restricted to:

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- (1) persons 18 years of age or older;
  - (2) who are authorized drivers; and
  - (3) have submitted an out-of-state travel request form to the office of risk management and have received approval before travel.
- e. The office of risk management will forward a copy of the authorization to the Fleet and Logistics office.
  - f. Only college employees, registered students, official guests on college business, and official college volunteers may ride as passengers in college vehicles.
  - g. Employees wanting family members to accompany them must drive a personally owned or rented vehicle.
  - h. Animals, except for service animals, are not allowed in college vehicles.
  - i. Drivers are not permitted to drive more than eight cumulative hours in a 24 hour period, and must not exceed 12 hours on duty or work time.
  - j. Driving is prohibited between the hours of 11:00 p.m. and 5:00 a.m. except where a trip is solely to return to home base and the return time will be no later than midnight. Exceptions are:
    - (1) driving during an assigned shift; or
    - (2) an emergency as defined in II(D)
  - k. Exceptions to driving between 11:00 p.m. and 5:00 a.m. may be granted, on a limited, narrow basis, and must be pre-approved by both the SLCC office of Risk Management and the traveler's executive cabinet member. Travel between 11:00 p.m. and 5:00 a.m. requires two authorized drivers – one as the driver and the other must be in the front passenger seat.
  - l. Trips lasting longer than six hours require more than one authorized driver; drivers must rotate at least every two hours.
  - m. On trips greater than one hour but fewer than six hours (to include trips between Salt Lake City and Las Vegas), the authorized driver must take at least one 15-minute rest break every two hours.

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- n. Any reliable online service may be used to calculate trip duration, as long as the calculation contains accurate starting and ending locations. The office of risk management will use Google maps to calculate drive time if trip duration calculations are not submitted with the travel request.
  - o. Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of any trip and making prudent travel adjustments when necessary.
  - p. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.
  - q. Travel plans should allow for emergency stop-overs and associated expenses due to bad weather.
  - r. Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle's safety equipment. Drivers must report problems or concerns to the Fleet and Logistics office promptly.
  - s. Loading, including passengers, and towing should not exceed the manufacturer's capacity limits.
  - t. Adding storage or luggage racks above any vehicle is not allowed.
3. Large Capacity Passenger Vehicles (LCPV), Cargo Vehicles, and Low-Speed Vehicles (LSV)
- a. All LCPV operators must pass the *LCPV Driver Test* every four years.
  - b. All LCPV operators must pass the hands-on training that is administered by the Fleet and Logistics office every two years.
  - c. All LCPV operators must be at least 21 years old;
  - d. Any person who operates a college vehicle or combination of vehicles having a combined gross laden weight of 26,001 pounds or more must maintain a valid commercial driver's license (CDL) with all applicable endorsements and a current medical card.
  - e. Drivers of LCPV and cargo vehicles must ensure that the vehicle is not overloaded with equipment, that the spare tire is properly secured, and the

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vehicle manufacturer's payload and trailering specifications are met.

- f. Drivers of low-speed vehicles must complete a training course approved by the college's office of Environmental Health and Safety before operating a low-speed vehicle. This training must be renewed every three years.
  - g. LSV drivers must also complete hands-on training for specific LSV. Hands-on training shall be provided by the department owning the LSV, or by the Fleet and Logistics office.
  - h. Employees 16 years of age or older, and who are authorized may drive a UTV, ATV, or golf cart.
4. Buses
- a. If the LCPV is designed to transport 16 or more passengers, including the driver, the driver must have a CDL with a passenger endorsement.
  - b. A CDL driver must provide a copy of the driver's current medical card to the Fleet and Logistics office.
  - c. The driver must participate in the SLCC random drug & alcohol testing program through the office of Risk Management pursuant to the college's [drug free workplace policy](#).
  - d. Drivers must take sufficient time before the trip begins to become familiar with the location of all control switches and the instrument panel.
  - e. Drivers must complete the pre- and post-operational checklist. The checklist must be kept in the vehicle while driving, and the driver must return it into the Fleet and Logistics office when returning the vehicle's keys.
  - f. Drivers must check tire pressure daily.
  - g. The Federal Motor Carrier Safety Administration (FMCSA) regulates commercial drivers. Drivers holding CDLs are exempt from the time, passenger, and distance restrictions in this policy. CDL drivers will follow FMCSA regulations.

I. Safety

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1. Drivers must complete the pre- and post-operational checklist prior to driving a college-owned vehicle.
2. All drivers and passengers must fasten safety restraints while riding in college-owned vehicles or other vehicles on college business.
3. The driver is responsible for ensuring that all passengers fasten safety restraints. Persons failing to fasten restraints may be asked to leave vehicles and are subject to corrective action.
4. Except where OSHA or FMCSA require hearing protection, the use of earphones, earbuds, or other devices – including a loud radio – that inhibit the driver’s ability to hear warning signals and hazards is prohibited while operating vehicles.
5. Except for emergency situations as defined in [U.C.A. § 41-6a-1716](#), the use of handheld wireless communication devices while operating a moving motor vehicle is prohibited.
6. While driving a college or personal vehicle on college business, drivers must pull off the road into a safe area before placing or receiving cellular phone calls or reading or sending electronic messages.
7. If an emergency phone call must be made or received while driving, drivers must use a hands-free headset or speakerphone whenever possible.
8. Any individual on the list of authorized drivers who is convicted of driving under the influence of alcohol or drugs (DUI), reckless driving, or any felony in which a motor vehicle is used, either on-duty or off-duty, and whether in the state vehicle or their personal vehicle, may have their state driving privileges withdrawn, suspended, or revoked.

J. Take-Home Use

1. The president may approve a college vehicle for take-home use when:
  - a. a potential emergency exists and delaying an employee’s response time could endanger a person’s life or cause significant property damage; or
  - b. it is clearly more practical for an employee to go directly to an alternate work-site rather than reporting to a specific location to pick-up a college vehicle.

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2. The president has delegated the authority to approve the take-home use of vehicles to the associate vice president of facilities services.
3. Employees who are allowed take-home privileges must comply with all requirements of take-home use outlined in [Utah Administrative Rule 27](#).

K. Consequences of Violating this Policy

1. The privilege to use college vehicles, by individuals or departments or both, may be withdrawn for violations of this policy or moving violations, whether obtained through telematics or another source.
2. Any member of the SLCC Driver Safety Committee may temporarily suspend driving privileges based on Section M until the driver safety committee can meet to review the preventability of accidents or the eligibility of authorized drivers.
3. Authorized drivers with a moving violation, whether personal or business related, in the preceding 90 days may not transport passengers.
4. The withdrawal of authority to operate a college-owned vehicle or a personally owned vehicle on college business is in addition to any necessary corrective action imposed by an authorized driver's supervisor.
5. Drivers of college vehicles shall be personally responsible for all fines, forfeitures of bail, or other penalties for parking and traffic violations.
6. After a moving violation or an at-fault accident, a college employee must complete the first [preventable accident training](#) or [driver training](#) again before being authorized to drive a college-owned vehicle or operating a personally owned vehicle on college business.

L. Accidents

1. An employee must report all accidents involving a college-owned motor vehicle or equipment and personal vehicles being used on college business to the appropriate law enforcement agency, the state division of fleet operations, and state risk management immediately.
2. All vehicle accidents or other circumstances resulting in damage to college vehicles or property must be reported immediately, including nights and weekends, to the Fleet and Logistics office.



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3. The driver safety committee shall review any accident involving college-owned vehicles.
  4. If the driver safety committee finds an accident to be preventable, the employee's department will be responsible for the cost of repairs to the limits of the deductible.

M. Driver Safety Committee

1. The purpose of the driver safety committee is to increase the safety of the driver and reduce losses associated with state vehicles.
2. Using standards published by the National Safety Council, the driver safety committee reviews eligibility of drivers to operate a college-owned vehicle or personally owned vehicle on college business.
3. In addition to the National Safety Council standards, the driver safety committee may take the following into account in determining driver eligibility: provisions of Utah Administrative Rule 27-7, validity of citizen complaints, telematics threshold violations, and any other item brought before the committee that is within its discretion.
4. The driver safety committee shall consist of at least three voting members. At a minimum, the committee shall include a representative from:
  - a. the office of Risk Management;
  - b. People and Workplace Culture; and
  - c. the Fleet and Logistics office.
5. The committee shall meet monthly to review preventability determinations of any accidents and eligibility of drivers, unless there are no items to review.
6. The driver safety committee shall recommend corrective action to the employee relations office in addition to determining driver eligibility. The employee's supervisor, in consultation with the employee relations office, is responsible for issuing corrective action.
7. If the driver safety committee withdraws a driver's authority to operate a college-owned vehicle or personally owned vehicle on college business, the driver may

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appeal to the state [driver eligibility board](#). Appeals must:

- a. be made in writing; and
- b. be made within 30 days from the date the driver safety committee issues its decision.

N. Reporting of Mechanical or Safety Defect

1. Each college-owned vehicle shall have an information packet identifying the procedure to be used in reporting mechanical or safety defects. Employees must report any such defects immediately, including nights and weekends.
2. A driver must never abandon a disabled vehicle unless it is an emergency situation.
3. Upon receipt of such report, the fleet and logistics manager shall inspect the vehicle and immediately take appropriate action to bring the vehicle into compliance with current safety standards or the standards for efficient mechanical operations.
4. The fleet and logistics manager is authorized to take any vehicle out of service until mechanical and safety defects are corrected.

O. Smoking

1. All college-owned or operated vehicles are non-smoking. Any violator or the violator's department will be assessed fees for any damage repair, cleaning, or odor removal required as a result of smoking, including e-cigarettes, in vehicles.
2. A driver who smokes, including e-cigarettes or vapes, in a college vehicle may be referred to the driver's supervisor for corrective action.
3. All smoking must be 25 feet or more from an open window or door of a college-owned or operated vehicle.

## Shipping & Receiving, Mail Services and Courier Chapter 2, Section 11.01

### I. POLICY

- A. In order to provide the college with efficient, cost-effective postal services, Facilities Services shall maintain shipping and receiving, mail, and courier services.

### II. DEFINITIONS

- A. Central Receiving: A centralized location for the receiving, processing, and distribution of all packages and supplies and shipping from the college.
- B. FIX IT: The college's customer service and communications system administered by Facilities Services.
- C. Mail: Letter and small packages sent and received through the United States Postal Service (USPS).

### III. PROCEDURE

- A. Unless approved by one's supervisor, all college-related mail, packages, and material must be received at an official college receiving location. College-related mail, packages, or supplies must not be sent to a private address or post office box.
- B. Mail Services
  - 1. Mail Services is responsible for the processing of the college's incoming and outgoing USPS mail and inter-office mail.
  - 2. Mail Services operates from 8:00 a.m. to 4:30 p.m. Monday through Friday.
  - 3. Incoming USPS mail is delivered to the Taylorsville Redwood Campus twice a day.
  - 4. Mail Services provides daily USPS and inter-office mail pickup and delivery services between all campuses.
  - 5. For outgoing mail, deliver it to the nearest campus mail facility. For campus locations that do not have mail facilities, schedule a pick-up with Central Receiving.
  - 6. Outgoing mail must be received by Mail Services at the Taylorsville Redwood Campus by 3:00 p.m. for same day processing.
  - 7. All college mail must display the college's correct address as either the return address or the recipient's address:

Salt Lake Community College  
Attn: *Name or department name / mail stop code*

P.O. Box 30808  
Salt Lake City, UT 84130-0808

8. Employees and students may not receive personal mail through Mail Services at any SLCC location.
9. Mail Services at the Taylorsville Redwood Campus provides the following counter services for personal mail:
  - a. stamps, envelopes, etc.; and
  - b. weighing and posting.

### C. Central Receiving

1. Central Receiving is responsible for the processing and distribution of all non-USPS packages and supplies received by the college as well as shipping from the college.
2. Central Receiving's hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday except college recognized holidays.
3. Receiving Packages
  - a. Except as noted, all non-USPS deliveries must be sent to Central Receiving at:

Salt Lake Community College / *Your name*  
2675 S 900 W  
Salt Lake City, UT 84119
  - b. Upon receiving packages, Central Receiving will:
    - (1) inspect the package for damage;
    - (2) Scan the package into the package tracking software; and
    - (3) distribute the items to the appropriate campus.
  - c. The courier makes rounds in the morning and again in the afternoon.
  - d. Employees and students may not receive personal packages through Central Receiving at any SLCC location.
4. Shipping College-Related Packages Using an External Carrier
  - a. Send items to be shipped with a courier requisition to Central Receiving.
  - b. Provide the full street address of the recipient.
  - c. Central receiving will ship by the most economical method.

- d. Items not received at Central Receiving by 12:30 p.m. will be processed the following business day.

#### D. Courier Services

1. Courier Services provides pick-up and delivery support for Central Receiving and Mail Services.
2. Courier Services also provides:
  - a. off-campus delivery or pickup; and
  - b. urgent pick-up or delivery of inter-office mail, USPS mail, packages, next-day mail, and off-campus deliveries.
3. A pickup and delivery requisition can be submitted to Central Receiving or to FIX IT through the college email system or by calling 801-957-3911.
4. To ensure that the courier can accommodate same day delivery, urgent shipments require prior approval of the Central Receiving manager, supervisor or designee by calling 801-957-2200
5. When a department has arranged with the Central Receiving technician for courier delivery, items must be delivered to the campus central pickup point by the department unless the department has made other arrangements.

#### E. Receiving Damaged Items

1. Central Receiving will keep damaged items in the state in which they are received and in the original shipping container until instructions for further action are received.
2. Central Receiving will fill out a damage report for any damaged items, irregularities, or discrepancies between the items ordered and the items received including:
  - a. the vendor's name and purchase order;
  - b. the date received;
  - c. a list of the damaged items including a description of the damage; and
  - d. the condition of the shipping container.
3. The damage report will be sent to the Purchasing office.
4. When department members receive a package they shall:
  - a. inspect the contents of the package for damage; and

- b. report any damage, irregularities, or discrepancies to the Purchasing office and the Central Receiving office.
- 5. The Purchasing office, Central Receiving, and the purchaser will cooperate to determine liability for damaged items, file claims, or request replacements for the damaged items.

F. Deliveries to locations other than Central Receiving

Deliveries directly to any other location require prior authorization from the director of Fleet and Logistics or the Central Receiving facilities supervisor.

**PARKING SERVICES POLICY**

**I. POLICY**

It is the policy of Salt Lake Community College to maintain a financially self-sufficient parking program that ensures adequate, orderly, reasonably proximate, and safe parking opportunities.

**I. REFERENCES**

- A. Utah Code Annotated § 41-6a-102
- B. Utah Code Annotated § 53B-3-101 et seq.
- C. Board of Regents Policy R763 – Funding of Parking Facilities Repair Costs

**II. DEFINITIONS**

- A. Appeals Officer: A member of the Parking Services office chosen by the executive director of public safety.
- B. Appeals Committee: A committee convened to hear and decide parking-fine appeals.
- C. Citation or Ticket: A written notice issued by the Parking Services office that a vehicle is parked on college property in violation of the college’s Parking Services policy.
- D. Motorcycle: A motor vehicle with a saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground. This term includes a moped or mini-bike.
- E. Park or Parking: The standing of a vehicle, whether the vehicle is occupied or not.
- F. Parking Facilities: Any college structure, area, or lot which has been designated to park vehicles and motorcycles.
- G. Parking Rule: A written directive that governs a process that is unique to the Parking Services office.
- H. Parking Services: Office that is responsible for parking administration, issuing parking permits, and enforcement of this policy.
- I. Permit Holder: Any person who is issued a parking permit.
- J. Stall: A space located in a parking facility with painted boundaries that is designating that space for vehicle parking.
- K. Supervisor: The executive director of public safety, the Parking Services manager, and Parking Office supervisors.
- L. Vehicle: A self-propelled vehicle intended primarily for use and operation on the highways.
- M. Virtual Permit: An electronic parking permit issued by the Parking Services office.
- N. Visitor Parking Lot: The parking lot directly north of the Student Center at the Taylorsville Redwood Campus.

### III. PROCEDURES

#### A. Responsibility to Administer College Parking Services function.

1. The executive director of public safety or authorized designees in the Parking Services office are the only persons authorized to administer, plan, issue permits, conduct enforcement and undertake all other necessary actions to implement the college's parking system.

#### B. Permit Requirements, Permit Types, and Application Process

##### 1. Permit Requirement:

Except as noted below, any person parking a vehicle or motorcycle on a college campus must purchase an annual, semester, monthly, weekly or daily parking permit or park in a metered area or pay lot and pay the appropriate fee.

##### 2. Duration and Term of Parking Permits

- a. An annual parking permit is valid from July 1 to July 31 of the following year.
- b. Semester parking permits are valid as follows:
  - (1) Fall – July 1 to December 31.
  - (2) Spring – January 1 to May 31.
  - (3) Summer – May 1 to August 31.
- c. Monthly permits are valid for 30 calendar days.
- d. Weekly permits are valid for seven calendar days.
- e. Daily permits are valid only for the date purchased.

##### 3. Purchasing Annual, Semester, Monthly, and Weekly Parking Permits

- a. A completed application accompanied by the required fee must be submitted to the Parking Services office [online](#).
- b. Student permit holders may have up to two vehicles authorized per permit. Staff and faculty may authorize up to five vehicles per permit. However, no more than one vehicle per permit may be parked simultaneously at any college parking facility.

##### 4. Purchasing One Day Parking Permit

- a. All visitors to the college must park at a metered stall or obtain a day permit from any of the following locations:
  - (1) The college's [online portal](#).
  - (2) [Parking kiosks located at various college locations](#).
  - (3) [The Parking Services office](#).
- b. Visitors may also park at metered stalls.

#### C. Campus Parking



1. Parking is controlled 24 hours per day, year-round. Most parking is restricted to permitted vehicles or vehicles parked at metered stalls.
2. Except as noted below, parking is permitted only in designated parking stalls. No vehicle may be parked contrary to [Utah law](#).
3. Except as noted otherwise, any vehicle, including a state vehicle, parked in a metered stall is required to pay.
4. Employee and retirees may park in blue and yellow lined stalls.
5. Students must park in yellow lined stalls. Students may park in blue lined stalls after 6:00 p.m. daily.
6. There is no overnight parking on any campus or college parking facility without prior authorization from the parking office. Vehicles parked overnight are subject to being towed at the owner's expense.
7. Vehicles without a license plate or vehicle identification number ("VIN"), will be immobilized ("boot") or towed immediately.
8. The Parking Services office reserves the right to change the designated use of lots or roadways at any time.

D. Parking in the Visitor Parking Lot (Located on north side of Taylorsville Redwood Campus Student Center.)

1. All parking rules contained in the policy apply to the Taylorsville Redwood Visitor Parking Lot, A map of the Visitor Parking Lot can be found [here](#), and the fees can be found [here](#).
2. Administration of the visitor parking lot at the Taylorsville Redwood Campus will be in cooperation with the Student Life department.

E. Individual Responsibility and Duties for Parking Permit Holders or Vehicle Operators

1. The operation and parking of a vehicle on college property is a privilege granted by the college; it is not a right. Permits may be denied, suspended, or revoked for cause at any time by Parking Services office staff, the executive director of public safety, or the vice president for Finance and Administration.
2. All persons parking on a college parking facility are required to observe all [SLCC parking policies and regulations](#).
3. Vehicle must be parked, so a license plate is visible from the nearest driving lane. Except for authorized temporary license plates, license plates must be fastened to vehicles in compliance with [Utah law](#).
4. Parking permits are not transferable.
5. A permit holder is responsible for the security of a vehicle and its contents. The college is not responsible for any damage caused to a permit holder's vehicle by theft, vandalism, or accident.
6. If a vehicle becomes disabled while in a college parking facility, it is the permit holder or owner's responsibility to notify the Parking Services office immediately. If

a vehicle is not removed from the college parking facility within 48 hours, the vehicle may be towed.

7. A permit holder may change the permitted vehicle (for example a new or loaner vehicle) by logging into the Parking Services office [portal](#). Changes must be registered with the Parking Services office before parking the vehicle at a college parking facility.

#### F. Motorcycle, Moped and Bicycle Parking

##### 1. Motorcycles and Mopeds.

- a. All motorcycles and mopeds require parking permits to park in any college parking lot. These permits are valid only in designated motorcycle [parking spaces](#).
- b. Motorcycles or mopeds may not be parked or operated in any building or entranceway, on sidewalks, lawns, or in bicycle racks. Improperly parked motorcycles and mopeds are subject to be impounded or towed immediately.

##### 2. Bicycles

- a. Bicycles must be parked at designated bike racks.
- b. Bicycles chained or otherwise attached to anything other than designated bike racks will be removed without notice.
- c. For impounded bicycles, contact the Parking Services office.

#### G. Parking for Drivers with Disabilities

1. The college has designated parking stalls for persons with disabilities on all [campuses](#).
2. Vehicles parked in these designated parking stalls must display a state-issued disabled license plate or placard.
3. A college parking permit is required to park in disabled parking stalls.
4. A vehicle with a state-issued disabled license plate or placard is authorized to park at any parking meter for 30 minutes without paying a fee.

#### H. College Owned Vehicle Parking

1. College-owned maintenance vehicles may be parked at any college parking facility without a permit; however, the vehicle must comply with all parking regulations.
2. In an emergency situation, college maintenance vehicles may be parked where needed. When parked other than in a marked stall, marker cones must be placed in the vehicle's front and rear, or the vehicles emergency flashers must be activated.

#### I. Athletic and Special College Events Parking

1. During athletic or special college events, the Parking Services office may charge vehicles that do not have a parking permit to park at college parking facilities.

#### J. Parking Enforcement, Appeal Rights, and Disciplinary Action

##### 1. Introduction

- a. Any vehicle in violation of this policy or parking rules is subject to enforcement by the college's Parking Services office.
  - b. Failure of the college's Parking Services office to strictly enforce any parking regulation shall not be construed as a waiver for the future enforcement of the regulation.
2. Enforcement
- a. Any college parking enforcement employee who observes a violation of this Parking Services policy is authorized to issue a citation to the vehicle owner or operator.
  - b. When issuing a parking citation to the vehicle operator, the parking enforcement employee will provide notice of the violation in the following manner:
    - (1) The citation will be placed on the vehicle at the time of issuance, and
    - (2) If applicable, a copy will be transmitted to the owner or operators SLCC email account.
  - c. The Parking Services office may issue multiple tickets on the same day for multiple or separate violations.
  - d. The Parking Services office may issue multiple citations for the same violation on consecutive days.
  - e. Parking Services officers will not discuss violations with anyone other than the person receiving the citation, a vehicle's owner or an authorized legal representative.
3. Imposition of Fines for Violations
- a. The Parking Services officer is authorized to impose fines for violations of this policy. [Fines vary](#).
  - b. All fines must be paid on or before the seventh day after receiving a parking citation. If not paid on or before the seventh day, fines increase. In calculating days, the day the citation was issued is counted as day one.
  - c. Fines can be paid [online](#) with a debit or credit card, or at the Parking Services office. The Parking Services office accepts most forms of payment.
  - d. The Parking Services office will not accept personal checks for immobilized ("booted") or towed vehicles.
  - e. All towing fees related to a parking violation must be paid in addition to the fine.
  - f. College funds may not be used to pay for employee or student parking fines.
4. Consequences of Failure to Pay Fine or Towing Expense.
- a. All vehicles with excessive unpaid citations are subject to being immobilized (booted) or towed at the owner's expense.
  - b. The Parking Services office will send all accounts with past due balance to a collection agency for possible legal action.

- c. The Parking Services office will place a hold on a student's account for unpaid citations and other parking-related fees. Students whose account is being held may not be permitted to obtain grades, register for classes, transfer records, or graduate.
5. Appeals of a Parking Fine
- a. Parking fines must be paid before any appeal.
  - b. An appeal of a violation must be requested before the 25th day after receiving a parking citation.
  - c. Appeals are made through the college's [Parking Services portal](#).
  - d. Upon receipt of the appeal, the appeals officer will review the appeal and determine whether to uphold, dismiss, or modify the fine and notify the appellant within ten days.
  - e. The appellant can appeal the appeals officer's decision to the Parking Appeals Committee.
    - (1) Appeals to the Parking Appeals Committee must be within 25 days of the denial date.
    - (2) The Appeals Officer will call the appellant to schedule a hearing before the Parking Appeals Committee.
  - f. The Parking Appeals Committee's determination is final.
6. The Parking Appeals Committee will include:
- a. one member of SLCC staff;
  - b. one member of SLCC faculty;
  - c. two students; and
  - d. one law enforcement officer.

# SALT LAKE COMMUNITY COLLEGE

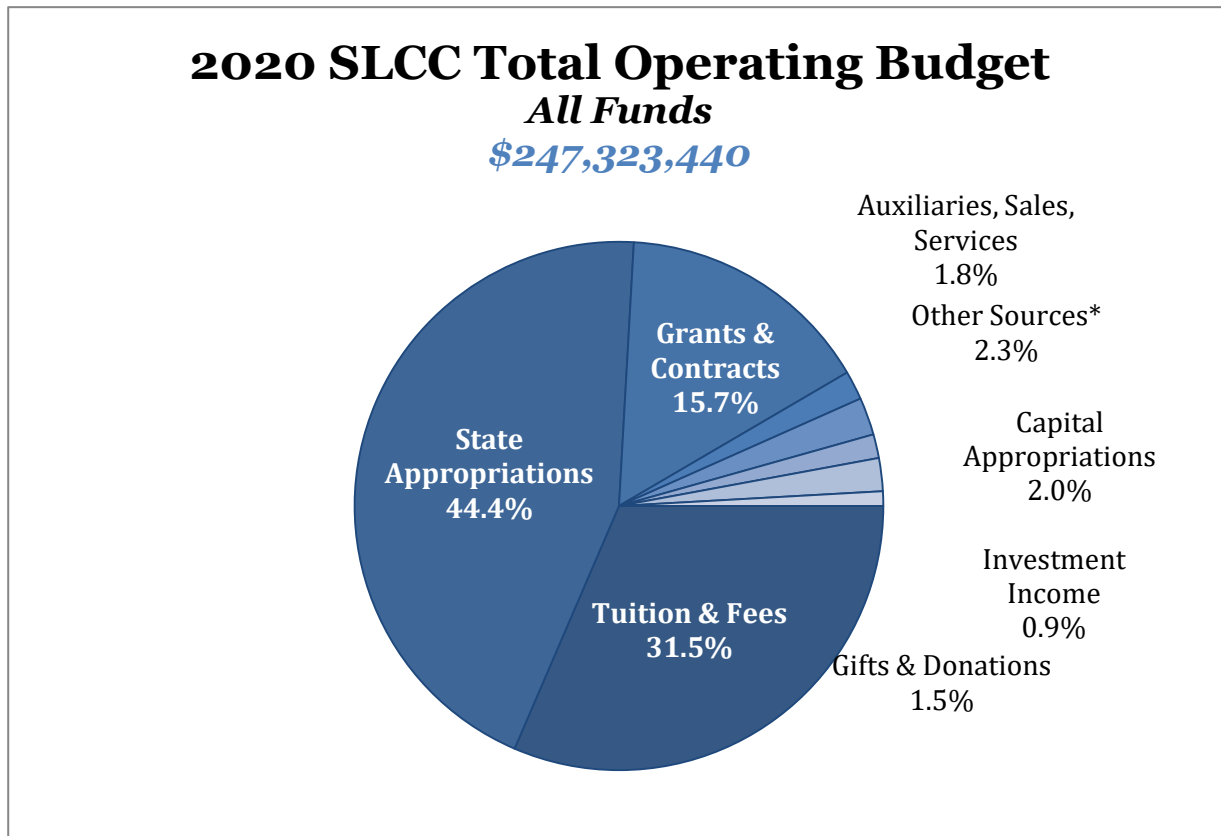
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## OPERATING BUDGETS 2019-20



# Salt Lake Community College

## FY 2020 Operating Budget (All Funds)

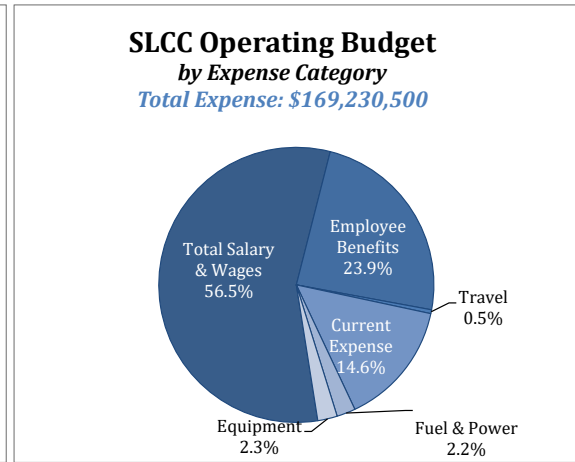
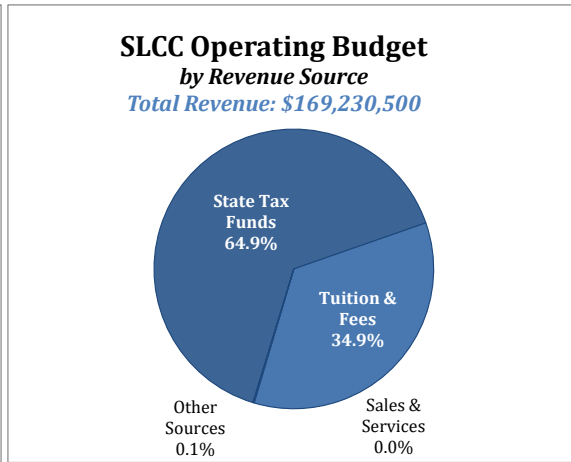
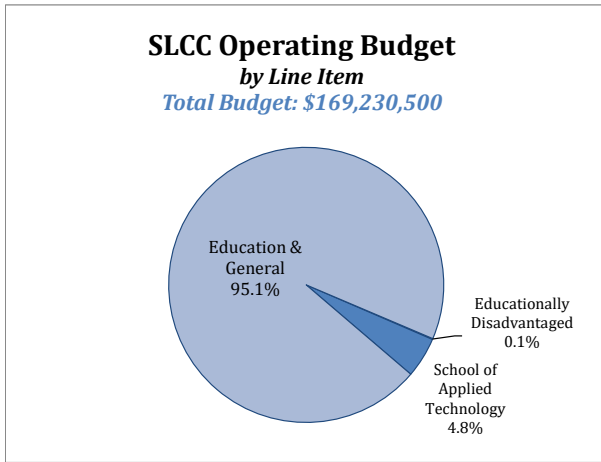


| Revenue Source                 | Amount               | % of Budget |
|--------------------------------|----------------------|-------------|
| Tuition & Fees                 | \$77,819,200         | 31.5%       |
| State Appropriations           | 109,893,300          | 44.4%       |
| Grants & Contracts             | 38,765,000           | 15.7%       |
| Auxiliaries, Sales, Services   | 4,365,950            | 1.8%        |
| Other Sources*                 | 5,679,990            | 2.3%        |
| Gifts & Donations              | 3,600,000            | 1.5%        |
| Capital Appropriations         | 5,000,000            | 2.0%        |
| Investment Income              | 2,200,000            | 0.9%        |
| <b>Total Estimated Revenue</b> | <b>\$247,323,440</b> |             |

\*Other Sources include: Indirect Cost Recovery, Athletics, Continuing Ed, and Designated Fees  
Information provided by SLCC Controller's Office July 29, 2019

# Salt Lake Community College

FY 2020 Appropriated Operating Base Budget



|                                 | Education & General  | School of Applied Technology | Educationally Disadvantaged | Total Appropriated Budget |
|---------------------------------|----------------------|------------------------------|-----------------------------|---------------------------|
| <b>Revenues:</b>                |                      |                              |                             |                           |
| Tuition & Fees                  | \$58,078,600         | \$1,028,600                  | \$0                         | \$59,107,200              |
| Sales & Services                | 30,000               | 0                            | 0                           | 30,000                    |
| Other Sources                   | 200,000              | 0                            | 0                           | 200,000                   |
| State General Fund              | 805,500              | 4,140,200                    | 178,400                     | 5,124,100                 |
| State Education Fund            | 101,880,600          | 2,888,600                    | 0                           | 104,769,200               |
| <b>Total Revenues</b>           | <b>\$160,994,700</b> | <b>\$8,057,400</b>           | <b>\$178,400</b>            | <b>\$169,230,500</b>      |
| <b>Expenditures:</b>            |                      |                              |                             |                           |
| Salaries                        | 67,593,099           | 3,578,653                    | 0                           | 71,171,752                |
| Wage Related Faculty            | 14,777,396           | 1,315,003                    | 0                           | 16,092,399                |
| Wage Payroll                    | 7,891,659            | 405,344                      | 0                           | 8,297,003                 |
| Total Salaries & Wages          | \$90,262,154         | \$5,299,000                  | \$0                         | \$95,561,154              |
| Employee Benefits               | 38,547,837           | 1,957,340                    | 0                           | 40,505,177                |
| <b>Total Personnel Services</b> | <b>\$128,809,991</b> | <b>\$7,256,340</b>           | <b>\$0</b>                  | <b>\$136,066,331</b>      |
| Travel                          | 749,230              | 16,950                       | 0                           | 766,180                   |
| Current Expense <sup>(1)</sup>  | 23,823,996           | 784,110                      | 178,400                     | 24,786,506                |
| Fuel & Power                    | 3,723,844            | 0                            | 0                           | 3,723,844                 |
| Equipment                       | 3,887,639            | 0                            | 0                           | 3,887,639                 |
| <b>Total Expenditures</b>       | <b>\$160,994,700</b> | <b>\$8,057,400</b>           | <b>\$178,400</b>            | <b>\$169,230,500</b>      |

| By Function:          | Budgeted Amount      | %     |
|-----------------------|----------------------|-------|
| Instruction           | \$73,840,429         | 43.6% |
| Academic Support      | 11,979,092           | 7.1%  |
| Student Services      | 17,362,343           | 10.3% |
| Institutional Support | 42,289,892           | 25.0% |
| Facilities            | 22,194,051           | 13.1% |
| Public Service        | 271,693              | 0.2%  |
| Scholarships          | 1,293,000            | 0.8%  |
| <b>Total Dollars</b>  | <b>\$169,230,500</b> |       |

| Average Salary and Wage Increases: | E&G   |
|------------------------------------|-------|
| Faculty                            | 2.73% |
| Executives                         | 4.06% |
| Staff                              | 2.85% |
| Hourly Teaching                    | 2.50% |
| Hourly Non-Teaching                | 2.50% |
| Institution Average                | 2.78% |

1. Current Expense Includes: computer-related purchases and services, leases and rentals, contracts, service and repairs, insurance, supplies, minor equipment and scholarships, etc.

**Salt Lake Community College  
Board of Trustees**

**FY 2019-20 New Appropriations Summary**

\* The Legislature appropriated funding equivalent to a 2.5% salary increase and a 4.35% health insurance rate increase to support rising health insurance costs.

\*The State Board of Regents approved a 2.0% tuition increase for SLCC for FY20. Second lowest tuition increase for SLCC over the last several years. General student fees were increased \$9.00 per semester for full-time students.

\*The Legislature also appropriated the following revenue to SLCC:

|                                    |                                        |
|------------------------------------|----------------------------------------|
| Student Growth and Capacity Funds  | \$517,500                              |
| Performance Based Funding          | \$519,800 (Ongoing via S.B. Regents)   |
| Performance Based Funding (2)      | \$3,118,500 (Ongoing via S.B. Regents) |
| Engineering Initiative             | \$50,000                               |
| Teacher Education Initiative       | \$60,000                               |
| (ISF) Liability/Property Insurance | \$233,600                              |



Salt Lake Community College

Institutional Investment Income Fund Operating Budget FY 2019 & FY 2020

|                                                | 2018-19<br>Approved<br>Budget<br>7/23/2018 | 2019-2020<br>Preliminary<br>Budget<br>7/29/2019 |
|------------------------------------------------|--------------------------------------------|-------------------------------------------------|
| <i>Revenues:</i>                               |                                            |                                                 |
| Prior Year Carry Forward Revenues              | \$358,550                                  | \$366,548                                       |
| Interest Earnings                              | 1,600,000                                  | 2,200,000                                       |
| Unrestricted Gifts and Grants                  | 2,000                                      | 2,000                                           |
| <b>Total Revenues</b>                          | <b>\$1,960,550</b>                         | <b>\$2,568,548</b>                              |
| <i>Expenditures:</i>                           |                                            |                                                 |
| A. Academic Program Enrichment                 |                                            |                                                 |
| High Impact Practices/Student Internships      | \$ 100,000                                 | \$ 100,000                                      |
| Subtotal                                       | 100,000                                    | 100,000                                         |
| B. Cultural Enrichment                         |                                            |                                                 |
| Memberships                                    | 3,000                                      | 3,000                                           |
| Convocation                                    | 15,000                                     | 15,000                                          |
| Subtotal                                       | 18,000                                     | 18,000                                          |
| C. Scholarships, Fellowships, and Student Aid  |                                            |                                                 |
| Federal Financial Aid Matching                 | 30,000                                     | 30,000                                          |
| Quasi Endowment Scholarships                   | 8,000                                      | 8,000                                           |
| Student Scholarships                           | 200,000                                    | 200,000                                         |
| Student Employment                             | -                                          | 250,000                                         |
| Subtotal                                       | 238,000                                    | 488,000                                         |
| D. Faculty/Staff Development and Recognition   |                                            |                                                 |
| Program Development                            | 16,000                                     | 16,000                                          |
| Leadership Academy                             | 12,000                                     | 12,000                                          |
| Professional Development Day                   | 12,000                                     | 12,000                                          |
| Employee Recognition/Service Awards            | 38,000                                     | 45,000                                          |
| Faculty & Staff Development                    | 5,000                                      | 6,500                                           |
| Educational Reimbursement                      | 78,000                                     | 100,000                                         |
| Divisional Activities and Support              | 30,000                                     | 49,000                                          |
| Staff Association Awards                       | 6,000                                      | 6,000                                           |
| Subtotal                                       | 197,000                                    | 246,500                                         |
| E. Campus Development                          |                                            |                                                 |
| Community Awareness/Poet Laureate              | 19,000                                     | 19,000                                          |
| Software Maintenance - Ellucian                | 9,000                                      | 9,500                                           |
| Subtotal                                       | 28,000                                     | 28,500                                          |
| F. Seed Money for Program Grants and Contracts |                                            |                                                 |
| Consulting                                     | 97,000                                     | 112,500                                         |
| Subtotal                                       | 97,000                                     | 112,500                                         |
| G. Fund Raising and Institutional Development  |                                            |                                                 |
| Subtotal                                       | -                                          | -                                               |
| H. Equipment Acquisitions                      |                                            |                                                 |
| Subtotal                                       | -                                          | -                                               |
| I. Other E&G Current Operating Support         |                                            |                                                 |
| Auditing & Regents Support                     | 75,000                                     | 75,000                                          |
| Athletics Staff Support**                      | 160,725                                    | 190,644                                         |
| Sponsored Projects Staff Support               | 144,825                                    | 135,609                                         |
| Sponsored Projects Operating Support           | 10,000                                     | 10,000                                          |
| Development Office Staff Support*              | -                                          | 181,295                                         |
| LHM Entrepreneur Center O&M                    | 97,000                                     | 97,000                                          |
| Bank Service/Credit Card Charges               | 660,000                                    | 750,000                                         |
| Sustainability Program                         | 45,000                                     | 45,000                                          |
| Utah Transit Authority Contract                | 85,000                                     | 85,000                                          |
| Dennis Klaus Honorary Art Award*               | -                                          | 500                                             |
| Miscellaneous                                  | 5,000                                      | 5,000                                           |
| Subtotal                                       | 1,282,550                                  | 1,575,048                                       |
| J. Transfers to Other Funds                    |                                            |                                                 |
| Quasi-Endowment Funds-Principal                | -                                          | -                                               |
| Plant Funds                                    | -                                          | -                                               |
| Subtotal                                       | -                                          | -                                               |
| <b>Total Expenditures</b>                      | <b>\$1,960,550</b>                         | <b>\$2,568,548</b>                              |

Notes:

Information provided by SLCC Controller's Office July 29, 2019

\*New Budget Line Items for FY20

\*\* Additional Budget for FY20 for Athletic Staff Early Retirement Benefit

# Salt Lake Community College

## Auxiliaries Operating Budgets FY2019 & FY2020

|                                    | STUDENT CENTER     |                    | COLLEGE STORE*     |                  | FOOD SERVICE**     |                    | TOTAL AUXILIARY BUDGET |                    |
|------------------------------------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|------------------------|--------------------|
|                                    | FY 2018-19         | FY 2019-20         | FY 2018-19         | FY 2019-20       | FY 2018-19         | FY 2019-20         | FY 2018-19             | FY 2019-20         |
| <i>Revenues:</i>                   |                    |                    |                    |                  |                    |                    |                        |                    |
| Student Fees                       | \$1,100,000        | \$1,150,000        |                    |                  |                    |                    | \$1,100,000            | \$1,150,000        |
| Sales & Services                   |                    |                    | \$1,600,000        | \$450,000        | \$1,067,000        | \$1,215,000        | \$2,667,000            | \$1,665,000        |
| Other Sources                      | \$493,500          | \$475,500          |                    |                  | \$37,500           |                    | \$531,000              | \$475,500          |
| <b>TOTAL REVENUES:</b>             | <b>\$1,593,500</b> | <b>\$1,625,500</b> | <b>\$1,600,000</b> | <b>\$450,000</b> | <b>\$1,104,500</b> | <b>\$1,215,000</b> | <b>\$4,298,000</b>     | <b>\$3,290,500</b> |
| <i>Expenditures:</i>               |                    |                    |                    |                  |                    |                    |                        |                    |
| Salaries                           | \$175,500          | \$179,500          | \$150,000          | \$84,627         | \$148,400          | \$206,835          | \$473,900              | \$470,961          |
| Wages                              | \$165,000          | \$145,500          | \$65,000           |                  | \$238,200          | \$264,709          | \$468,200              | \$410,209          |
| <b>Total Salaries &amp; Wages</b>  | <b>\$340,500</b>   | <b>\$325,000</b>   | <b>\$215,000</b>   | <b>\$84,627</b>  | <b>\$386,600</b>   | <b>\$471,543</b>   | <b>\$942,100</b>       | <b>\$881,170</b>   |
| Employee Benefits                  | \$145,000          | \$95,000           | \$95,000           | \$72,890         | \$118,800          | \$127,759          | \$358,800              | \$295,649          |
| <b>Total Personnel Services</b>    | <b>\$485,500</b>   | <b>\$420,000</b>   | <b>\$310,000</b>   | <b>\$157,517</b> | <b>\$505,400</b>   | <b>\$599,303</b>   | <b>\$1,300,900</b>     | <b>\$1,176,819</b> |
| Travel                             | \$450              | \$5,000            | \$1,200            | \$1,200          | \$250              | \$350              | \$1,900                | \$6,550            |
| Current Expense                    | \$572,050          | \$647,500          | \$1,258,800        | \$261,283        | \$598,850          | \$540,347          | \$2,429,700            | \$1,449,131        |
| Utilities                          | \$195,000          | \$197,500          |                    |                  |                    |                    | \$195,000              | \$197,500          |
| Equipment                          |                    |                    | \$30,000           | \$30,000         |                    | \$75,000           | \$30,000               | \$105,000          |
| Auxiliary Indirect Cost Allocation | \$340,500          | \$355,500          |                    |                  |                    |                    | \$340,500              | \$355,500          |
| <b>Total Other Expenses</b>        | <b>\$1,108,000</b> | <b>\$1,205,500</b> | <b>\$1,290,000</b> | <b>\$292,483</b> | <b>\$599,100</b>   | <b>\$615,697</b>   | <b>\$2,997,100</b>     | <b>\$2,113,681</b> |
| <b>TOTAL EXPENDITURES:</b>         | <b>\$1,593,500</b> | <b>\$1,625,500</b> | <b>\$1,600,000</b> | <b>\$450,000</b> | <b>\$1,104,500</b> | <b>\$1,215,000</b> | <b>\$4,298,000</b>     | <b>\$3,290,500</b> |

Notes:

\*SLCC has outsourced the Bookstore to an external vendor.

\*\*SLCC will continue to provide internal food service at South City and Miller campuses.

Information provided by SLCC Controller's Office July 29, 2019

# Salt Lake Community College

## Surplus Property Historical Operations Report and Budget FY 2020

|                                 | FY 2017                 | FY 2018                 | FY 2019                 | Estimate<br>FY 2020     |
|---------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <i>Revenue</i>                  |                         |                         |                         |                         |
| Sales Revenue                   | 253,989                 | 177,997                 | 150,423                 | 165,000                 |
| <b>Total Revenue</b>            | <b>\$253,989</b>        | <b>\$177,997</b>        | <b>\$150,423</b>        | <b>\$165,000</b>        |
| <i>Operating Expenses</i>       |                         |                         |                         |                         |
| Salaries & Wages                | \$41,292                | \$14,315                | \$69,171                | \$75,000                |
| Benefits                        | 2,911                   | 473                     | 3,441                   | 7,500                   |
| Current Expense                 | 68,017                  | 21,354                  | 16,134                  | 20,000                  |
| Capital Equipment               | -                       | 44,934                  | -                       | 62,500                  |
| Travel                          | -                       | 28                      | -                       | -                       |
| <b>Total Operating Expenses</b> | <b>\$112,220</b>        | <b>\$81,104</b>         | <b>\$88,746</b>         | <b>\$165,000</b>        |
| <i>Net Income/(Loss)</i>        | 141,769                 | 96,893                  | 61,677                  | -                       |
| <i>Beginning Fund Balance</i>   | <u>128,188</u>          | <u>269,957</u>          | <u>366,850</u>          | <u>428,527</u>          |
| <i>Ending Fund Balance</i>      | <u><u>\$269,957</u></u> | <u><u>\$366,850</u></u> | <u><u>\$428,527</u></u> | <u><u>\$428,527</u></u> |
| Education and General Support   | \$35,599                | \$82,688                | \$25,644                | \$28,015                |

Notes:

Required per Regent Policy R558 Surplus Property, Section 4.7  
 Information provided by SLCC Controller's Office July 29, 2019

Salt Lake Community College  
 Student A/R Write Off Report: FY 2015-2019  
 As of June 30, 2019



|                          | FY15<br>Sum 2014 | FY15<br>Fall 2014 | FY15<br>Spr 2015 | FY16<br>Sum 2015 | FY16<br>Fall 2015 | FY16<br>Spr 2016 | FY17<br>Sum 2016 | FY17<br>Fall 2016 | FY17<br>Spr 2017 |
|--------------------------|------------------|-------------------|------------------|------------------|-------------------|------------------|------------------|-------------------|------------------|
| <b>Total Revenue</b>     | \$ 13,831,777    | \$ 35,185,167     | \$ 32,875,821    | \$ 11,051,665    | \$ 33,952,533     | \$ 30,957,210    | \$ 11,419,159    | \$ 33,907,292     | \$ 31,320,777    |
| <b>Total Written Off</b> | \$ 232,743       | \$ 795,142        | \$ 793,286       | \$ 194,255       | \$ 861,780        | \$ 660,521       | \$ 222,432       | \$ 958,897        | \$ 888,616       |
| <b>% Written Off</b>     | 1.68%            | 2.26%             | 2.41%            | 1.76%            | 2.54%             | 2.13%            | 1.95%            | 2.83%             | 2.84%            |

|                          | FY18<br>Sum 2017 | FY18<br>Fall 2017 | FY18<br>Spr 2018 | FY19<br>Sum 2018* | FY19<br>Fall 2018* | FY19<br>Spr 2019* |  |  |  |
|--------------------------|------------------|-------------------|------------------|-------------------|--------------------|-------------------|--|--|--|
| <b>Total Revenue</b>     | \$ 11,356,944    | \$ 34,210,083     | \$ 31,379,574    | \$ 11,379,405     | \$ 34,119,362      | \$ 30,246,274     |  |  |  |
| <b>Total Written Off</b> | \$ 239,435       | \$ 1,075,615      | \$ 1,102,276     | \$ 27,848         | \$ 170,810         | \$ 5,254          |  |  |  |
| <b>% Written Off</b>     | 2.11%            | 3.14%             | 3.51%            | 0.24%             | 0.50%              | 0.02%             |  |  |  |

**Summary of Write Off Procedures**

Students have one year after the end of a term to make an appeal to the College to drop registered classes. Therefore, writing off of old student accounts receivable (uncollectable/bad debt) is not initiated until one year after the end of the term.

In addition, collection activities continue after the write off and the above percentages are net of subsequent collections. Thus, write off percentages in the older terms are normally lower than percentages in more recent terms. The percentages in these recent terms will continue to decrease with the receipt of subsequent collections for those terms. Note that once a student balance is written off, a registration hold is placed on the student's account prohibiting the student from registering for another term until the debt from a prior term is paid off.

***\*Note 1: Normal write off procedures are not initiated until one year after the end of the term and are reflected in the write off percentages applicable to these terms.***

***Prepared by: Debra Glenn, Controller/AVP, SLCC***

|                                                                                                                                                                                              |                      |             |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|----------------------------|
| Single project over \$ 1 million                                                                                                                                                             |                      |             |                            |
| Multiple project within a single building over \$ 1 million                                                                                                                                  |                      |             |                            |
| Single project phased w/ yearly cost over \$1 million and aggregate cost over \$ 3.5 million                                                                                                 |                      |             |                            |
| Multiple projects within a single building w/ yearly cost \$1 million or more and aggregate cost over \$3.5 million                                                                          |                      |             |                            |
| Single project previously reported to Legislature as capital improvement under \$1 million that, because an increase in cost or scope will now be over \$1 million                           |                      |             |                            |
| Multiple projects within single building previously reported to Legislature as capital improvement under \$1 million that, because an increase in cost or scope will now be over \$1 million |                      |             |                            |
| A utility infrastructure improvement project                                                                                                                                                 |                      |             |                            |
| <b>FY 2020 Capital Improvement Recommendations</b>                                                                                                                                           |                      |             |                            |
|                                                                                                                                                                                              |                      | FY 2020     |                            |
| <b>Agency / Institution</b>                                                                                                                                                                  | <b>Requested</b>     |             | <b>1.1 % \$126,810,400</b> |
| <b>Higher Education</b>                                                                                                                                                                      |                      |             |                            |
| <b>Dixie State University</b>                                                                                                                                                                |                      |             |                            |
| Graff Fine Arts Building Music Practice Rooms                                                                                                                                                | \$ 910,000           |             | \$ 499,000                 |
| Heating Plant Replace CH-1 Centrifugal Chiller                                                                                                                                               | \$ 1,783,839         |             | \$ 1,783,839               |
| Power Loop Upgrade - North Campus                                                                                                                                                            | \$ 575,000           |             | \$ 575,000                 |
| Fire Sprinkler System for Innovation Plaza                                                                                                                                                   | \$ 280,000           |             | \$ 280,000                 |
| Remodel existing Facility Building for IT Helpdesk and Surplus                                                                                                                               | \$ 150,000           |             |                            |
| Facilities Yard to Student Parking                                                                                                                                                           | \$ 525,000           |             |                            |
| Fire Alarm Upgrade Phase 1                                                                                                                                                                   | \$ 350,000           |             |                            |
| Chiller Plant Plate and Frame Heat Exchanger                                                                                                                                                 | \$ 590,000           |             |                            |
| Fire Lane Re-route and Fire Line Changes                                                                                                                                                     | \$ 480,000           |             |                            |
| Facility Yard to Parking Lot                                                                                                                                                                 | \$ 266,760           |             |                            |
| Resurface North Campus Parking Lot - Phase 1                                                                                                                                                 | \$ 170,000           |             |                            |
| Campus Storm Water Plan                                                                                                                                                                      | \$ 40,000            |             |                            |
| Sidewalk and Fire lane repair - campus wide                                                                                                                                                  | \$ 50,000            |             |                            |
| Liquid Fertilizer addition to Main Irrigation System                                                                                                                                         | \$ 24,000            |             |                            |
| Replace outdated Rooftop HVAC units.                                                                                                                                                         | \$ 270,000           |             |                            |
| SAC Sewage Ejector Replacement                                                                                                                                                               | \$ 20,000            |             |                            |
| Sump Pump Replacement                                                                                                                                                                        | \$ 30,000            |             |                            |
| Reroof Eccles Fine Arts Building                                                                                                                                                             | \$ 685,000           |             | \$ 682,755                 |
|                                                                                                                                                                                              | <b>\$ 7,199,599</b>  | <b>\$ -</b> | <b>\$ 3,820,594</b>        |
| <b>Salt Lake Community College</b>                                                                                                                                                           |                      |             |                            |
| SLCC RRC & LHM- DOCK SUMP REPLACEMENT                                                                                                                                                        | \$ 165,000           |             | \$ 165,000                 |
| SLCC Exterior Sealant & Envelope Repairs                                                                                                                                                     | \$ 600,000           |             | \$ 608,000                 |
| RRC- S&I Site Concrete & West Entrance Replacement                                                                                                                                           | \$ 97,500            |             | \$ 97,500                  |
| RRC- Custodial Building Roof Replacement                                                                                                                                                     | \$ 36,225            |             | \$ 36,225                  |
| LHM- MCPC Roof Replacement                                                                                                                                                                   | \$ 258,257           |             | \$ 258,257                 |
| RRC- BB Roof Replacement                                                                                                                                                                     | \$ 527,380           |             | \$ 527,380                 |
| RRC- CT Roof Replacement                                                                                                                                                                     | \$ 811,913           |             | \$ 1,134,373               |
| SLCC ALL CAMPUSES - COMPLETE PROMIMITY LOCK INSTALLATION                                                                                                                                     | \$ 250,000           |             | \$ 250,000                 |
| RRC- ATC Roof Replacement                                                                                                                                                                    | \$ 1,020,523         |             | \$ 771,114                 |
| RRC- Campus MDP Panel Replacement                                                                                                                                                            | \$ 619,854           |             | \$ 619,854                 |
| RRC- TB Roof Replacement                                                                                                                                                                     | \$ 328,188           |             | \$ 328,188                 |
| RRC- CDL CHILD DEV LAB KITCHEN REMODEL                                                                                                                                                       | \$ 110,390           |             | \$ 110,390                 |
| SLCC ALL CAMPUSES – UPGRADE IRRIGATION CONTROLS                                                                                                                                              | \$ 183,825           |             | \$ 183,825                 |
| SCC- BRICK & MASONRY REPAIR AT PARAPET WALLS & CORNERS Phase III                                                                                                                             | \$ 950,105           |             |                            |
| RRC- ATC HVAC & Mechanical Upgrades & Maintenance                                                                                                                                            | \$ 1,064,734         |             |                            |
| SLCC ALL CAMPUSES – UPGRADE HVAC CONTROLS                                                                                                                                                    | \$ 190,000           |             | \$ 197,722                 |
| RRC- Tennis Court Replacement                                                                                                                                                                | \$ 318,000           |             |                            |
| MBC- BLDG A&C Roof Replacement                                                                                                                                                               | \$ 776,131           |             |                            |
| SLCC Mechanical Upgrades                                                                                                                                                                     | \$ 1,237,500         |             |                            |
| SCM- Heating Plant Boiler                                                                                                                                                                    | \$ 585,000           |             |                            |
| JC- Dental Hygiene Clinic Flooring Replacement                                                                                                                                               | \$ 125,545           |             |                            |
| SCC - SCM ELECTRICAL PULL BOX REPLACEMENT                                                                                                                                                    | \$ 42,000            |             |                            |
| SLCC Dumpster Enclosure Modifications                                                                                                                                                        | \$ 138,000           |             |                            |
| RRC- S&I Countertop Replacement                                                                                                                                                              | \$ 60,000            |             |                            |
| JC- Site Concrete Replacement                                                                                                                                                                | \$ 162,750           |             |                            |
| Tech Building Fire Sprinkler Upgrade                                                                                                                                                         | \$ 600,000           |             | \$ 600,000                 |
| HVAC Controls Network Module Replacement                                                                                                                                                     | \$ 300,000           |             | \$ 300,000                 |
|                                                                                                                                                                                              | <b>\$ 11,558,820</b> | <b>\$ -</b> | <b>\$ 6,187,828</b>        |
| <b>Snow College</b>                                                                                                                                                                          |                      |             |                            |
| Phase 1 Electrical Upgrade - Transformer Replacement                                                                                                                                         | \$ 207,435           |             | \$ 209,795                 |
| Activity Center HVAC System Upgrade and Replacement                                                                                                                                          | \$ 1,191,637         |             | \$ 1,123,256               |
| Activity Center Plumbing Upgrade                                                                                                                                                             | \$ 467,033           |             | \$ 473,550                 |
| Asbestos Abatement Snow Hall                                                                                                                                                                 | \$ 169,951           |             | -                          |
| SVC LED Lighting Upgrade                                                                                                                                                                     | \$ 166,724           |             | \$ 178,461                 |
| Activity Center Roof Replacement                                                                                                                                                             | \$ 1,213,849         |             |                            |
| Richfield Campus Parking Lot Improvement                                                                                                                                                     | \$ 263,208           |             |                            |
| West Campus Boiler Replacement                                                                                                                                                               | \$ 467,872           |             |                            |
| Phase 2 Electrical Upgrade                                                                                                                                                                   | \$ 1,805,925         |             |                            |
| AC Wooden Bleacher Replacement                                                                                                                                                               | \$ 225,631           |             | \$ 650,000                 |
| Re-key Richfield Admin, Washburn & SVC buildings                                                                                                                                             | \$ 189,853           |             |                            |
| External Brick Staining PAC                                                                                                                                                                  | \$ 53,100            |             |                            |
| Snow Glenwood Student Center Roofing B deck                                                                                                                                                  | \$ 150,000           |             | \$ 150,000                 |
| Performing Arts Lighting Upgrade                                                                                                                                                             | \$ 125,000           |             | \$ 125,000                 |
|                                                                                                                                                                                              | <b>\$ 6,697,218</b>  | <b>\$ -</b> | <b>\$ 2,910,062</b>        |
| <b>Southern Utah University</b>                                                                                                                                                              |                      |             |                            |
| SUU-Eccles Coliseum roof replacement                                                                                                                                                         | \$ 110,000           |             | \$ 110,000                 |
| SUU-Hunter Conference Center Fire Alarm System Upgrade                                                                                                                                       | \$ 271,000           |             | \$ 271,000                 |
| SUU-Hunter Conference Center Replace AHU-VAV system                                                                                                                                          | \$ 235,000           |             | \$ 235,000                 |
| SUU-Hunter Conference Center: Upgrade from pneumatic controls to DDC                                                                                                                         | \$ 190,000           |             | \$ 190,000                 |
| SUU-Technology Building Parking Lot                                                                                                                                                          | \$ 108,000           |             | \$ 299,500                 |
| SUU-Hunter Conference Center Door and Storefront replacement                                                                                                                                 | \$ 292,000           |             | \$ 292,000                 |
| SUU-Harris Center Turnout Asphalt Replacement                                                                                                                                                | \$ 55,000            |             | \$ 69,201                  |
| SUU- Interior stairway repair and ADA Compliance                                                                                                                                             | \$ 125,000           |             | \$ 125,000                 |
| SUU-Bennion Building IT Infrastructure Components Upgrade                                                                                                                                    | \$ 196,000           |             | \$ 196,000                 |

## FLSA &amp; OVERTIME PAY

**I. POLICY**

Salt Lake Community College complies with the requirements of the Fair Labor Standards Act (FLSA). The FLSA establishes a minimum wage, overtime pay, record keeping, and youth employment standards affecting employees in the private sector and federal, state, and local governments.

**II. REFERENCES**

Fair Labor Standards, 29 U.S.C. § 203-213.

**III. DEFINITIONS**

See Personnel Definitions.

**IV. PROCEDURE****A. Overtime Work**

1. Overtime work must have prior approval from the appropriate supervisor responsible for the department budget.
2. Employees who do not obtain approval before working overtime hours may be subject to corrective action.
3. A department may require non-exempt employees to work overtime; however, supervisors will keep overtime hours to a minimum.

**B. Standard Work Week**

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

**C. Overtime Pay**

1. The college compensates employees for overtime work regardless of supervisor approval. Non-exempt employees who work more than the standard work week

## FLSA & OVERTIME PAY

receive compensatory leave time at the rate of time-and-one-half hours.

2. If the employee is unable to or elects not to take compensatory leave time, the college will remunerate the employee at the rate of time-and-one-half of the employee's regular rate of pay.

### D. Compensatory Leave Time

When non-exempt employees work more than the standard work week, the college prefers to give compensatory leave time following these guidelines:

1. Employees should take compensatory leave time before termination. At termination, the employee's last paycheck will include any unused compensatory time.
2. An employee's compensatory leave time cannot exceed 60 hours (40 hours of overtime work multiplied by 1.5). Overtime worked above the 60 hours will require payment at the time and one-half rate.
3. Employees earn compensatory leave at the time-and-one-half rate of overtime worked.
4. As an employee earns compensatory leave time, the employee reports the time in the timesheet under the "Comp Time Earned" code. The supervisor then approves this time.

### E. Vacation and Sick Leave

Days absent from the job for vacation and sick leave are not to be counted as time worked for computing overtime pay.

### F. Holidays

1. Days absent for paid holidays are ~~to be~~ counted as time worked in computing overtime pay. However, if a non-exempt employee is required by the college to work on a recognized ~~College~~ holiday, the supervisor may schedule another day off during the week in which the holiday occurs.
2. If such an adjustment is not possible, the employee is entitled to receive regular compensation and an additional payment of holiday pay at time-and-one-half pay.

### G. Non-Exempt Determination

The College pays time-and-one-half overtime pay to non-exempt employees only. The Human Resources office is responsible for determining the exempt or non-exempt status of all positions and advising the supervisors as necessary.

## FLSA & OVERTIME PAY

### H. Multiple Positions

1. When non-exempt employees perform work in two different departments, the second department in which the employee worked overtime will pay the employee's overtime. It will be based on the time and one-half rate of the primary department unless the second assignment is at the option of the employee, and is not similar to the employee's paid position(s).
2. An additional job with scheduled working hours is considered covered under the overtime rule and paid at the overtime rate of time-and-one-half.

### I. Volunteer Work

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

### J. Recordkeeping

All departmental and college pay records must be accurate, complete, and retained for a minimum of three years.

### K. Reporting

- L. The college's Payroll office prepares quarterly reports showing overtime payments for the executive cabinet's review. The Payroll office will provide an annual report to the college president.



## STAFF ADDITIONAL ASSIGNMENT

**I. POLICY**

Full-time appointments require a full commitment of working time and effort. Full-time, exempt employees are expected to complete their primary assignment regardless of the time required. This is to be done without additional compensation, except in rare circumstances. However, full-time exempt, non-faculty employees may render additional service for the College, within the reasonable discretion of the supervisor, provided that these services will not interfere or conflict with their primary assignment.

Federal or restricted funds generally cannot be used for payment of an additional assignment. An employee whose primary assignment is paid from federal or restricted funds with a base salary of 1.0 full-time equivalent (FTE), may not work an additional assignment regardless of funding source except when authorization is written into the contract or grant prior to its issue, or written permission is obtained after the grant or contract is issued from the appropriate agency grants and contracts officer.

**II. REFERENCES**

Fair Labor Standards, 29 U.S.C. § 203-213.

**III. DEFINITIONS**

See Personnel Definitions.

**IV. PROCEDURE****A. Additional Assignment Authorization**

1. The supervisor of the employing department must authorize all additional work within their administrative unit before the beginning of the assignment.
2. The supervisor must prepare and sign a written supervisory approval, in addition to obtaining approval up to and including the appropriate vice president.
3. Any employee who is paid from federal or restricted funds must have prior written approval for the additional assignment from the office of Sponsored Projects which verifies the expenditure of funds is appropriate.
4. Should additional assignments begin to interfere with an employee's full-time appointment, the supervisor involved and the employee will create a plan to manage assignments.

**B. Adjunct Instructors**

1. Adjunct teaching by exempt employees does not follow the additional assignment authorization process.

2. Approval for adjunct teaching must adhere to the requirements in the adjunct teaching agreement and is obtained through the appropriate associate dean or academic supervisor.

#### C. Compensation

1. The appropriate supervisor of the employing department work with the office of Human Resources to determine the appropriate additional compensation.
2. If the additional assignment is paid from a contract or grant, the office of Special Projects will be involved in determining the compensation.
3. Additional compensation may be used to pay exempt staff employees for unanticipated temporary efforts or assignments that significantly deviate from a job's normal expectations.

#### D. Reporting

The Payroll Office will distribute periodic reports on additional assignment compensation for the executive cabinet's review. The Payroll office will prepare an annual report for the college president.