

June 12, 2019	Taylorsville/Redwood Campus Room AAB 428	8:00 a.m.
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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

Agenda	Discussion Summary and Action
I. BOARD BUSINESS: Maria Farrington, Vice-Chair	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	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. President Huftalin added that both were selected for their expertise and what they can contribute to the College's priorities.

B. Recognitions – Outgoing Staff Association President – David Brower, Faculty Senate President – Ed Engh, and Faculty Association President-Craig Ferrin	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.
C. Introduce new Faculty Senate President – Katerina Salini and Faculty Association President – Justice Morath	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.
D. Oath of new Trustee and SLCC Student Association President, Mary Flanagan	Vice-Chair Farrington administered and Mary Flanagan took the Oath of Office as the SLCCSA Trustee Representative for 2019-20.
E. Approve Meeting Schedule for 2019-20	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.
F. Vote for Trustee Chair and Vice-Chair positions	<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>
G. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, and Nancy Michalko	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.
H. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	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>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>

	<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>II. CONSENT CALENDAR: 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>
A. <u>Investment Report for March and April, 2019</u>	
B. <u>Minutes of Previous Meeting, April 10, 2019</u>	
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 August 14, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.	
D. <u>Personnel Report for April and May, 2019</u>	
E. <u>Government Funding Report—Major Grants Requested/Received</u>	
III. PRESIDENT'S REPORT: Dr. Deneece Huftalin, President	
<p>A. President Huftalin</p> <ol style="list-style-type: none"> 1. Action: Removal of Obsolete Policies 2. Information: Update on Softball team 	<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.</p> <p>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 & Staff) Policy, Retirement Plans (Faculty & Staff) Policy, Staff Association Policy, Flag Policy, Concurrent Enrollment Policy and Dishonored Checks Policy. Trustee Kim Wilson moved to</p>

	<p>approve the removal of the policies as stated. Trustee Flanagan seconded the motion. The motion carried unanimously.</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>
B. Student Life & Leadership Report – Trustee Flanagan	<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"> 1. Action: Academic Curriculum Changes <ol style="list-style-type: none"> a. Music Technology – Certificate of Proficiency b. Geographic Information Systems – Certificate of Proficiency c. Small Unmanned Aerial Systems (sUAS) – Certificate of Proficiency (new) d. International & Global Studies (AA) e. Interdisciplinary Studies (AS)(AA) f. Journalism & Digital Media (AS) 	<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"> 1. Information: Annual IT Report (GUEST: Bill Zoumadakis) 2. Information: Surplus Property Report (GUEST: Debra Glenn) 3. Information: Motor Vehicle Policy (1st Reading) 4. Information: Shipping & Receiving, Mail Services and Courier Policy (1st Reading) 	<p>VP West announced that Chief Information & Security Officer Bill Zoumadakis would provide the annual OIT Report and Asst. VP & 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>

	<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 1st reading. The first is the Motor Vehicle Policy and second the Shipping & Receiving, Mail Services and Courier Policy. Both will be on the August 14, 2019 agenda for a 2nd 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"> 1. Information: SLCCSA Exec Council Welcome 2. Information: On-Campus Internship Program 	<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>

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

Approved at the August 14, 2019 SLCC Board of Trustee Meeting.

August 14, 2019
date

/s/ Sandra Lehman
Sandra Lehman, Executive Assistant to
President Deneece G. Huftalin