Teleconference Meeting

Salt Lake Community College

The SLCC Board of Trustees will convene via teleconference for a Board of Trustees meeting on April 8, 2020 at 8:00 a.m. with limited in-person access at 4600 S. Redwood Road, Taylorsville, Utah in AAB 428

Meeting to be conducted by Maria Farrington, Board Chair

Executive Session is not anticipated in connection with this meeting.

I.	**BOARD BUSINESS: Maria Farrington, Chair**		
	A. Farewell to outgoing SLCCSA President		
	B. Board Members Evaluation	**TAB A**	
	C. Comprehensive Campaign Update & Report on Progress, Trustee Coralie Alder, VP Alison McFarlane, Nancy Michalko and Autumn Clark (CCS)	**TAB B**	
	D. Audit Committee Report – Audit Committee Chair – Trustee Brady Southwick		
II.	**CONSENT CALENDAR:**		
	It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:		
	A. **Investment Report for February, 2020**	**TAB C**	
	B. **Minutes of Previous Meeting, March 4, 2020**	**TAB D**	
	C. **Executive Session**: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held June 10, 2020 to consider matters permitted by the Utah Open and Public Meetings Act.		
	D. **Personnel Report for March, 2020**	**TAB E**	
	E. **Government Funding Report—Major Grants Requested/Received**	**TAB F**	
III.	**PRESIDENT'S REPORT: Dr. Deneece Huftalin, President**		
	A. President Huftalin 1. INFORMATION: COVID-19 2. ACTION: Emergency Policy Action	**TAB G**	
	B. Student Life & Leadership Report – Trustee Bancroft		
	C. Academic Affairs Report – Provost Clifton Sanders 1. ACTION: Academic Program Discontinuations – Phase I 2. ACTION: Academic Program Discontinuation – Medical Assistant AAS	**TAB H** **TAB I**	
	D. Business Services Report – VP Jeffrey West 1. ACTION: Internal Audit Policy (2nd Reading)	**TAB J**	
	E. Governmental Relations Report – VP Tim Sheehan 1. INFORMATION: Legislative Summary	**TAB K**	
	F. Institutional Effectiveness Report – VP Jeff Aird 1. INFORMATION: Employee Conduct Policy (1st Reading)	**TAB L**	
IV.	**ADJOURNMENT:**		

Pursuant to Executive Order signed by Utah Governor, Gary R. Herbert on March 18, 2020 suspending the Enforcement of Provisions of Utah Code §§ 52-4-202 and 52-4-207, and Related State Agency Orders, Rules, and Regulations, Due to Infectious Disease COVID-19 Novel Coronavirus, this meeting will be conducted via teleconference with limited in-person access. To listen live, please dial +1-415-655-0002 and enter access code: 923 760 944#

Salt Lake
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Please rate the statements below on a scale of 1-5 (with 5 indicating strongly agree).

Strongly disagree	*Somewhat disagree*	*Neutral*	*Somewhat agree*	*Strongly agree*
1	**2**	**3**	**4**	**5**

I. Board Organization

A. The board operates as a unit and members work together as a team.

B. The board meets according to its policies and engages in orderly meetings.

C. Committees operate effectively and contribute to board success.

II. Community Representation

A. The board represents the Salt Lake County community which it serves.

III. Policy Direction

A. Board members understand the college's mission, polIcies and programs.

B. The board is appropriately involved in the planning process.

C. The board is familiar with the strategic and master plans of the institution.

IV. Board-College President Relations

A. The board and College president have a respectful partnership and open communication.

B. The roles are clearly defined

C. The board focuses on its policy and role and avoids micromanaging the college.

D. A climate of mutual trust and respect exists between the board and president.

V. College Operations

A. The board has clear policies related to fiscal affairs, asset management and human resources.

B. The board is involved in approval and discontinuation of educational programs and services.

C. The board has and adheres to clear protocols for communicating with staff.
D. Meeting agenda items contain sufficient background information and recommendations for the board.

VI. Monitor Institutional Performance

    A. The board uses a variety of measurements to monitor institutional performance.

    B. The board demonstrates a concern for the success of all students.

    C. The board is appropriately involved in the accreditation process.

VII. Board Behavior

    A. Board behavior sets a positive tone for the institution.

    B. Board members attend Trustee meetings.

    C. Different perspectives are encouraged and incorporated into decision-making.

    D. The board has and adheres to a code of ethics.

    E. Board members make decisions after thorough discussion and exploration of many perspectives.

    F. Board members avoid conflicts of interest and the perception of conflicts of interest.

    G. The board has protocols for dealing with citizens in the media.

VIII. Advocacy

    A. Board members support the institution by promoting the image of the college in the community.

    B. Board members advocate college interests to local, state and national government.

    C. Board members maintain good relationships with community leaders.

    D. The board helps educate the local community about community college needs and issues.

    E. The board actively supports the college's foundation and fundraising efforts.

IX. Board Education

    A. New members receive an orientation to the board and the institution

    B. Board members are knowledgeable about the roles and responsibilities of trusteeship.

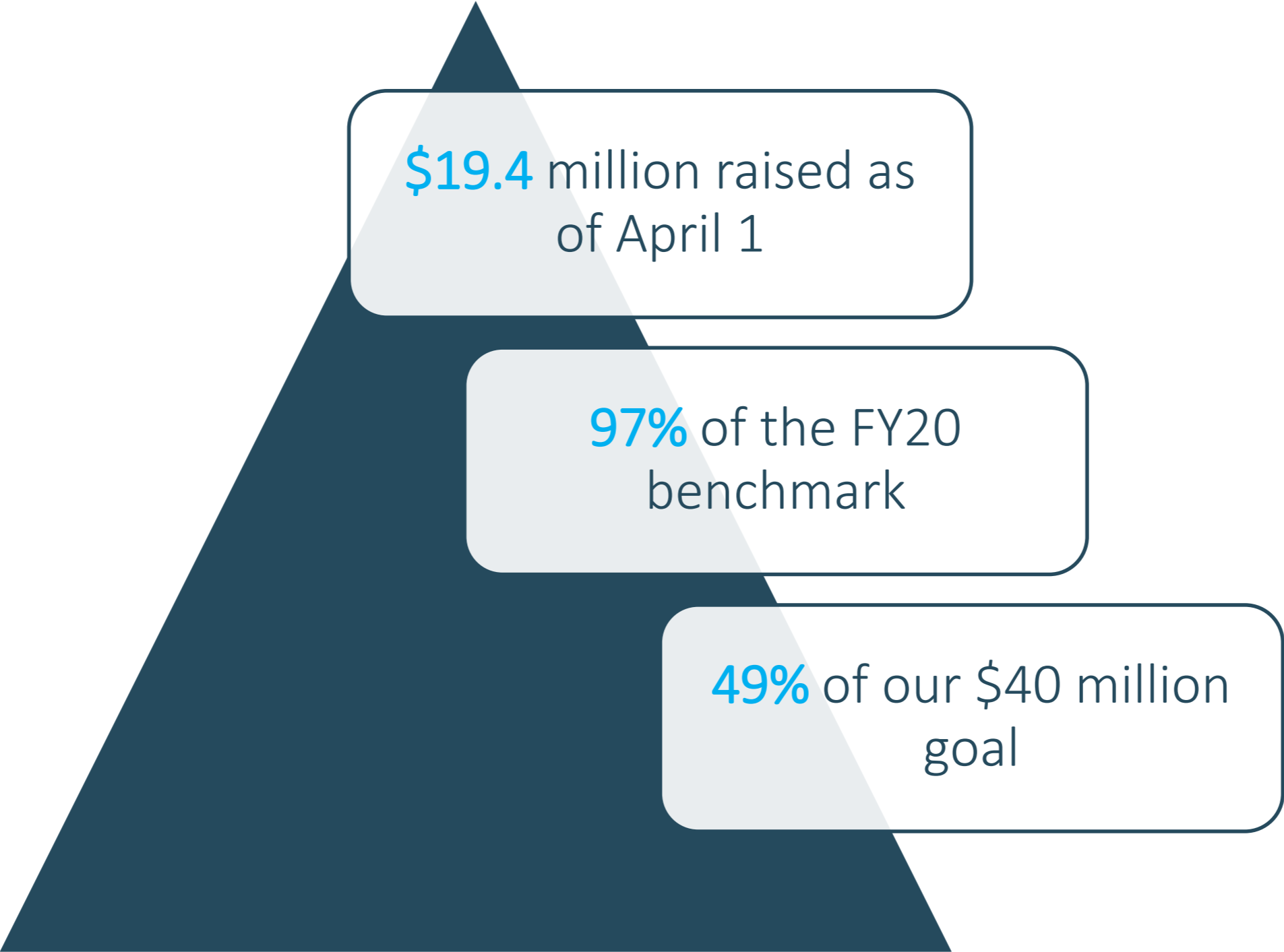   C. The board periodically evaluates itself.

X. Open-ended Questions

A. As a trustee, I am most pleased about:

B. As a trustee, I have concerns about:

C. I recommend that the board has the following goals for the coming year:

I'M IN CAMPAIGN REPORT: APRIL 8, 2020

$19.4 million raised as of April 1

97% of the FY20 benchmark

49% of our $40 million goal

Salt Lake
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CAMPAIGN HIGHLIGHTS

GIFTS

- We received 5 gifts of $25,000+ in March.
- 85% of the total committed is paid.
- We have $5.5 million in upcoming requests.
- We established a Students in Crisis Fund, to support emerging student needs.

VOLUNTEERS

- Cabinet recruitment is in progress.
- Thank you to Trustees Wall, Southwick, Wilson and Alder for their willingness to host small group cultivation events.

EVENTS

- We hosted XXX donors, students and friends for our scholarship luncheon on March 4.
- Other events will be rescheduled when appropriate.

Salt Lake Community College

TIMELESS PRINCIPLES OF FUNDRAISING

Concerns about the impact of Coronavirus (COVID-19) underscore the nonprofit sector's vital leadership role in the welfare of our communities. CCS offers the following timeless fundraising principles to remember and reinforce during the current and rapidly evolving circumstances:

1. Increase Communication

2. Communicate Financial Impact

3. Leverage Technology

4. Consider Special Fundraising Initiatives

5. Consider Special Briefings

6. Avoid Wholesale Cancellation of Fundraising Plans

7. Develop a Short-Term Action Plan

8. Reaffirm Your Mission and Impact

9. Motivate Your Stakeholders

10. Show Empathy and Concern for Your Stakeholders

YOUR PARTCIPATION IN THE CAMPAIGN

THIS MONTH'S ACTION ITEMS

ADVOCATE
Share SLCC messages, videos and plans to keep students/faculty safe

GIVE
Consider supporting the Students in Crisis Fund

CONNECT
Identify others who may be interested in investing in emergency student support.

Salt Lake Community College

TAB C

SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 2-29-2020

	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
US Agency					
Federal Agricultural Mortgage Corporation	1.87%	08/09/17	04/01/21	2,000,000.00	2,001,225.10
	1.75%	12/20/19	12/20/23	2,000,000.00	2,025,136.42
	2.26%	07/24/19	07/24/24	2,000,000.00	2,003,674.64
Federal Farm Credit Bank	1.47%	06/29/16	06/29/20	2,000,000.00	2,000,046.32
	1.55%	06/21/16	12/21/20	2,000,000.00	2,000,030.64
	1.73%	06/21/16	09/13/21	2,000,000.00	2,000,056.04
	2.70%	04/26/19	04/24/23	2,000,000.00	2,003,921.98
	2.04%	07/19/19	07/19/24	1,000,000.00	1,012,167.42
Federal Home Loan Bank	1.62%	06/23/16	06/23/21	2,000,000.00	2,000,057.56
	1.70%	10/12/16	10/12/21	2,000,000.00	2,001,115.32
	2.50%	05/29/19	05/29/24	2,000,000.00	2,006,004.42
	2.00%	10/16/19	10/16/24	2,000,000.00	2,009,722.42
	1.80%	12/04/19	12/04/24	2,000,000.00	2,017,876.10
	1.80%	02/12/20	02/12/25	2,000,000.00	2,009,613.36
Federal Home Loan Mortgage Corp.	1.50%	08/25/16	08/25/20	2,000,000.00	2,001,795.58
	1.50%	11/10/16	11/10/20	2,000,000.00	2,001,479.74
	1.75%	12/14/16	12/14/20	2,000,000.00	2,000,372.60
	1.53%	09/30/16	12/30/20	2,000,000.00	2,000,516.14
	1.68%	08/25/16	08/25/21	2,000,000.00	2,002,385.36
	2.15%	07/17/19	04/17/23	2,000,000.00	2,001,676.38
	1.90%	10/28/19	07/28/23	1,000,000.00	1,002,412.76
	2.25%	07/08/19	07/08/24	2,000,000.00	2,007,300.34
	2.00%	11/19/19	08/19/24	2,000,000.00	2,007,283.62
	2.00%	12/30/19	12/30/24	2,000,000.00	2,011,843.24
	1.88%	01/16/20	01/15/25	2,000,000.00	2,010,444.86
Federal National Mortgage Association	1.45%	09/15/16	09/15/20	2,000,000.00	2,000,345.78
	1.55%	07/28/16	07/28/21	3,000,000.00	3,002,267.40
	1.50%	02/28/20	02/28/25	1,995,280.00	2,001,234.94
Medium Term Floating Rate Bonds					
AIA Group	2.34%	09/20/18	09/20/21	2,002,412.00	2,000,992.08
American Express	2.00%	01/25/18	10/30/20	2,000,814.64	2,003,061.02
	2.39%	01/24/19	05/17/21	999,599.98	1,004,224.03
	2.28%	11/06/18	11/05/21	2,001,878.96	2,013,411.88
American Honda Finance	2.39%	01/25/19	12/10/21	996,640.00	1,002,917.94
Athene Global Funding	2.17%	01/29/18	04/20/20	1,500,970.06	1,502,603.47
	2.37%	01/25/19	04/20/20	1,520,747.26	1,522,638.19
Barclays Bank	2.07%	01/25/18	08/07/20	1,001,098.32	1,002,343.03
	2.39%	09/15/17	09/15/20	2,000,000.00	1,999,997.30

	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
Medium Term Floating Rate Bonds (cont.)					
BMW U.S. Capital LLC	2.47%	01/30/19	08/13/21	1,996,579.22	2,010,574.90
Citigroup Inc	2.83%	12/10/18	12/08/21	2,004,083.40	2,026,818.16
Goldman Sachs GP Inc	2.38%	10/27/17	09/15/20	2,007,244.53	2,008,600.00
	2.14%	03/16/18	02/25/21	2,027,298.96	2,029,094.00
	2.48%	11/28/18	11/15/21	1,005,066.72	1,007,300.11
HSBC Finance Corporation	2.12%	05/18/18	05/18/21	2,002,594.74	2,001,713.70
	2.47%	09/13/18	09/11/21	2,001,860.06	2,001,842.00
	2.33%	09/09/19	01/05/22	1,015,926.42	1,022,178.82
Morgan Stanley	2.65%	01/22/19	01/20/22	2,008,325.84	2,013,835.40
	2.06%	08/20/19	06/10/22	2,004,828.26	2,010,428.90
PNC Bank	2.22%	12/09/19	12/09/22	2,003,428.33	2,009,675.52
Qualcomm Inc	1.96%	02/12/18	05/20/20	1,000,331.25	1,000,963.03
Santander UK PLC	2.43%	06/01/18	06/01/21	1,001,195.88	1,004,594.83
Toyota Motor Credit Corporation	2.39%	01/22/19	01/11/22	2,360,386.87	2,377,956.19
US Bank	2.22%	12/10/19	12/09/22	2,003,556.66	2,009,045.32
Wells Fargo	2.43%	09/12/19	09/09/22	2,003,666.68	2,015,373.52
Mutual Funds, PTIF, Sweep Account					
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	5.01%	Various	Open	35,000.00	108,085.19
Janus Forty Fund	10.40%	Various	Open	41,250.00	122,559.66
The Vanguard 500 Index Fund	2.59%	Various	Open	43,750.00	141,838.22
Mutual Funds - Alumni Office					
Janus Research Fund	8.11%	Various	Open	26,500.00	54,302.03
Janus Enterprise Fund	-1.14%	Various	Open	31,500.00	72,900.57
The Vanguard 500 Index Fund	2.59%	Various	Open	27,000.00	84,390.11
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	5.11%	12/26/06	Open	95,717.01	161,598.18
Utah State Treasurer					
Public Treasurers' Investment Fund	2.07%	02/29/20	Open	64,544,725.85	64,544,725.85
Zions First National Bank					
Sweep Account	0.50%	02/29/20	Open	1,058,074.41	1,058,074.41
Total Investment Portfolio				163,369,332.31	164,092,664.04
2018 Revenue Bond Holdings					
Utah State Treasurer					
Public Treasurers' Investment Fund	2.07%	02/29/20	Open	12,605,619.81	12,605,619.81

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
February 2020

Description	Interest	Settlement Date	Maturity Date	Call Date	Cost
Investments - January 31, 2020					163,838,679.78
PURCHASES					
FHLB	1.80%	02/12/20	02/12/25	02/12/21	2,000,000.00
US Agency					
FNMA	1.55%	02/28/20	02/28/25	08/28/20	1,995,200.00
US Agency					
Utah State Treasurer					
Public Treasurers' Investment Fund	2.07%	Various	Various	None	20,403,599.35
Zions First National Bank					
Sweep Account	0.50%	Various	Various	None	5,982,779.21
Total Purchases					30,381,578.56
SALES / MATURITIES / CALLS					
Net Premium/Discount Amortization					8,119.54
FFCB					
US Agency	1.85%	01/27/17	03/15/21	02/12/20	2,000,000.00
FHLB					
US Agency	2.05%	11/28/16	11/24/21	02/24/20	2,000,000.00
Utah State Treasurer					
Public Treasurers' Investment Fund	2.07%	Various	Various	None	15,830,702.92
Zions First National Bank					
Sweep Account	0.50%	Various	Various	None	11,012,103.57
Total Sales					30,850,926.03
Investments - February 29, 2020					163,369,332.31

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2020

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends**	Interest Rate**
July 2019	145,831,210.28	45,127,901.43	36,481,997.26	154,477,114.45	147,269,830.57	316,914.34	2.50%
August 2019	154,477,114.45	59,930,166.26	52,101,696.92	162,305,583.79	156,286,955.10	307,912.02	2.29%
September 2019	162,305,583.79	15,842,684.14	21,706,763.39	156,441,504.54	160,540,851.86	315,398.74	2.36%
October 2019	156,441,504.54	35,722,460.40	35,491,519.52	156,672,445.42	157,312,905.19	320,074.74	2.36%
November 2019	156,672,445.42	29,489,147.76	29,573,688.05	156,587,905.13	158,314,183.29	317,119.73	2.40%
December 2019	156,587,905.13	33,602,710.84	34,156,569.49	156,034,046.48	156,137,437.12	304,468.91	2.26%
January 2020	156,034,046.48	62,847,473.31	55,042,840.01	163,838,679.78	156,229,312.88	283,894.99	2.11%
February 2020	163,838,679.78	30,381,578.56	30,850,926.03	163,369,332.31	167,977,943.01	230,193.15	1.70%
March 2020							
April 2020							
May 2020							
June 2020							
		312,944,122.70	295,406,000.67		157,508,677.38 *	2,395,976.62	2.25% *

* Based on average of months shown

** Includes unrealized gains/losses on mutual fund holdings

Dr. Deneece Huftalin, President

Salt Lake Community College

Board of Trustees Meeting

March 4, 2020	Taylorsville/Redwood Campus Room AAB 428	8:00 a.m.

Attendance: Trustees: Chair Maria Farrington, Vice Chair Jim Wall, Coralie Alder, Nate Boyer, Lori Chillingworth, Mason Bancroft, Linda Luchetti, Shawn Newell, Kim Wilson, and President Deneece Huftalin, Regent Lisa-Michele Church

Excused: Trustee Brady Southwick,

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, Alison McFarlane-VP for Institutional Advancement, Jeff Aird-VP for Institutional Effectiveness, Dr. Lea Lani Kinikini-Special Assistant to the President for Inclusivity and Equity, CDO

SLCC Representatives: Katerina Salini–Faculty Senate President, Justice Morath-Faculty Association President, Sean Crossland–Staff Association President, Nancy Michalko-Executive Director of Development & Foundation, Michael Navarre-Assistant VP, Institutional Marketing and Communications, Chris Lacombe-General Counsel, Darren Marshall- Assistant VP for Budget Services and Financial Planning, 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, Chair**	Chair Farrington welcomed everyone and opened the meeting at 8:00 a.m.
	A. Approval of Honorary Degree Recipients	President Huftalin reported that she and Chair Farrington visited with the 2020 Honorary Doctorate nominees, Terry Grant and Jerry and Edna Taylor, to verify they would accept the awards. All were honored with the nominations and will receive the awards during Commencement and be recognized at Evening of Honor. Chair Farrington called for a motion to accept Jerry and Edna Taylor and Terry Grant as 2020 HDs. Trustee Kim Wilson moved to accept all three; Trustee Alder seconded the motion that carried unanimously.
	B. ACCT Legislative Summit Debrief, Trustees Maria Farrington and Brady Southwick	Chair Farrington reported that she, along with Trustee Southwick and VP Tim Sheehan, attended the ACCT Legislative Summit in Wash DC in February. Both her and Trustee Southwick were very impressed with the depth, scope and respect VP Sheehan has with legislators and others in Washington DC. While there they met with several representatives; she also provided information about a transfer bill Senator Mitt Romney is involved in that allows contact with students who have or are close to obtaining a degree but have left an institution.

	C.	Comprehensive Campaign Update & Report on Progress, Trustee Coralie Alder, VP Alison McFarlane, and Nancy Michalko / Public Image Report, VP McFarlane	Trustee Alder reported on the status of the capital campaign fund raising efforts. Over $16 M has been raised in total which is 42% of the $40 M goal. Over $3 M was raised during this fiscal year. She reported on various event and cultivation opportunities for trustees to introduce new people to the College and the Gail Miller Trustee Match Challenge of $4 M has nearly been met. The focus for the next few months will be to secure lead gifts and recruit and select a Campaign Cabinet. She reflected on personal experiences with fund raising and different ways to let people know about SLCC. VP McFarlane thanked trustees who have committed to meet with her and asked that they provide any names they have for the Community Leadership Luncheon by Friday. Nancy Michalko welcomed Autumn Clark with CCS who has returned to the College to assist with the campaign until May. President Huftalin shared information about some of her experiences in approaching potential donors who may already donate to other higher education institutions and do not know much about SLCC.
	D.	Audit Committee Report, Trustee Brady Southwick	As Trustee Southwick was unable to attend the meeting, this agenda item was cancelled.
	E.	Mission Fulfillment Report, Trustees Shawn Newell and Brady Southwick, VP Jeff Aird	VP Aird and Trustee Newell reported on Mission Fulfillment. They have been meeting on regular basis looking deeper at areas to concentrate on. They will work over the next year on objectives identified in three key categories: Access & Success, Transfer Education and Workforce Education; next steps and a timeline for the year were provided. VP Aird provided more equity information with strategies to help close the completion gap. Discussion followed about resources available to students and about the growth and changing demographics in Salt Lake County.
II.	**CONSENT CALENDAR:** It is the recommendation of the Chair that the Board approve the following times on the Consent Calendar:		
	A.	**Investment Report for January, 2020**	Chair Farrington called for a motion to approve the Consent Calendar. Trustee Chillingworth moved to accept the consent calendar items as submitted; Trustee Wilson seconded the motion that carried unanimously.
	B.	**Minutes of Previous Meeting, January 29, 2020**	

		C. **Executive Session**: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held April 8, 2020 to consider matters permitted by the Utah Open and Public Meetings Act.	
		D. **Personnel Report for January and February 2020**	
		E. **Government Funding Report— Major Grants Requested/Received**	
III.	**PRESIDENT'S REPORT: Dr. Deneece Huftalin, President**		
		A. **President Huftalin** 1. INFORMATION: Distinguished Alumni 2020 2. INFORMATION: Legislative Report	President Huftalin congratulated Trustee Boyer on the arrival of his new baby. President Huftalin shared efforts to prepare for and deal with the coronavirus saying a taskforce will be organized and lead by VP of Student Affairs and Enrollment Management, Dr. Chuck Lepper and Executive Director for Public Safety, Shane Crabtree. They will monitor, be ready to act and make decisions that are necessary. Currently, they are looking at alternative spring breaks and study abroad trips. Regents have also formed a group with all institutions that will meet weekly and the Lieutenant Governor is leading a taskforce for the state. She reinforced the need to be diligent, realistic and attentive but not alarmist. Next, she reported that VP McFarlane and Trustee Newell met with Distinguished Alumni for 2020, Christina Andino and Davis Smith. Both Trustee Newell and VP McFarlane shared information about the nominees and their visits with them. Last, President Huftalin explained that there is a lot still pending with the Legislature and reviewed several items that could affect the College and its funding. She said the Herriman building is still in play and there is a possibility that the funding will be awarded. She said the building was pushed higher in the queue for consideration on the merits of the building. She was not expecting the change in status with IGG and said if it is funded, she will work with trustees to thank those senators who helped see it through. She also discussed the bill on system governance, what is likely to happen and what changes she is aware of. She will be able to report with more information at the next meeting in April.

		B. Student Life & Leadership Report – Trustee Bancroft	Trustee Bancroft reported elections for new the Student Association President and Vice President have happened. Emily Hernandez-Alzamora was elected President and Rylee Whetsel will be the Executive Vice President. He is excited to introduce them to trustees and said they will be great advocates for the students. The Truth in Tuition Hearing took place where President Huftalin provided information on tuition and student fees. He invited everyone to take a look at the Green Wall at the Student Center that has information for how to be more sustainable, raise awareness about initiatives and be more environmentally responsible. He congratulated the women's basketball team for making it to finals and said the men play on Saturday at 7pm to determine whether they will go. He encouraged everyone to come to the game and support the team.
		C. Academic Affairs Report – Provost Clifton Sanders 1. Academic Curriculum Changes: a. <mark>ACTION</mark>: Homeland Security/Emergency Management AAS Degree Discontinuation	Provost Sanders explained the deactivation and discontinuation of the Homeland Security/Emergency Management degree. He said it will be the first of several the trustees will be asked to consider over the next few months that have resulted from Executive Cabinet commissioning a review of programs identified with low enrollment or as obsolete. He provided more specific information for the Homeland Security program. Trustee Wilson inquired how faculty will be affected and Provost Sanders explained that the program has been downsizing for a while and in this case, faculty will be reassigned. He also explained the teach-out process to trustees. President Huftalin asked if a category explaining the impacts to faculty could be added to the memo and information provided to trustees for future programs. Discussion followed about whether other institutions are experiencing the same low enrollment and how students might be affected. Trustee Newell moved to approve the discontinuation of the Homeland Security/Emergency Management AAS Degree; the motion was seconded by Trustee Alder and carried unanimously.
		D. Student Affairs Report – VP Chuck Lepper 1. <mark>ACTION</mark>: Student Safety Intervention Policy (2nd Reading) 2. <mark>ACTION</mark>: Advertising & Posting Policy (2nd Reading)	VP Lepper reported on two action items, both second readings of policies. The first policy is the Student Safety Intervention Policy and he reminded trustees of the change they requested during the 1st reading. Trustee Bancroft motioned to accept and approve the Student Safety Intervention Policy as submitted. Trustee Newell seconded the motion. The motion carried unanimously. The second policy is the Advertising and Posting Policy. A motion to accept and approve the Advertising and Posting

			Policy was made by Trustee Wilson and seconded by Trustee Chillingworth. The motion carried unanimously.
		E. **Finance & Administration Report – VP Jeffrey West** 1. <mark>ACTION</mark>: **Public Hearing** to consider Student Tuition and Student Fee Changes 2. <mark>ACTION</mark>: Unethical Conduct Reporting Policy (2nd Reading) 3. <mark>ACTION</mark>: Campus Safety Policy (Obsolete) 4. <mark>INFORMATION</mark>: Internal Audit Policy (1st Reading)	VP West's report started with a public hearing to review information regarding possible increases in tuition and student fees and to receive comments concerning the same. Trustee Chillingworth moved to open the Public Hearing at 9:20 a.m. Trustee Wilson seconded the motion that carried unanimously. President Huftalin explained the process for reviewing and amending tuition and fees and the annual Truth in Tuition hearing that was held this year on March 2. The meeting was streamed to three other campuses and students could text questions and comments to the President. Assistant VP for Budget Services and Financial Planning, Darren Marshall walked through a presentation outlining the tuition setting process through legislature approved funding. He reviewed the history of increases for all USHE institutions since 2015-16, what the proposed increase would mean for students and the amount of revenue generated for a range of 0-2%. He also reviewed what the increase would be used for. He showed a comparison with last year of the total cost to students including tuition, student fees and textbooks. Board members discussed the range of an increase and reasons for keeping it as low as possible. President Huftalin shared information and thanked Provost Sanders, the Deans and faculty for their work to reduce or in some cases, eliminate course fees which also saves students money. She said that after the legislative session has concluded she can communicate a final number for the tuition increase to trustees. VP Lepper explained in more detail the process the Student Fee Committee assumes to examine and adjust student fees and what kinds of services are provided. Trustee Bancroft provided a letter in support of the increase from the Student Fee Committee and said that the committee is student focused members comprised of mostly students. He feels the review process is fair and equitable and he thanked the staff members for providing information and guidance. The recommended student fee increase is $4.50. Chair Farrington called for comments from the public. Hearing and seeing none, she called for motions. Trustee Alder moved to approve a tuition increase of 0-2%. Trustee Wilson seconded the motion. The motion carried unanimously.

| | | | Trustee Bancroft moved to approve a student fee increase of $4.50. Trustee Newell seconded the motion. The motion carried unanimously.

Trustee Chillingworth moved to exit the Public Hearing. The motion was seconded by Trustee Newell and carried unanimously. The Public Hearing closed at 9:45a.m.

Next for VP West's report, he explained the Unethical Conduct Reporting Policy that is before trustees for a 2nd reading. General Counsel Chris Lacombe and Trustee Wall, who is also on the Trustee Audit Committee, providing context to the policy and proposed amendments. Trustee Wilson moved to approve the Unethical Conduct Reporting Policy as provided. The motion was seconded by Trustee Boyer and carried unanimously.

VP West explained the reasons for the recommendation to make the Campus Safety Policy obsolete. He said that there are at least four other existing policies that address and expand issues included in the original policy. Trustee Bancroft asked if a message could be communicated to students and the college community as to the reasons for making the policy obsolete. Trustee Chillingworth moved to approve making the Campus Safety Policy obsolete and removed from the College policy website. Trustee Wilson seconded the motion. The motion carried unanimously.

Last, VP West advised trustees that they have the Internal Audit Policy for a 1st reading, no action is necessary. The 2nd reading is scheduled for the next BOT meeting on April 8. |
| :-- | :-- | :-- | :-- |
| | F. | **Institutional Effectiveness Report – VP Jeff Aird**
1. INFORMATION: Enrollment Report/Update | VP Aird provided a handout and presentation on enrollment. He said the good news is that it looks like enrollments are up this spring compared to last, most being in concurrent enrollment. He explained the demographic differences between Spring and Fall semesters and said that the College is healthy, and enrollment seems steady. |
| | G. | **Campus-based Constituent Reports:**
1. INFORMATION: Faculty Senate and Faculty Association Reports – Katerina Salini and Justice Morath | Faculty Senate President Katerina Salini provided the faculty report. She showed a presentation explaining OER (Open Education Resources) and walked through the work faculty and the College have been doing with OER which is now nationally and internationally recognized and used as a model for other institutions. She also reviewed the savings realized because of the work. VP Aird added that the trend is moving to automate education and |

		SLCC's response is OER. He said it demonstrates the value of faculty. President Huftalin thanked them for the report and commended faculty.
IV.	**BOARD BUSINESS**	Chair Farrington thanked trustees and staff for providing such great conversations and information at the meetings. She said the care and thoughtful analysis is appreciated. She thanked Provost Sanders for the review and explanations for courses and degrees. She called for a motion to enter Executive Session.
	A. Possible Executive Session to discuss the character, professional competence, or physical or mental health of an individual or to discuss the purchase, exchange, or lease of real property as permitted by Utah Code §52-5-205.	Trustee Wall made a motion to go into Executive Session at 10:05 a.m. The motion was seconded by Trustee Wilson and carried unanimously. Everyone except President Huftalin, trustees, VP Jeff West and Executive Assistant Sandra Lehman were asked to leave. Executive Session concluded at 10:20 a.m.; no actions were taken and the meeting adjourned.
V.	**ADJOURNMENT:**	

Approved at the April 8, 2020 SLCC Board of Trustee Meeting.

_____
date

_____
Sandra Lehman, Executive Assistant to
President Deneece G. Huftalin

SALT LAKE COMMUNITY COLLEGE
PERSONNEL HIRING REPORT
March 1-31, 2020

TAB E

Name	Title	Department	Date
ADMINISTRATION			
Sherine Miller	Director, Disability Resource Center	Disability Resource Center	March 16, 2020
Jessica Davenport	Director, Planning & Design	Planning and Design	March 16 2020
FACULTY			
--None			
STAFF--EXEMPT			
Chanelle Manosalva	Advisor 1, Academic/Pathways	Academic Advising	March 16, 2020
Alonso Reyna Rivarola	Assistant Director 3, ODMA	ODMA	March 16, 2020
Israel (Alex) Martinez	Creative Services, Graphic Design	Institutional Marketing, Creative Services	March 16, 2020
Caleb Prusso	Project Manager 1	Facilties	March 16, 2020
STAFF--NON-EXEMPT			
LaTesia Gilala	Medical Assistant	Center for Health and Counseling	March 1, 2020
Alex Graff	Administrative Assistant I	VP for Student Affairs & Enroll. Mgmt.	March 1, 2020
Heather Mineer	Secretary III	Facilities	March 1, 2020
Arynn Maull	Custodian	Facilities	March 1, 2020
Kenny Nguyen	HVAC Technican 1	Facilities	March 1, 2020
Jacob Ericksen	Secretary III, Human Resources	Human Resources	March 1, 2020
Fabiola Garcia	Medical Assistant	Center for Health and Counseling	March 16, 2020

Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting: April 2020

ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
NSF: Increasing STEM Success through Scholarships and Support Services	03/25/20	$999,964		Under Consideration		9/1/20–8/31/25	School of Science, Math and Engineering
Utah Higher Education AmeriCorps Network: Thayne Center	03/23/20	30 VISTAS		Under Consideration		7/1/20-6/30/21	Student Affairs
Utah Higher Education AmeriCorps Network: Dental Hygiene Students	03/16/20	$70,800		Under Consideration		7/1/20-6/30/21	School of Health Sciences
NSF: SLCC Math Learning Assistant Program	2/2/20	$300,000		Under Consideration		9/1/20-8/31/23	School of Science, Math and Engineering
ED: Student Support Services	1/27/20	$1,834,520		Under Consideration		9/1/20-8/31/25	Student Affairs
ED: Student Support Services, STEM	1/27/20	$1,265,260		Under Consideration		9/1/20-8/31/25	Student Affairs
ED: Student Support Services, Veterans	1/27/20	$1,265,260		Under Consideration		9/1/20-8/31/25	Student Affairs
ED: Student Support Services, Disability	1/27/20	$1,265,260		Under Consideration		9/1/20-8/31/25	Student Affairs
NSF (Middlebury College, Lead): Critical Zone Collaborative	12/2/19	$423,436		Under Consideration		1/1/21-12/31/25	School of Science, Math and Engineering
NSF: Advanced Technological Education in Engineering Technology	10/3/19	$600,000		Under Consideration		2/1/20-6/30/21	School of Science, Math and Engineering
NSF (Penn State, lead): Nanotechnology Center Grant	10/1/19	$60,000		Under Consideration		9/1/20-8/31/23	School of Science, Math and Engineering
ED: Experimental Sites Initiative, Pell for Incarcerated Persons	9/18/19	Financial Aid Waiver		Under Consideration			School of Humanities and Social Science
NASA: Aeronautics Education	9/30/19	$40,000		Under Consideration		5/1/20-4/30/24	School of Science, Math and Engineering
American Council for Learning Societies: Community College Fellowship	9/25/19	$40,000		Under Consideration		6/1/20-12/31/21	School of Humanities and Social Science
NEH: Humanities Connections (Equity, Justice and Democracy Certificate)	9/19/19	$35,000		Under Consideration		6/1/20-5/31/21	School of Humanities and Social Science

National Institute of Health: Autism Research	6/14/19	$126,868		Under Consideration		5/1/20 - 4/20/22	School of Health Sciences
SBDC: Salt Lake Regional Center 2020	10/31/19	$183,184	1/13/2020	Awarded	$260,000	1/1/20-12/31/20	Business Development Resources
ED: Experimental Sites Initiative, Federal Work-Study	9/23/19	Financial Aid Waiver	2/19/2020	Awarded	Financial Aid Waiver	TBD	Student Affairs
UAM: Cultural Vibrancy for the ASL Community	9/6/19	$10,000	1/6/2020	Awarded	$9,921	1/1/20-12/31/20	School of Humanities and Social Science
UAM: 2020 Census Education and Outreach at SLCC	11/8/19	$19,161	1/6/2020	Awarded	$19,161	1/1/20-6/30/20	Special Assistant to the President
UAM: Utah Original Writing Competition	9/6/19	$30,000	11/27/2019	Awarded	$30,000	1/1/20-12/31/20	School of Humanities and Social
GOED: UtahWorks	7/12/19	$889,985	10/31/2019	Awarded	$781,125	7/1/19-9/30/21	Workforce and Economic Development
GOED: Miller Business Resource Center	6/7/19	$50,000	9/6/2019	Awarded	$38,523	7/1/19-6/30/20	Business Development Resources
GOED: Park City Resource Center Support	6/7/19	$20,000	9/6/2019	Awarded	$14,321	7/1/19-6/30/20	Business Development Resources
SLCAC: Grand Youth Program	6/7/19	$10,000	8/22/2019	Awarded	$3,200	7/1/19-6/30/20	School of Arts, Communication and Media
UDVMA: Veteran Center Support Grant	5/24/19	$23,508	8/15/2019	Awarded	$23,508	7/1/19-6/30/20	Student Affairs
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
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
GOED: Aerospace Assembly		$120,000	4/19/2019	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	2018-2020	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
SLCO: ZAP, Grand Theater, Tier II	3/29/2019	$79,000	8/12/2019	Awarded	$79,000	9/1/19-8/31/20	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	$46,805	2017-2020	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	$167,095	5/1/18-9/30/20	Workforce and Economic Development
Corp. for Nat'l and Community Service: AmeriCorps Dental Hygiene Students		$54,815	7/10/2018	Awarded	$54,815	8/15/18-8/14/20	School of Health Sciences
UDVMA: Veteran Center Support Grant	6/15/18	$32,085	7/3/2018	Awarded	$16,938	2018-2020	Student Affairs
UT State Libraries: Interlibrary Loan Lending Grant			7/1/2019	Awarded	$3,000	7/1/19-6/30/20	Learning Advancement
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	10/1/17-5/31/20	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
GOED: Veteran Business Services	1/1/17	$120,000	2/14/17	Awarded	$440,000	1/1/17-6/30/22	Business Development Resources
Howard Hughes Medical Institute, UU (lead): Up STEM	11/9/16	-	6/30/17	Awarded	$190,000	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	9/1/17-8/31/20	School of Science, Math and Engineering
ED: 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
ED: TRIO Talent Search	2/5/16	$1,231,200	7/20/16	Awarded	$1,329,119	9/1/16-8/31/21	Student Affairs

USHE: Math Compliance	3/15/19	$110,000	4/30/19	Awarded	$110,000	8/1/19-5/31/20	School of Science, Math and Engineering
National Science Foundation: ATE Biotech CBE	10/8/15	$900,000	6/13/16	Awarded	$819,416	6/15/16-5/31/20	School of Science, Math and Engineering
FEMA/UDPS:Emergency Mgmt. Performance Grant	5/20/19	$10,000		Awarded	$10,000	3/15/19-2/28/20	Facilities
ED, USOE (lead): Carl Perkins CTE Funding				Awarded	$938,123	7/1/19-6/30/20	School of Applied Technology and Technical Specialties
ED: Experimental Site for Competency-based Education	10/2/14	Financial Aid Waiver	2/11/16	Awarded	Financial Aid Waiver	2016-6/30/20	Student Affairs
ED: TRIO Student Support Services, Regular	2/2/15	$1,674,780	7/15/15	Awarded	$1,702,380	9/1/15-8/31/20	Student Affairs
ED: TRIO Student Support Services, STEM	2/2/15	$1,100,000	7/15/15	Awarded	$1,174,033	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	$58,100	4/10/15-5/7/20	School of Science, Math and Engineering
National Science Foundation: S-STEM Scholars Program	8/12/14	$604,710	2/12/15	Awarded	$604,710	7/1/15-1/31/21	School of Science, Math and Engineering
Total funding requests under consideration:		**$8,326,368**					
Total funding for active awards:					**$14,199,181**		

EMERGENCY POLICY
COVID-19

I. POLICY

At Salt Lake Community College, the health and safety of our college community, their families, and our community are our top priorities. In response to the concerns of the rapidly evolving COVID-19 pandemic, the college is enacting this emergency policy and procedure to increase flexibility and relax requirements, as necessary, by authorizing exceptions to existing policies, department rules and practices.

For the most recent COVID-19 information, visit the college's COVID-19 information page.

II. REFERENCES

A. Duties and responsibilities of the president of an institution of higher education–Approval by board of trustees–Applicability to a technical college president, Utah Code Ann. § 53B-2-106.

B. Declaring a State of Emergency Due to Infectious Disease COVID-19 Novel Coronavirus, Utah Exec. Or. 2020-1

C. Public Health Order, Salt Lake County Bd. of Health 2020-1.

III. DEFINITIONS

Reserved

IV. PROCEDURES

A. General

1. This emergency policy grants the president the authority to temporarily amend, rescind, or modify any college policy, department rule, or practice to ensure that necessary and appropriate actions are taken to ensure the efficient and effective administration and operation of the college.

2. This policy is effective March 16, 2020, until the COVID-19 pandemic emergency ends. In no case will this policy be in effect beyond March 16, 2021.

08 April 2020
MEMORANDUM

TO: SLCC Board of Trustees

FROM: Clifton Sanders, Provost

SUBJECT: Phase 1 Program Discontinuation

Background

Executive Cabinet tasked Academic Affairs to assess all degree and certificate programs at SLCC with the goals of:
- Forming a clearer picture of the total number of programs offered.
- Identifying those programs with low enrollment and completion numbers.
- Determining clear criteria for potentially closing programs.
- Analyzing implications of recommended program closures.

While we routinely review our programs to ensure they lead to successful transfer or meaningful employment, this year we are critically reviewing the overall bank of programs at the College. This process of looking at the totality of programs simultaneously is known as program prioritization. Program prioritization is an attempt to get a complete picture of the College and ask larger questions about whether our programs are serving the transfer and workforce needs articulated in the mission. We're gathering student enrollment and completion data across all programs and asking hard questions about program alignment, duplication, and overall value. We have divided this work into two phases. Phase 1 programs are presented in this recommendation. Academic Affairs is currently engaged in the process of reviewing a larger bank of programs in the Phase 2 portion of this project.

Recommendation

Following the Phase 1 review, Academic Affairs recommends the following nine programs be discontinued effective Fall Semester 2020. (See Appendix A: Phase 1 Program Discontinuation Impact.)
- Architectural Technology: CAD/BIM Emphasis (Associate of Applied Science)
- Business and Personal Computing (Certificate of Completion)
- Business Management: Production Operations & Supply Chain Management Emphasis (Associate of Applied Science)
- Chemistry/Physical Sciences (Associate of Science)
- Creative Arts Entrepreneurship (Certificate of Proficiency)
- English (Associate of Arts)
- Network Systems (Associate of Applied Science)
- Software Engineering (embedded Certificate of Proficiency in CSIS Associate of Applied Science/Associate of Science)
- Technical Transfer (Associate of Science)

Appendix A: Phase 1 Program Discontinuation Impact

Program	Faculty Impact	Budget Impact
Architectural Technology: CAD/BIM Emphasis (AAS)	None; faculty will continue to teach ARCH courses	No change
Business and Personal Computing (CER)	None; faculty are shared across the Computer Sciences & Information Systems degrees and certificates	No change
Business Management: Production Operations & Supply Chain Management Emphasis (AAS)	The savings comes from reduced adjunct instruction.	Approx. $9,900 savings to the Division.
Chemistry/Physical Sciences (AS)	None: faculty currently teach in Chemistry & Physics and will continue	No change
Creative Arts Entrepreneurship (CP)	None; faculty teach across the Visual & Performing Arts curriculum	No change
English (AA)	None; faculty will continue to teach across the English curriculum	No change
Network Systems (Associate of Applied Science)	None; faculty are shared across the Computer Sciences & Information Systems degrees and certificates	No change
Software Engineering (embedded Certificate of Proficiency in CSIS Associate of Applied Science/Associate of Science)	None; faculty are shared across the Computer Sciences & Information Systems degrees and certificates	No change
Technical Transfer (Associate of Science)	None; faculty specific to this degree teach across the college in various certificate programs	No change

Appendix B: SLCC Teach-Out Plan Framework

To serve SLCC students while meeting Utah Regents' policy and Northwest Commission on College and Universities (NWCCU) accreditation standards, a written teach-out plan provides for the equitable treatment of students by ensuring that the teach-out is offered by an institution that has the necessary experience, resources, and support services to:
- provide, insofar as possible without additional charge to the students, an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution ceasing operation entirely or of one of its programs or at one of its locations,
- remain stable, carry out its mission, and meet all its obligations to students,
- provides students access to program(s) and services without requiring them to move or travel great distances; requires the teach-out institution to provide notification to students of any additional charges.

Required Components
1. Reasonable option for students to complete program requirements as prescribed at SLCC or in partnership with another suitable institution. The maximum timeline for a program teach-out is two-years for an associate's degrees or less for certificate programs.
2. Maintain the necessary resources and support to provide program quality similar in content and structure – consider and include:
   - What are the necessary resources and budget needed during the teach-out period?
   - What is the impact to affected faculty and staff?
   - What faculty and instructional resources are needed during the teach-out period?
   - What courses need to be taught, in what sequence, for students to complete during the teach-out period?
3. A letter to each affected student must be included in the teach-out plan. The letter notifies students of the program closure, their options, and essential contact information per the teach-out plan.
   - Students currently matriculated in the program will receive a certified letter via the US Postal Service – sent from the Provost's Office.
   - Students accepted into the program, but haven't started classes, will be notified by the School.

Support
- Executive Cabinet reserves the right to suspend an academic program prior to formal discontinuation. Program suspension on the admissions application prevents students from selecting it in future terms and programming in Banner closes the option for student to change majors. Once approved, program suspension will be completed by the Curriculum & Academic Systems Office.
- Students who were admitted to the program prior to suspension and have not started classes will be identified. This list of students and their contact information will be provided.
- Students who are matriculated in the program, actively enrolled, and eligible to complete per the catalog year policy will be identified. This list of students and their contact information will be provided.
- The degree audits for matriculated students will be complete and provided, too. This information provides insight to develop the teach-out plan.
- A teach-out letter template is being developed. This letter will be customizable to the program and planned teach-out elements.

Curriculum & Academic Systems Office (January 2020)

Appendix C: Communication Timeline

April 2019   Executive Cabinet asked Provost with a review of
                                instructional/academic programs.

July 2019   Program completion data received, evaluated, refined,
reviewed.

August 2019   Provost shared the list of programs with Faculty Leadership
                                and Deans.

September 2019   Program list was discussed and shared with Senate Curriculum
                                Committee.

September/October 2019   Provost presentation to Faculty Senate and Senate Curriculum
                                about instructional program review and evaluation.

November 2019   Programs classified into Phase 1 and Phase 2 and returned to
                                Executive Cabinet.

January 2020   Draft of Phase 2 evaluation criteria.

February 2020   Phase 1 programs suspended for student admissions—begin
                                the discontinue process with teach-out plans.

March 2020   Provost report to Faculty Senate.

May 2020   Phase 2 program reports due to Executive Cabinet.

Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

	Current	*NEW (if applicable)*
Program Title:	Architectural Technology	
Sponsoring School, College, or Division:	School of Arts, Communication, and Media	
Sponsoring Academic Department(s) or Unit(s):	Visual Art & Design Division	
Classification of Instruction Program Code[1]:	04.0901	
Min/Max Credit Hours Required for Full Program:	65 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	

Award Type: AAS

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Architectural Technology Associate of Applied Science degree student enrollment has declined steadily over the past ten years while more students choose to pursue the transfer Associate of Science degree. Faculty and curriculum are shared across degrees in the Architecture program which means there is limited impact to both the budget and faculty by eliminating the AAS degree. For the few students currently matriculated in the AAS degree, a two-year teach-out plan is in place to guarantee the courses and resources are available to them to complete.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

I understand that checking this box constitutes my legal signature.

Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request:	Salt Lake Community College	

	Current	*NEW (if applicable)*
Program Title:	Business and Personal Computing	
Sponsoring School, College, or Division:	School of Business	
Sponsoring Academic Department(s) or Unit(s):	Computer Science and Information Systems Division	
Classification of Instruction Program Code[1]:	11.0101	
Min/Max Credit Hours Required for Full Program:	32 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	

Award Type:　　　　　　　　　　　　　Certificate of Completion

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Business and Personal Computing Certificate of Completion is a duplicate of the Business & Personal Computing Certificate of Proficiency embedded in the Business Administration Associate of Applied Science degree. There are no unique courses in the certificate nor sufficient student demand to justify a separate certificate outside the AAS degree. Students currently matriculated in the certificate of completion will be given one-year to complete or an option to change their major to Business Administration AAS to complete the embedded certificate. There is no faculty nor budget impact by ending this certificate of completion.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

☒

I understand that checking this box constitutes my legal signature.

Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

	Current	*NEW (if applicable)*
Program Title:	Business Management - Production Operations and Supply Chain Management Emphases	
Sponsoring School, College, or Division:	School of Business	
Sponsoring Academic Department(s) or Unit(s):	Marketing and Management Division	
Classification of Instruction Program Code[1]:	52.0203	
Min/Max Credit Hours Required for Full Program:	64 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	

Award Type: AAS

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative

Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Business Management: Production Operations and Supply Chain Management Emphasis Associate of Applied Science degree was placed in suspension three years ago to evaluate the curriculum and student enrollment trends. Based on that evaluation, the degree is to be discontinued. There is one student currently matriculated in the degree who was contacted personally by the Associate Dean to develop a plan which allows the student to complete within two-years. There are four unique courses to the program that will be eliminated once the student's teach-out is complete. The faculty teaching those courses will be reassigned to other courses in the Business Marketing and Management Division.

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

☒

I understand that checking this box constitutes my legal signature.

Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

Program Title: Chemistry/Physical Science

Sponsoring School, College, or Division: School of Science, Mathematics, and Engineering

Sponsoring Academic Department(s) or Unit(s): Natural Sciences and Engineering Division

Classification of Instruction Program Code[1]: 40.0501

Min/Max Credit Hours Required for Full Program: 64   /   /

Proposed Effective Term for Program Change[2]: Fall   2020

Institutional Board of Trustees' Approval Date: 04/08/2020

Award Type: AS

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Chemistry/Physical Science Associate of Science degree is duplicative of the Chemistry Associate of Science degree with no course variation. Due to this duplication, the Chemistry/Physical Science AS will be discontinued. Students currently matriculated in the degree will be able to complete within the next two years as the same courses are taught in both degree programs. After Fall Semester 2022, students will be unable to apply for graduation in Chemistry/Physical Science, but can change their major to Chemistry and complete without loss of credit. Faculty are currently teaching and supporting students in both degrees and this will not change with the end of Chemistry/Physical Science AS.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Date: April 8, 2020

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Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

	Current	*NEW (if applicable)*
Program Title:	Creative Arts Entrepreneurship	
Sponsoring School, College, or Division:	School of Arts, Communication, and Media	
Sponsoring Academic Department(s) or Unit(s):	Visual Art and Design Division	
Classification of Instruction Program Code[1]:	52.0701	
Min/Max Credit Hours Required for Full Program:	19 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	

Award Type: Certificate of Proficiency

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative

Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Creative Arts Entrepreneurship Certificate of Proficiency is scheduled to be discontinued effective Fall Semester 2020 due to continuously low completion rates. There are five unique ART courses specific to the certificate and these will be be discontinued after one year to allow current students declared in the certificate to complete. Faculty who teach courses in the certificate also teach other ART courses and will not be impacted by the program closure.

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

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Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

	Current	*NEW (if applicable)*
Program Title:	English	
Sponsoring School, College, or Division:	School of Humanities and Social Sciences	
Sponsoring Academic Department(s) or Unit(s):	English, Linguistics, and Writing Studies Division	
Classification of Instruction Program Code[1]:	23.0101	
Min/Max Credit Hours Required for Full Program:	63 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	

Award Type: AA

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

    The English Associate of Arts (AA) degree is to be discontinued to align more closely with the English Department's curricular restructure to meet student need and align better with transfer partner institutions. The English Studies Associate of Science (AS) degree is now the baseline degree in English rather that the Associate of Arts. For students who plan to transfer to BA-granting institutions, students are advised to begin language study in the AS degree's elective course options. By ending the English AA, student may choose to complete the AA within the two-year teach-out or change their major to English Studies AS or Writing Studies AS degrees.

    <u>Teach-Out Plan</u>

    There are two courses relevant to the English AA degree: (1) ENGL 2700: Intro to Critical Theory was a program requirement but is no longer a required course at other USHE institutions, and (2) ENGL 2810: Native American Literature and Culture was an elective course option. Both courses were discontinued effective Fall Semester 2020. Students who are eligible to complete the English AA can substitute any other 2000-level elective course for ENGL

2700. Alternatively, if such students wish to study critical theory, it is possible that a 1900 Independent Study or 2900 Special Topics course can be arranged with a faculty member in the department.

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

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I understand that checking this box constitutes my legal signature.

Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request:	Salt Lake Community College	

	Current	*NEW (if applicable)*
Program Title:	Network Systems	
Sponsoring School, College, or Division:	School of Business	
Sponsoring Academic Department(s) or Unit(s):	Division of Computer Science and Information Systems	
Classification of Instruction Program Code[1]:	11.0901	
Min/Max Credit Hours Required for Full Program:	65 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	

Award Type:	AAS	

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative

Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Network Systems Associate of Applied Science degree has had a steady decline is student enrollment over the past ten years with a significant drop when the Computer Sciences and Information Systems Associate of Science and Associate of Applied Science degrees restructured five years ago. The courses required in the Network Systems degree are also required in the option of embedded certificates in the Computer Science and Information Systems degrees. The Network Systems AAS required courses and support will be maintained through Spring Semester 2022 by the Division for currently matriculated students complete the degree. Students may also choose to change their major to Computer Science and Information Systems without loss of credit. Faculty will continue to teach in the Computer Science and Information Systems curriculum.

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD
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Date: April 8, 2020

☒

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Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

	Current	*NEW (if applicable)*

Program Title: Software Engineering

Sponsoring School, College, or Division: School of Business

Sponsoring Academic Department(s) or Unit(s):   Computer Science and Information Systems Division

Classification of Instruction Program Code[1]:   11.0101

Min/Max Credit Hours Required for Full Program: 16   /   /

Proposed Effective Term for Program Change[2]:   Fall   2020

Institutional Board of Trustees' Approval Date: 04/08/2020

Award Type: Certificate of Proficiency

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Software Engineering certificate is one of fourteen embedded Certificates of Proficiency in the Computer Science and Information Systems Associate of Science and Associate of Applied Science degrees. In the past five-years, enrollment in this certificate was minimal where more students chose to complete other certificates in the degree requirements. As an embedded certificate, there are no students with this as their declared major. All courses in the Software Engineering certificate fulfill elective requirements in several of the other embedded certificates of proficiency and will be offered on a rotating basis. Faculty will continue to teach in the Computer Science and Information Systems curriculum without disruption.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Date: April 8, 2020

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Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request:	Salt Lake Community College	
	Current	*NEW (if applicable)*
Program Title:	Technical Transfer	
Sponsoring School, College, or Division:	School of Applied Technology and Technical Specialties	
Sponsoring Academic Department(s) or Unit(s):	Division of Aviation and Transportation Related Technology	
Classification of Instruction Program Code[1]:	30.0000	
Min/Max Credit Hours Required for Full Program:	63 /	/
Proposed Effective Term for Program Change[2]:	Fall 2020	
Institutional Board of Trustees' Approval Date:	04/08/2020	
Award Type:	AS	

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

The Technical Transfer Associate of Science degree is being discontinued due to consistently low to no enrollment over the past ten years. The degree curriculum requires students to complete the General Education Certificate of Completion and an additional two technical certificates of completion. Data shows that students who complete an industry-focused certificate leave SLCC to enter the workplace after certificate completion; they do not stay to complete a second certificate and the General Education program with an intent to transfer. Faculty who teach in this program come from across the college and since the individual certificates aren't ending, there is no impact to them nor their teaching loads by ending this degree. The two dozen students currently matriculated in the Technical Transfer degree have met with the Technical Specialties Academic Advisor and planned to complete the degree within the two-year teach-out time frame or to change their major.

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1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

☒

I understand that checking this box constitutes my legal signature.

TAB I

08 April 2020
MEMORANDUM

TO: SLCC Board of Trustees

FROM: Clifton Sanders, Provost for Academic Affairs

SUBJECT: Discontinue Advanced Practice, Medical Assistant AAS Degree

Recommendation
Academic Affairs recommends the Associate of Applied Science degree in Advanced Practice, Medical Assistant be discontinued effective Fall Semester 2020. The recommendation to discontinue the program is motivated by:
- consistently low student enrollment
- poor time-to-completion rates in the MA AAS program
- competitive MA programs in our geographic region
- obtaining an AAS degree is not a requirement for entry into the field
- job opportunities immediately after completion are low wage in comparison to the debt incurred for an AAS program
- the quantity of instructors, full-time and adjunct, is not supported by student enrollment

Medical Assistant Certificate in the School of Applied Technology and Technical Specialties
Due to the profession's growth and demand it is not recommended to completely discontinue a medical assistant program, but rather relocate it to SLCC's School of Applied Technology and Technical Specialties to allow future students to move directly into the workforce in a timely, affordable manner utilizing a short-term, clock-hour, competency-based delivery model.

Budget and Personnel Implications
The extremely low student-to-faculty ratio in the MA AAS program means the program is financially burdensome to the institution. There are, unfortunately, personnel implications associated with this recommendation. Currently, the MA AAS program is comprised of four full-time staff and faculty. We are looking into transitioning one faculty member to the MA certificate program. We are also looking into the potential of another faculty member transitioning to a staff position.

Approval Timeline
This program proposal was discussed and developed in the Executive Cabinet with the School of Health Sciences and School of Applied Technology and Technical Specialties. The proposal to discontinue the Advanced Practice, Medical Assistant AAS degree was approved by the Executive Cabinet at the 21 January 2020 meeting.

Utah System of Higher Education
Notification of Changes to Existing Academic Program

Institution Submitting Request: Salt Lake Community College

Current   *NEW (if applicable)*

Program Title: Advanced Practice Medical Assistant

Sponsoring School, College, or Division: School of Health Sciences

Sponsoring Academic Department(s) or Unit(s): Division of Allied Health

Classification of Instruction Program Code[1]: 51.0801

Min/Max Credit Hours Required for Full Program: 64   /   /

Proposed Effective Term for Program Change[2]: Fall   2020

Institutional Board of Trustees' Approval Date: 04/08/2020

Award Type: AAS

☐	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☒	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program -- *Attached Signed MOU*

Program Change Type (check all that apply):

Program Change Description/Narrative
Briefly describe program change. For program discontinuance or suspension, include teach out plan.

      Enrollment has drastically decreased in the SLCC Associate of Applied Science (AAS) degree program due to multiple competitors in the area offering diploma and certificate medical assistant programs which may be completed more quickly and at a lower cost. An analysis of program cost, performance, enrollment, and wage data indicates this program is not considered viable in meeting industry and student needs. It is our recommendation that SLCC take the necessary steps to discontinue the Advanced Practice Medical Assistant AAS degree program which includes a teach-out process to allow currently enrolled students a path to complete within a two-year time frame. The number of faculty will be decreased during the teach-out phase while maintaining compliance with Northwest Commission on Colleges and Universities (NWCCU) accreditation standards.

      Due to the profession's growth and demand it is not recommended to completely discontinue a medical assistant program at SLCC, but rather relocate it to the School of Applied Technology and

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Technical Specialties. This allows future students to train and move directly into the workplace in a timely and affordable way through the short-term, clock-hour, competency-based delivery model. Medical Assistant faculty may be retained at SLCC through re-assignment to the SAT program.

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, PhD

Date: April 8, 2020

☒

I understand that checking this box constitutes my legal signature.

Medical Assistant, Advanced Practice (AAS) degree Teach-Out Plan

To serve SLCC students and to meet Northwest Commission on College and Universities (NWCCU) accreditation standards, this teach out plan provides for the equitable treatment of students by ensuring that the teach-out is offered by an institution that has the necessary experience, resources, and support services to:

- provide, insofar as possible without additional charge to the students, an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution ceasing operation entirely or of one of its programs or at one of its locations;
- remain stable, carry out its mission, and meet all its obligations to students;
- provides students access to program(s) and services without requiring them to move or travel great distances; requires the teach-out institution to provide notification to students of any additional charges.

Teach-Out Plan Required Components

Degree level and name of program to be discontinued: Associate of Applied Science degree in Medical Assistant, Advanced Practice

Required program credits to completion: 64 credits

Approval and Action Dates:

SLCC Board of Trustees approval to discontinue the program: May 2020
Suspension of student admission: Fall 2019
Last term of program teach-out: Spring 2021

There are currently 20 students enrolled in the Medical Assistant, Advanced Practice AAS Program. There are four students who are on track to graduate May 2020, leaving 16 students remaining for the teach out. Students were identified by the Data Science & Analytics Office. All students will receive a letter (see attachment) informing them of the official program closure from the School of Health Sciences and a phone call from the from the Division of Allied Health.

Resources and support for affected Medical Assistant, Advanced Practice students are still in place in the School of Health Sciences. The current Associate Dean, Rebecca Montz, knows the Medical Assistant, Advanced Practice Program well and is dedicated to advocate for students. She will be working with students to ensure courses are scheduled and offered for successful program completion. Students will also work with the Program's Academic Advisor, Nicolas Zarazua. The Division of Allied Health is devoted to guide students through any of the courses they may need for graduation. There are four full-time faculty and adjuncts on staff that are qualified and experienced to provide a quality learning opportunity and address the needs of students in this subject.

Dear Student,

You are receiving this notification because you declared Medical Assistant, Advanced Practice as your major at Salt Lake Community College (SLCC). The institution has decided to discontinue the AAS degree and transition the program to a competency-based format in the School of Applied Technology and Technical Specialties (SATTS). There will be a complete teach out plan designed for the Medical, Assistant, Advanced Practice AAS Degree. It is always a difficult decision to teach out a program, but we are working hard to ensure that the process goes smoothly, and that every student has the opportunity to complete the Medical Assistant, Advanced Practice Program by Spring 2022.

We plan to complete this teach out process under a plan approved by the Provost. You will have an opportunity to meet with me to discuss your personalized academic plan. During the meeting, you will be given a plan to complete your program of study at this campus as you normally would, including receiving career planning, and advising through our Career and Student Employment Services.

If you are interested in completing the Medical Assistant, Advance Practice AAS Degree, please contact Natalie Spendlove, Administrative Assistant, to schedule an appointment.

> Natalie Spendlove
> Administrative Assistant/Division of Allied Health
> 801-957-6216
> Natalie.Spendlove@slcc.edu

You may also contact an academic advisor with your questions:

Nicholas Zarazua	Danielle Mills
801-957-4383	801-957-6407
nicholas.zarazua@slcc.edu	danielle.mills@slcc.edu

Thank you for choosing Salt Lake Community College, and we look forward to working with you to achieve your personal and professional goals.

Sincerely,

Rebecca Montz, Associate Dean
Division of Allied Health
Salt Lake Community College, Jordan Campus
3491 W Wights Fort Road, West Jordan, UT 84088
Rebecca.Montz@slcc.edu
Phone: (801) 957-6229

Medical Assistant Program: Student Completion Pace (Current Students)

	Did not take MA 1200 first semester of Program
	Graduating 2+ semesters late
	Graduating 1 semester late
	Part Time

Last name, First name	HS Program Admission Semester	MA Program Admission: (based on completion of MA1200)	Full Time vs. Part Time	Actual Projected Completion Date	Graduation Semester for Full Time Students	Comments
Spring 2018 - Spring 2019 Cohort						
student	Jan-18	Jan-18	Part Time	Summer 2020	Spring 2019	
Fall 2018 - Fall 2019 Cohort						
student	Aug-18	Dec-18	Part Time	Spring 2020	Fall 2019	Walked at December 2019 Pinning Ceremony In clinicals until February. Already completed program.
student	Aug-18	Aug-18	Part Time	Spring 2020	Fall 2019	
student	Aug-18	Jan-19	Part Time	Fall 2020	Fall 2019	
student	Aug-18	Aug-18	Part Time	Spring 2020	Fall 2019	Walked at December 2019 Pinning Ceremony Beginning clinicals in January
Spring 2019 - Spring 2020 Cohort						
student	Jan-19	Jan-19	Part Time	Fall 2021	Spring 2020	Took off the fall 2019 semester; returned in SP20; leave of absence SP20; may retun FA20 or SP21.
student	Jan-19	Jan-19	Part Time	Summer 2020	Spring 2020	
student	Jan-19	Jan-19	Full Time	Spring 2020	Spring 2020	Set to graduate Spring 2020, but has not met math requirement for AAS degree (MA 1011), but has successfully completed MATH 1010.
student	Jan-19	Jan-20	Part Time	Summer 2021	Spring 2020	Admitted to program in Jan 2019. Took trigger course MA1200 in SP20
student	Jan-19	Jan-19	Full Time	Spring 2021	Spring 2020	Currently on Medical Leave. Plans to return after 1-2 semesters. Don't have degree audit.
student	Jan-19	Jan-19	Full Time	Spring 2020	Spring 2020	
student	Jan-19	Jan-19	Full Time	Spring 2020	Spring 2020	
student	Jan-19	Jan-19	Full Time	Spring 2020	Spring 2020	
Fall 2019 - Fall 2020 Cohort						
student	Aug-19	Aug-19	Full Time	Fall 2020	Fall 2020	
student	Aug-19	Aug-19	Part Time	Fall 2021	Fall 2020	
student	Aug-19	Jan-20	Part Time	Fall 2021 (Or Summer 2021)	Fall 2020	Accepted FA19 and took 3 courses. Taking trigger course MA1200 in SP20. May push graduation up to Summer 2021, but this is not solidified yet.
student	Aug-19	Aug-19	Part Time	Spring 2021	Fall 2020	
student	Aug-19	Aug-19	Part Time	Fall 2020	Fall 2020	Will need 21 credits in Fall 2020 to graduate on time. Recommend taking summer courses.
student	Aug-19	Aug-19	Full Time	Fall 2020	Fall 2020	Will need 20 credits in Fall 2020 to graduate on time. Recommend taking summer courses.
student	Aug-19	Aug-19	Full Time	Fall 2020	Fall 2020	
student	Aug-19	Aug-19	Part Time	Fall 2020	Fall 2020	
Misc. Students						
student	?	?	?	?	?	Non-Degree-Seeking

Program Sustainability Report
Medical Assistant, Advanced Practice Program (AAS)
School of Health Sciences
12-10-2019

Executive Summary

The Salt Lake Community College (SLCC) Medical Assistant, Advanced Practice Associate of Applied Science (AAS) Program provides students with the opportunity to become part of one of the fastest-growing health care professions. The small class sizes allow for students to collaborate and receive individualized instruction. Upon completion of the 2-year AAS program, graduates are prepared to successfully pass both the Certified Medical Assistant National Certification Exam (CMA (AAMA)) and the Licensed Radiologic Practical Technician Exam (LRPT). According to the U.S. Department of Labor, Employment and Training Administration, there is demand for medical assistants as employment is projected to grow 46% from 2016 to 2026 in Utah. However, (1) the majority of medical assistants obtain post-secondary education, such as completing a high school diploma or certificate via on-the-job training; (2) other programs offered in the Salt Lake City area are shorter length programs; (3) the SLCC program costs are not financially sustainable at the present time; (4) SLCC program enrollment numbers have remained consistently low over the past five years; (5) job opportunities immediately after completion are low wage in comparison to the debt incurred obtaining an associate's degree; (6) graduating from an accredited program is not a requirement to practice as a medical assistant, therefore maintaining accreditation fees are an added cost to SLCC; (8) there are over 20 higher education institutions who offer medical assistant certificates and degrees in the area; (9) the quantity of instructors, full-time and adjunct, is not supported by student enrollment; and (10) current program marketing efforts supporting an associate's degree are misleading to current and potential students regarding industry requirements and needs.

Recommendations

According to the industry, the medical assisting profession is growing at a faster rate in Utah than predicted nationally. The Utah Department of Workforce Services projects an annual growth rate of 4% leading up to 2022. The growth is predicted to provide over 400 medical assistant jobs a year in Utah during this time frame. More than 46% of these jobs will be in Salt Lake County, while 22% will be in Utah County. Utah had the fifth highest concentration of medical jobs in the country in 2013 according to the Bureau of Labor Statistics (BLS). In 2012, 6,880 medical assistants were employed in Utah according to the state's Department of Workforce Services, nearly half of them were located in the Salt Lake City Metro area.

Therefore, SLCC needs to service the community needs in providing timely completion for future medical assistants to meet the demands of the profession. Due to multiple competitors within the area, offering diploma and certificate medical assistant programs, enrollment has drastically decreased for the associate degree program offered at SLCC. Competitor programs in the area offer students a fast track to completion at a lower cost. It is our recommendation that SLCC take the necessary steps to discontinue the AAS Medical Assistant, Advanced Practice Program to implement a certificate program offered through the School of Applied Technology and Technical Specialties (SATTS) on a clock-hour basis to meet industry needs. It is also recommended that SLCC create and implement a teach out process to allow the students currently enrolled to complete the associate degree track if they choose.

Due to the profession's growth and demand it is not recommended to completely discontinue a medical assistant program, but rather relocate it to SLCC's School of Applied Technology and Technical Specialties to allow future students to move directly into the workforce in a timely, affordable manner utilizing a short-term, clock-hour, competency-based

delivery model. Currently the School of Applied Technology has 44 starts per year which would allow the student an opportunity to begin every Monday without having to wait to start on a semester schedule.

The transition from an associate's degree to certificate should be seamless as SLCC previously offered the program through SATTS. This would allow students to successfully graduate after completion of 43 versus 64 credits over four semesters. The SATTS program consists of 950 clock hours. In turn, this saves the students money and provides the industry with qualified medical assistants quicker in order to address the shortages. According to the Utah Department of Workforce Services, professionals entering the workforce earned $23,771 a year on average in Utah. Resident students completing the SLCC AAS Medical Assistant Program spend approximately $11,000 in tuition, fees, books, and other associated costs. Moving the program to SATTS would cost the student at the current tuition rate for SATTS programs of $2.46/clock hour with a tuition of $2,339.50. Supplies and books add approximately another $513.40 for a total of 2,852.90 for the certificate. Due to the increase in cost for the AAS degree and the extended time-frame of completion has led to lower than expected enrollment numbers over recent years.

Report

The following report and ancillary information are in response to the Cabinet's request

for a program sustainability report for the AAS Medical Assistant, Advanced Practice Program at

SLCC. The information in this report surveys: program description, context and associate degree

career pathway; enrollment and completion history; budget, operational costs and tuition

revenue; demand, program competitiveness and program marketing; wage and employment data;

quality of inputs; equipment, facilities and resources; quality of program outcomes; impact,

justification, essentiality; and summative evaluation.

Program Description, Context and Associates Degree Career Pathways

The Medical Assistant, Advanced Practice Program was recently implemented at Salt

Lake Community College as of Spring 2018 with previously offering a certificate. The program

awards graduates with an Associate of Applied Science (AAS) degree over a span of four

semesters of full-time enrollment. The program is accredited by the Commission on

Accreditation of Allied health Education Programs (CAAHEP) since April 23, 1992 upon the

recommendation of the Medical Assisting Education Review Board (MAERB). The graduates

are qualified to register for the Certified Medical Assistant CMA (AAMA) qualifying exam to

receive their professional credentials. The surrounding programs allow students to complete

medical assisting programs at a faster rate, allowing students quicker access into the workforce.

For example, Eagle Gate College and Ameritech College both offer a diploma in medical

assisting that can be completed in as little as 10-12 months. According to a 2018 O*Net Report,

respondents reported 65% obtained a post-secondary certificate, 18% associate degree, and 10%

high school diploma in medical assisting. Currently, there is not a licensure requirement to

practice as a medical assistant in the state of Utah.

The flow diagram in Figure 1 shows the most efficient pathway, including program cost and initial employment salaries, for SLCC program graduates who desire to pursue careers as a medical assistant.

Figure 1.
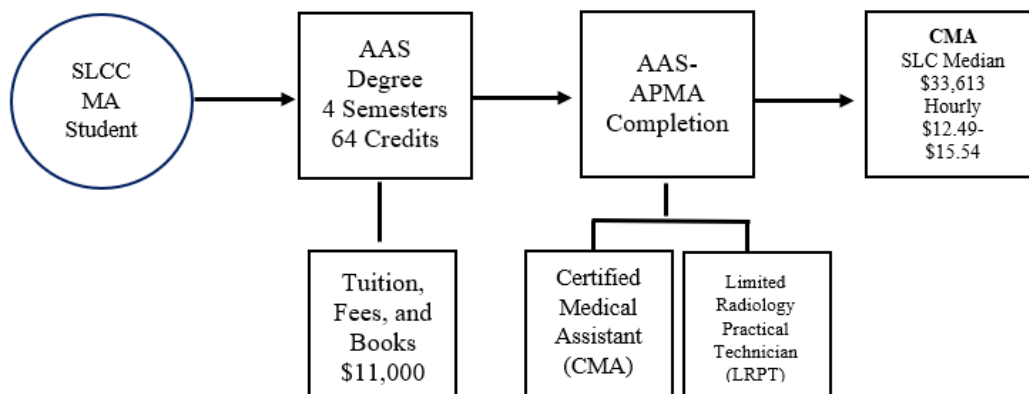
The estimated cost of the AAS Advanced Practice Medical Assistant (APMA) degree is $11,000 which includes tuition, fees, and books. Upon completion of the program (64 credits), students are qualified to register for the national certification exams to become a certified medical Assistant (CMA) and/or a Limited Radiology Practical Technician (LRPT). Data from O*Net reports that more than 65% of the medical assistants working in the field have less than an associate degree and low median wages for the cost of the current SLCC program. The SLCC AAS degree contains 9 credits of general education courses including English, communication, and psychology for transfer to 4-year institutions in the Utah System of Higher Education (USHE). Therefore, graduates need to complete more general education courses to pursue various bachelor's degrees in business administration, public health, healthcare management, or other similar degrees.

Enrollment and Completion History

Over the past five years, the high enrollment mark was in 2014 when 36 out of 60 spots were filled. Since that time enrollment continued to drop, leading to eliminate summer

admissions in 2016 and 2018. Currently the program has a total of 21 students with 13 of them enrolled as part-time students.

Low enrollment for the medical assisting program has been problematic for quite some time. For example, there was 134 students enrolled out of a possible 260 seats from 2014-2018, an average of 51.5%. The following Tables (1-5) provide enrollment data for each year from 2014 to 2018. Completion history for the same time period is represented in Tables (6-10).

Table 1. 2014 ENROLLMENT

2014	Jan. 2014	May 2014	August 2014	2014 Avg.
Seats Available	20	20	20	
Students Enrolled	14	14	8	
Enrollment Percentage	70%	70%	40%	60%

Table 2. 2015 ENROLLMENT

2015	Jan. 2015	May 2015	August 2015	2015 Avg.
Seats Available	20	20	20	
Students Enrolled	5	5	8	
Enrollment Percentage	25%	25%	40%	30%

Table 3. 2016 ENROLLMENT

2016	Jan. 2016	August 2016	2016 Avg.
Seats Available	20	20	
Students Enrolled	8	11	
Enrollment Percentage	40%	55%	47.5%

*No Summer Cohort was offered due to low enrollment numbers

Table 4. 2017 ENROLLMENT

2017	Jan. 2017	May 2017	August 2017	2017 Avg.
Seats Available	20	20	20	
Students Enrolled	11	12	12	
Enrollment Percentage	55%	60%	60%	58%

Table 5. 2018 ENROLLMENT

2018	Jan. 2018	August 2018	2018 Avg.
Seats Available	20	20	
Students Enrolled	10	16	
Enrollment Percentage	50%	80%	65%

*No Summer Cohort was offered due to low enrollment numbers

Table 6. 2014 RETENTION

2014	Jan. 2014	May 2014	August 2014	2014 Avg.
Students Enrolled	14	14	8	
Graduates	12	12	8	
Graduate Percentage	85.7%	85.7%	100%	88.9%

Table 7. 2015 RETENTION

2015	Jan. 2015	May 2015	August 2015	2015 Avg.
Students Enrolled	5	5	8	
Graduates	4	5	7	
Graduate Percentage	80%	100%	87.5%	88.9%

Table 8. 2016 RETENTION

2016	Jan. 2016	May 2016	August 2016	2016 Avg.
Students Enrolled	8	0	11	
Graduates	8	0	6	
Graduation Percentage	100%	0%	54.5%	73.7%

Table 9. 2017 RETENTION

2017	Jan. 2017	May 2017	August 2017	2017 Avg.
Students Enrolled	11	12	12	
Graduates	11	10	11	
Graduation Percentage	100%	83.3%	91.7%	91.4%

Table 10. 2018 RETENTION

2018	Jan. 2018	May 2018	August 2018
Students Enrolled	10	0	16
Graduates	9 (1 in Progress)	0	15 in Progress
Graduation Percentage	90%	0%	In Progress

Budget, Operational Costs and Tuition Revenue

The SLCC Advanced Practice Medical Assistant Program is staffed by four full-time

faculty and three part-time adjunct instructors. The program's 2018-2019 budget allocation

includes:

FT Faculty Salaries and Benefits	$322,982.96
Coordinator Stipend	$ 6,518.66
Adjunct Salaries and Benefits	$ 37,565.18
Summer Contracts and Benefits	
Full-Time	$ 61,796.45
Adjunct	$ 11,179.76
Current Expense	$ 16,719.24
	Total $456,762.07

The following table, Table 11, presents operational (program) costs, including proportionate

share of Associate Dean costs and acquired equipment from 2014-present compared with tuition

revenue.

Table 11. OPERATIONAL COSTS

Medical Assistant

14-15	15-16	16-17	17-18	18-19
$/FTE	$/FTE	$/FTE	$/FTE	$/FTE
$4,893	$6,811	$6,658	$4,602	$5,208

Source: For 2014-2015 to 2017-2018, 2018-2019 Fact Book
      For 2018-2019, worksheet from Jilliana Ahloe
Prepared by Data Science & Analytics Nov 26, 2019
$/FTE – Cost per full-time student equivalent

Demand, Program Competitiveness and Program Marketing

Currently, the demand for an Associate MA program is not strong. The historical enrollment numbers indicate relatively flat, if not falling, program demand. Enrollment could be affected by the current length of the program and the current term-based structure. Additionally, the current cost of the program is approximately $11,000. This figure could also represent the lagging demand of interest given the wage outcome of $11-13/hr. The program is not currently competitive with other market competitors given that many, if not all, of the current competitors offer this training in a certificate-based program, not a degree/diploma.

The program has been included with SLCC's institutional marketing including a specific, targeted marketing campaign. This effort does not seem to have moved the needle with regard to enrollment.

Wage and Employment Data

Medical Assistants in Salt Lake County, Utah

Medical assistants perform various administrative and clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Tables 12 and 13 below show the projected employment growth for medical assistants nationally and in Utah. The wages for medical assistants in the local area are represented in Table 14.

Table 12. PROJECTED EMPLOYMENT IN UNITED STATES

National	Employment		Percent Change	Projected Annual Job Openings
	2018	2028		
United States	686,600	841,500	+23%	99,700

Table 13. PROJECTED EMPLOYMENT IN UTAH

State	Employment		Percent Change	Projected Annual Job Openings
	2016	2026		
Utah	7,660	11,170	+46%	1,340

Table 14. WAGES FOR MEDICAL ASSISTANTS

Location	Pay Period	2018				
		10%	25%	Median	75%	90%
United States	Hourly	$11.92	$13.65	$16.16	$18.84	$22.72
	Yearly	$24,790	$28,400	$33,610	$39,190	$47,250
Utah	Hourly	$12.49	$13.67	$15.54	$17.95	$19.64
	Yearly	$25,970	$28,420	$32,320	$37,340	$40,860
Salt Lake City, UT Metro Area	Hourly	$12.65	$14.01	$16.13	$18.46	$20.59
	Yearly	$26,310	$29,140	$33,560	$38,390	$42,820

Equipment, Facilities, Resources

The AAS Medical Assistant Program uses space at SLCC's Jordan Campus. The program utilizes classrooms and lab spaces to offer students quality education with updated lab equipment. The program has purchased capital equipment items to support course and lab training. When the program transitions to the School of Applied Technology and Technical Specialties, this equipment can be utilized in SATTS. The program employs four full-time faculty and adjunct instructors. One instructor would be needed as the program moves to SATTS. Two positioning could be retained for the incoming Pharmacy Technology Program therefore negating the need for and IBP request.

While the program is currently offering day and evening classes in hopes to increase enrollment for the AAS program, no increase has come to fruition. Less than eight full-time students are currently planning on registering for Spring 2020.

Quality of Program Outcomes

As previously noted, the program completions for the AAS Medical Assistant Program are not a major issue compared to enrollment. The program has averaged an 87% completion rate from 2014-2017, demonstrated in Table 15. The five-year AAMA National Board Exam Pass Rate is 82.6%, shown in Table 16. Another important program outcome is the five-year employment rate. The reported five-year employment rate for 2014-2018 is 75%. The employment rate data is presented in Table 17.

Table 15. COMPLETION RATES (2014-2017)

2014-2017 Completion Rates	2014	2015	2016	2017	4-Year Avg.
Students Enrolled	36	18	19	35	
Graduates	32	16	14	32	
Completion Rates	88.9%	88.9%	73.7%	91.4%	87%

*Students are still in progress for 2018 completion rates

Table 16. AAMA NATIONAL BOARD EXAM PASS RATE (2014-2018)

AAMA Pass Rate			
Year	First Attempt	Students Passed	Annual Percentage
2014	26	21	80.8%
2015	31	27	87.7%
2016	16	11	68.8%
2017	14	14	100%
2018	28	22	78%
5-Year Avg.	115	95	82.6%

Table 17. EMPLOYMENT RATE (2014-2018)

Graduate Job Placement			
Starting Cohort Year	Total Graduated	Total Job Placement (based on graduation numbers)	Annual Percentage
2014	32	25	78%
2015	16	12	75%
2016	14	13	92.8%
2017	32	19	59.3
2018	8	8	100%
5-Year Avg.	102	77	75%

Impact, Justification, Essentiality

The AAS Medical Assistant Program is part of the School of Health Sciences. As noted above, there is robust demand for medical assistants, and this will continue for the foreseeable future. The program is not currently funded by grants nor offered through SATTS. There are multiple other schools (Eagle Gate College, LDS Business College, Fortis College, etc.) within 100 miles of SLCC that offer diplomas and certificates. This would indicate the market would not be negatively affected by the discontinuation of the AAS degree offered by SLCC.

Offering a medical assistant certificate through SATTS would assist the industry in employment needs and prevent high tuition cost for students.

Summative Evaluation

Analysis of cost, program performance, enrollment, and wage data taken by Salt Lake Community College leadership indicate this program is not considered viable in meeting industry and student needs. Therefore, it is recommended the AAS Medical Assistant Program be deactivated and transferred to SATTS as a certificate program. It is also recommended to decrease the number of faculty during the teach out phase while maintaining compliance with Northwest Commission on Colleges and Universities (NWCCU).

Respectfully submitted,

Clifton G. Sander, Ph.D.
Provost for Academic Affairs

Erica K. Wight
Dean, School of Health Sciences
Salt Lake Community College

INTERNAL AUDIT

I. POLICY

Internal Audit is an independent and objective department that assists Salt Lake Community College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of internal controls, governance processes, and the management of institutional risks. The college places no limitations on the scope of Internal Audit's work.

II. REFERENCE

A. Utah Internal Audit Act, Utah Code Ann. §§ 63I-5-101–401.

B. Internal Audit Program, Utah State Bd. of Regents r. 567.

III. DEFINITIONS

A. Audit: A systematic process of measuring intended results against actual conditions resulting in the communicating of issues to interested parties in a report format.

B. Audit Issue: Auditors use audit issues to document a control breakdown within a process or function, performance gaps or deficiencies, or potential adverse consequences that may prevent the achievement of a goal or objective.

C. Client: An area within the college that is subject to audit.

D. Client Action Plan: A plan created by the client in response to Audit Issues. These plans identify responsible parties, steps required to remediate audit issues, and expected timelines for resolution.

E. Exception: A deviation from the expected standards or results noted during audit or review.

F. Follow-up Procedures: Procedures performed within a reasonable period after the issuance of an audit report that are designed to determine if the client has remediated the audit issues.

G. Internal Controls: Processes created by the college's management and other personnel that are designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting, and compliance.

H. Limited Review: A systematic process of inquiries and analytical procedures that are designed to detect material weaknesses or nonconformance with applicable standards. A limited review is narrow in scope and answers specific questions raised but may not necessarily identify all weaknesses that a full audit might identify.

IV. PROCEDURES

A. Authority

1. Internal Audit derives its authority directly from Utah Code, The Utah Board of Regents rules, the Salt Lake Community College Board of Trustees Audit Committee, the college administration, and the Internal Audit department's charter statement.

2. Internal Audit's authority extends to:

    a. any department, system, function, program, or administrative unit which operates as part of the college or that is consolidated in the college's annual financial statements; and

    b. the college's business partners if the contract or agreement has a right to audit clause.

3. Internal Audit has free and unrestricted access to all college records, personnel, and physical property relevant to its current work projects.

4. Due to the requirement to maintain independence from management, Internal Audit shall assume neither authority nor responsibility for any activities audited, investigated, or reviewed.

B. Responsibilities

1. Internal Audit maintains a risk-based program which includes:

    a. audits and associated follow-up;

    b. investigations;

    c. limited reviews; or

    d. other special projects requested by management.

2. The Internal Audit director will communicate with and provide reports to the Board of Trustees Audit Committee, president, and appropriate vice president.

3. Internal Audit will protect all information gathered and provide documents in accordance with federal and state law.

4. Internal Audit may assist management through appropriate requests for services to identify fraud. However, management retains the responsibility for daily oversight of operations and to be aware for any signs of fraud.

5. If any criminal activity is suspected, Internal Audit will notify the college's Public Safety office.

C. Audit Procedures

1. Audit Notification

   Internal Audit will ordinarily provide notice of an audit to the appropriate vice president, department administrator, or other responsible administrators.

2. Opening Conference

   Internal Audit will meet with the client prior to substantial commencement of the audit to communicate audit scope, objectives, and criteria.

3. Audit Planning and Fieldwork

   Internal Audit will plan and perform fieldwork consistent with the application of International Standards for the Professional Practice of Internal Auditing.

4. Draft Audit Report

   a. Internal Audit will develop a draft audit report which summarizes the audit scope, objectives, criteria, findings and recommendations.

   b. Internal Audit will provide a copy of the draft report to allow the client to review, comment, and prepare the client action plan.

5. Client Action Plan

   a. The client action plan is due 10 working days after Internal Audit provides the client with a draft copy of the audit report.

   b. The client should respond to each recommendation separately and must include:

      (1) a statement of agreement or disagreement with the finding and recommendation;

(2) a detailed description of the corrective action to be taken and how it will remediate the noted issue;

(3) a description of physical evidence, if any, to provide support that the action plan has been implemented as agreed;

(4) the date by which the implementation will be complete; and

(5) the party responsible for completion of implementation.

6. Final Audit Report and Closing Communications

   a. Internal Audit will issue a final audit report that includes the client action plan.

   b. Internal Audit will communicate the results of the audit to the appropriate parties by an agreed upon method which may include in-person meetings, electronic, or other forms of communication.

7. Follow-up Procedures

   a. Internal Audit will maintain a record of recommendations arising from audits performed by Internal Audit and other auditors and will follow up with the client at times specified in the client action plan, or other appropriate times.

   b. The follow-up procedures may be limited to those necessary to verify that adequate procedures have been implemented by the client to remediate the deficiencies noted in a previous audit.

   c. If necessary, Internal Audit may expand procedures to a full audit.

   d. Internal Audit will provide periodic reports to the president, executive cabinet, and Board of Trustees Audit Committee regarding outstanding audit recommendations and completion of client action plans.

D. Record Retention

Internal Audit shall comply with the Utah State Records Committee's retention schedules, GRAMA, and other relevant laws.

Date of last cabinet review: XXX

The originator of this policy & procedure is Internal Audit. Questions regarding this policy may be directed to the originator by calling 801-957-4009.

2.4.010   Page 4 of 4

SLCC 2020 Legislative Outcomes

Compensation

- 2.5% Compensation
- 4.53% Dental and Health

Performance Funding Priorities

Academic Success Initiatives
Student Support Services and Programs
Secure Institutional Sustainability
Workforce Development Programs

- $2,600,000 on-going

Technical Education Funding Priorities

- $200,000 on-going

Operation and Maintenance

- $328,900 on-going for the Westpointe Building

SLCC Initiatives

- Herriman Campus Construction Funding Approved for FY 2022 - $30,800,000
- $6,900,000 for capital improvements
- $200,000 on-going funding for student athletes
- $200,000 on-going Crossroads Area Health Education Center
- $50,000 one-time funding for helping minorities start and grow new businesses

Salt Lake Community College

2020 Legislation Impacting Higher Education

HB 45, Veterans Education Amendments by Rep. Paul Ray eliminates inequities institutions face in awarding in-state tuition to only those discharged under Chapters 30 and 33 of the GI bill and eliminated the five-year limit since discharge for in-state tuition eligibility of immediate family members who use GI bill benefits. The bill also allows veterans using the Veterans Tuition Gap Program administered by the Board of Regents to receive funds for fees and books, along with tuition. This item is designed to help spend surplus funds appropriated for the program. The bill awaits the Governor's signature.

HB 68 Apprenticeship and Work-based Learning Amendments by Rep. Francis Gibson modifies provisions to the Talent Ready Utah Center creating funding for apprenticeship programs and work-based learning programs. The bill defines qualifying partnerships between employers and certain higher education and public education programs. The funding may be awarded based on apprenticeships and work-based learning that is responsive to high demand industries and occupations. The bill awaits the Governor's signature.

HB 103, Utah Promise Scholarship Program Amendments by Rep. Derrin Owen makes technical changes to the Utah Promise Scholarship based on feedback from financial aid directors. This corrects an unintended error in ensuring all other state aid be exhausted before tapping funds appropriated to this program, including waivers. The change puts needed flexibility in the use of waivers, with some controls, before state dollars are tapped under this scholarship. The bill awaits the Governor's signature.

HB 132 (1st Sub.), Higher Education Student Speech Rights by Rep. Kim Coleman establishes a specific threshold that determines when student-on-student speech becomes harassment. After several years of opposing this legislation, USHE was able to work with the sponsor on substitute language that satisfies USHE institutions' biggest concerns. The bill failed in the Senate.

HB 256, Student Aid Amendments by Rep. Karen Kwan requires student applicants to complete the Free Application for Federal Student Aid (FAFSA) to be eligible for certain financial aid for higher education. This modifies the application process, clarifies the qualifications for student financial aid, provided by scholarship or through the state, as well as determines where the financial aid may be applied with schools recognized by USBE, USHE, and UTECH. This bill awaits the Governor's signature.

HB 336, Concurrent Enrollment Certificate Pilot Program by Rep. Val Peterson creates the PRIME pilot program to expand access to concurrent enrollment and technical education in K-12. The legislation creates a three-tiered program that includes the LAUNCH certificate, DISCOVER breadth certificate, and TRANSFORM general education/technical certificate. This bill awaits the Governor's signature.

HB 409, Concurrent Enrollment Amendments by Rep. Eric Hutchings requires the USHE Board of Regents to annually approve a prioritized list of upper division Concurrent Enrollment courses and amends the formula for increasing funding for Concurrent Enrollment. This bill awaits the Governor's signature.

SB 80 (1st Sub.), Campus Safety Amendments by Sen. Jani Iwamoto requires the USHE Board of Regents to study and make recommendations for providing public safety services on college and university campuses. This includes determining the relationship between public and campus law enforcement, the process of reporting, disciplinary actions, and the potential for additional training. The study will take place during the interim and will require the USHE Board of Regents to present a final report of the study with recommendations to the Education Interim Committee and the Law Enforcement and Criminal Justice Interim Committee. This bill awaits the Governor's signature.

SB 96, Emerging Technology Talent Initiative by Sen. Ann Millner creates an initiative that awards proposals submitted to an advisory board under the direction of the USHE Board of Regents that expands programs in deep technology (e.g. artificial intelligence, quantum computing, robotics, advanced materials, robotics, secure computing). This bill awaits the Governor's signature.

SB 111 (1st Sub.), Higher Education Amendments by Sen. Ann Millner is legislation that significantly revamps the governance structure of higher education in Utah. The bill's primary components include:

- Merges the two current systems of higher education into a single system
- Establishes a single governing board, its initial composition, and process for appointing future members
- Defines the new board's duties (selection of institutions presidents, requirements related to an institution's authority to establish new programs, etc.)
- Mandates certain transition-related actions of the USHE Board of Regents and the Utah System of Technical Colleges Board of Trustees
- Extends the term of the Higher Education Strategic Planning Commission by one year

Attached is a summary chart of the legislation. Transition plans are in the works and immediate action is expected by both governing boards soon after the legislative session. This bill awaits the Governor's signature.

SB 117, Higher Education Financial Aid Amendments by Sen. Daniel Hemmert allows the Regents' Scholarship to be used at private, nonprofit colleges or universities within the state (BYU, LDS Business College, Western Governors University, Westminster College). The bill appropriates an additional $5 million towards the Regents' Scholarship as well as places limits on the amount of scholarship funding available to non-public institutions. This bill awaits the Governor's signature.

2020-21 Operating Budget Comparison (Tax Funds Only)

Board of Regents Request as compared to Governor Herbert and Executive Appropriations Committee

Utah System of Higher Education Budget Priorities	Board of Regents Amount	Governor Herbert Amount	Governor Herbert Above/(Below) SBR	Executive Appropriations Committee Amount	Executive Appropriations Committee Above/(Below) Gov	Executive Appropriations Committee Above/(Below) SBR
On-going Adjustments						
Compensation[1]	31,601,700	32,225,700	624,000	31,601,200	(624,500)	(500)
2.5% Salary (75/25 ratio)	25,567,100	26,059,200	492,100	25,566,600	(492,600)	(500)
4.53% Health Premium (75/25 ratio)	6,034,600	6,166,500	131,900	6,034,600	(131,900)	-
Performance Funding Priorities	29,500,000	15,793,900	(13,706,100)	29,500,000	13,706,100	-
Utah College Access Advisors	3,000,000	-	(3,000,000)	1,000,000	1,000,000	(2,000,000)
Technical Education Priorities	1,754,200	1,500,000	(254,200)	1,000,000	(500,000)	(754,200)
Growth	3,916,000	2,937,000	(979,000)	5,000,000	2,063,000	1,084,000
Internal Service Funds (Liability, Fleet, Property, AG)[2]	2,093,400	660,400	(1,433,000)	2,093,400	1,433,000	-
Non-State Funded Building Operation & Maintenance	528,200	101,400	(426,800)	787,000	685,600	258,800
Emerging Technology Talent Initiative	-	-	-	5,201,600	5,201,600	5,201,600
Higher Education Financial Aid Amendments	-	-	-	5,000,000	5,000,000	5,000,000
Fire and Rescue Training	-	-	-	4,500,000	4,500,000	4,500,000
Strategic Workforce Initiative	-	-	-	1,337,800	1,337,800	1,337,800
Behavioral Health Workforce Reinvestment	-	-	-	1,220,000	1,220,000	1,220,000
Utah Industry Resource Alliance	-	-	-	1,200,000	1,200,000	1,200,000
Student Athlete Graduation Improvement	-	-	-	950,000	950,000	950,000
Rural Online Initiative	-	-	-	880,000	880,000	880,000
State Funded Building Operation & Maintenance	-	-	-	827,300	827,300	827,300
Mental Health Workforce Amendments	-	-	-	807,700	807,700	807,700
Utah Area Health Education Centers	-	-	-	800,000	800,000	800,000
Mental Health Service Providers Training Investment	-	-	-	616,500	616,500	616,500
Systems Engineering Program	-	-	-	600,000	600,000	600,000
Statewide Public Safety Intelligence Tool	-	-	-	500,000	500,000	500,000
Rocky Mountain Center for Occupational and Environmental Health	-	-	-	214,800	214,800	214,800
Teacher Preparation Scholarships	-	-	-	200,000	200,000	200,000
Wildlife Management Research	-	-	-	200,000	200,000	200,000
Public Finance Support	-	-	-	125,000	125,000	125,000
Teacher Academy	-	-	-	75,000	75,000	75,000
Subtotal - USHE Priority On-going Adjustments	**72,393,500**	**53,218,400**	**(19,175,100)**	**96,237,300**	**43,018,900**	**23,843,800**
USHE Budget Priorities Percent Adjustment	6.5%	4.8%	-1.7%	8.7%	3.9%	2.1%
One-time Adjustments						
Higher Ed Peer to Peer Mental Health Invention	-	-	-	1,800,000	1,800,000	1,800,000
2020 Vice Presidential Debate	-	-	-	1,500,000	1,500,000	1,500,000
Mental Health Workforce Amendments	-	-	-	807,700	807,700	807,700
Brain Effects of Cannabinoids	-	-	-	500,000	500,000	500,000
Entrepreneurial Community Outreach	-	-	-	500,000	500,000	500,000
Utah Shakespeare Festival Equipment	-	-	-	300,000	300,000	300,000
Utah Veterinary Diagnostic Laboratory	-	-	-	300,000	300,000	300,000
Health Science Outreach	-	-	-	300,000	300,000	300,000
Rural Policy and Public Lands Institute	-	-	-	300,000	300,000	300,000
Center for the School of the Future	-	-	-	250,000	250,000	250,000
Strategic Workforce Initiative	-	-	-	149,900	149,900	149,900
Utah College Access Advisors	-	3,000,000	3,000,000	-	(3,000,000)	-
State Funded Building Operation & Maintenance	-	-	-	(4,265,500)	(4,265,500)	(4,265,500)
Subtotal - One-time Adjustment	**-**	**3,000,000**	**3,000,000**	**2,442,100**	**(557,900)**	**2,442,100**
USHE Budget Priorities Percent Adjustment	0.0%	0.3%	0.3%	0.2%	-0.1%	0.2%
Total Appropriation (On-going and one-time)	**72,393,500**	**56,218,400**	**($16,175,100)**	**$98,679,400**	**$42,461,000**	**$26,285,900**
USHE Budget Priorities Percent Adjustment	6.5%	5.1%	-1.5%	8.9%	3.8%	2.4%

[1] Board of Regents and EAC amount based on 2.5% salary and 4.35% health increase with turnover savings reduction, whereas the Governor does not include turnover savings reduction.

[2] Board or Regents and HB8 ISF bill tax vs tuition ratio is based on 75/25 ratio, whereas Governor's is based on 49/51 ratio.

Salt Lake Community College
Policies and Procedures

TAB L

FINANCE AND ADMINISTRATION
EMPLOYEE CONDUCT
CHAPTER 2
PROCEDURE FOR POLICY 3.16

Cabinet Approval: 10/18/2016
Date of Last Cabinet Review: 10/18/2016
Page 1 of 11

I.   REFERENCES

     A. Academic Freedom, Professional Responsibility and Tenure Policy, C4S01.01

     B. Acquisition and Use of Facilities and Properties Policy, C2S10.10

     C. Affirmative Action/Equal Opportunity Policy, C2S02.05

     D. Acceptable Use of Computing Resources Policy, C2S17.01

     E. Conflict of Interest, External Employment, & Consultations, C2S03.03

     F. Consensual Relations Policy, C2S03.13

     G. Corrective Action Policy, C2S03.07

     H. Copyright Act of 1976, as amended

     I.   Digital Millennium Copyright Act of 1998

     J.   Family Education Rights and Privacy Act 34 CFR Part 99

     K. Governor's Executive Order Prohibiting Sexual Harassment (December 13, 2006)

     L. Governor's Executive Order Halting the Unauthorized Taping or Recording of Communications (January 27, 1993)

     M. Guidelines for Low Dollar Purchases (Low Dollar Purchase Guidelines, April 2007.)

     N. Health Insurance Portability and Accountability Act of 1996 45 CFR Parts 160 & 164

     O. Hours of Work/Telephone Coverage Policy, C2S03.04

     P. Photocopying of Copyrighted Materials for Classroom Use, C2S12.01

     Q. College Procurement - General Policy, C2S10.01

     R. Sexual Harassment Avoidance Policy, C1S01.12

     S. Student Code of Conduct, C3S02.01

     T. Utah State Board of Regents bylaw R481, "Academic Freedom, Professional

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Responsibility, Tenure, Termination, and Post-Tenure Review"

U. Utah State Board of Regents bylaw R801, "Equal Opportunity, Diversity and Nondiscrimination"

V. Utah State Board of Regents bylaw R831, "Minimum Requirements for Non-Faculty Staff Employment Grievances Policy"

W. Utah State Board of Regents bylaw R841, Minimum Requirements for Disciplinary Sanctions and Termination of Staff Personnel"

X. Utah Code Annotated, Title 63G, Chapter 2 "Government Records Access and Management Act" (GRAMA)

Y. Utah Code Annotated, Title 63G, Chapter 6a, Part 24, "Unlawful Conduct and Penalties."

Z. Utah Code Annotated, Title 67, Chapter 16, "Utah Public Officers' and Employees' Ethics Act"

AA.   Utah Code Annotated, Title 76, Chapter 6, "Offenses Against Property"; Utah Code Annotated, Title 76, Chapter 8, "Offenses Against the Administration of Government"

BB.   Utah Code Annotated, Title 76, Chapter 9, "Offenses Against Public Order and Decency"; Utah Code Annotated, Title 76, Chapter 10, "Offenses Against Public Health, Safety, Welfare, and Morals."

CC.   Utah Administrative Code R27 "Fleet Operations"

DD.   Utah Administrative Code R-784-1 "Government Records Access Management Act Rules

EE. Technology, Education, and Copyright Harmonization (TEACH) Act of 2002

FF. College Travel and Reimbursement Policy, C2S09.01

GG. Utah Code Ann. §76-5-404.1 (1)(c)

HH.   Board of Regents Policy R842, Restriction of Faculty/Staff Relationships with Students

II. **DEFINITIONS**

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See personnel definitions procedure.

III. PROCEDURES

A. Standards of Ethical Behavior

1. Adherence to Law: Salt Lake Community College holds employees responsible for understanding and adhering to applicable laws, rules, regulations, and policies of governmental and institutional authorities, specifically as they pertain to unique College activities and situations. Failure to do so shall be grounds for disciplinary action, up to and including termination of employment.

2. Communication Systems: Employees are to use institutionally funded communication systems of any type for institutional benefit. All employees shall comply with SLCC policy regarding personal communication systems paid with institutional funds. Digital electronic files or any communications made through College equipment are College property and may be subject at any time to information requests and College acquisition or review by the College. (See UCA §63G-2 and Utah State Administrative Code R-784-1, "Government Records Access Management Act Rules;' Acceptable Use of Computing Resources C2S17.01 and Academic Freedom, Professional Responsibility and Tenure, C4S01.01).

3. Conflict of Interest: Employees shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity that substantially conflicts with the proper discharge of the employees' duties to the College. Any potential conflict must be disclosed at the earliest possible time to the immediate supervisor. (See UCA §67-16-4, 6, 7, 8, & 9; UCA §76-8-202, §76-8-401, 402, & 404; Conflict of Interest, External Employment & Consultations Policy, C2S03.03; and Academic Freedom, Professional Responsibility and Tenure, C4S01.01)

   a. Self-Dealing: No employee shall transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member or in which the employee owns a substantial interest.

   b. Personal Investment: Employees shall not make personal investments that could reasonably be expected to create a conflict between the employee's private interest and their College interest.

   c. Outside Employment: Employees shall not accept outside or dual employment or compensation that could reasonably be expected to impair

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the employee's independence or judgment in the performance of their College duties.

    d. Benefiting others: Employees shall not use non-public information or positions to secure special privileges or exemptions for others.

4. Controlled substances and alcohol use:

An employee may not:

    a. Manufacture, dispense, possess, use, distribute, or be under the influence of an illegal controlled substance or alcohol during work hours or on state property except where legally permissible;

    b. Operate a college vehicle while under the influence (See College "Drug Free Workplace" Policy C2S02.08)

5. Criminal Offense: College employees may be subject to criminal proceedings and penalties if they intentionally or knowingly misappropriate any "thing of value" belonging to the College that is in their custody or possession as a result of their employment in order to obtain a benefit or to harm another person. Alleged College employee misconduct of this nature will be referred to the appropriate law enforcement agency. (See College "Conflict of Interest, External Employment, & Consultations Policy, C2S03.03 and Utah Code §67- 16-4; §76-6-404; §76-8-401, 402 & 404)

6. Criminal Offense Reporting: All employees are required to report any criminal charges filed or convictions, felony or misdemeanor, against themselves to their supervisor and to the Employee Relations Department within five (5) working days.

7. Romantic and Sexual Relations

    a. The college discourages romantic and sexual relationships between employees and between employees and students.

    b. Employees who become involved in a romantic or sexual relationship with another employee or student must immediately:

        (1) take fair and appropriate steps to eliminate any power differential or conflict of interest that exists or develops;

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(2) ensure all parties involved consent to all activities; and

(3) inform their supervisors of any power differential or conflict of interest.

c. An employee who has a romantic or sexual relationship with another employee shall not participate in decisions or evaluations that may lead to promotions, incentives, or other employment opportunities.

d. Employees, in a position of special trust, who have a direct evaluative, counseling or supervisory duties or responsibilities that allow them to exercise undue influence over a student shall not:

(1) become involved in a romantic or sexual relationship with a subordinate student;

(2) share any sexually explicit or lewd communication or image with a subordinate student; or

(3) share any sexually explicit or lewd communications or image of a subordinate student.

8. Employee Work Time: Employee work time is a thing of value belonging to the College. Employees may not use work time for non-work related activities except those that are minimal and non-disruptive, such as making an appointment or receiving a short personal call. The College expects employees to perform College work during their normal work hours and to leave personal activities for non-work hours. (See College Hours of Work/Telephone Coverage Policy, C2S03.04 and Academic Freedom, Professional Responsibility and Tenure, C4S01.01; Utah Code §76-6-404)

9. Equal Treatment: College employees shall promote equal access and opportunity regarding employment, services and other activities within their job responsibilities without regard to race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law. In analysis, demeanor, and expression, College employees shall treat all people with respect. (See College Affirmative Action/Equal Opportunity Policy, C2S02.05; Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Civil Rights Act of 1991, Americans with Disabilities Act, 1990; federal Executive Order 11246 (1965)

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Vietnam Era Veterans Readjustment Act of 1974)

10. Improper Use of Staff, Students, Facilities, Equipment and Supplies:

   a. Staff and Students: Under all circumstances, the College prohibits supervisors from requiring any college employees or students to work for the supervisor's personal purpose.

   b. College facilities and equipment: These types of property are to be used for the conduct of college activity; however, the incidental personal use of such property is permitted, provided that the use is lawful and that each of the following conditions are met:
      (1) There is no additional accrued cost to the College as a result of the use;

      (2) The use does not interrupt nor interfere with College operations; and

      (3) The use is not for substantial personal profit, gain or for the promotion of non-college sponsored commercial ventures.

   c. Supplies: Under no circumstances are College purchased supplies, including photocopies and other consumables, to be used for personal or private purposes.

10. Expense Claims: Reimbursement requests for travel or other business expenses must be accurate and requested only for expenses related to official business. If possible, they should also be approved in advance. Under no circumstances will the College reimburse employees for alcoholic purchases. (See College Procurement Policy, C2S10.01)

11. Gifts: Employees shall not accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employees know or have reason to believe, that it is offered for the purpose of influencing the discharge of their duties to the College. (See UCA §67-16-5)

12. Institutional Credit Cards:

   Employees shall not use the College-issued P-card intended for low dollar purchase for personal expenses unrelated to institutional business.

   Employees should review and follow the appropriate guidelines for purchases when using either the College purchase credit card or travel credit card. (See College Procurement Policy, C2S10.01 and UCA §76-6-404, §76-8-401, 402,

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and 404)

13. Liability for Property Loss: When institutional property disappears or sustains damage as a result of gross negligence by an employee, such person may be liable for the loss sustained by the institution. (UCA §76-6-404, §76-8-401- 404)

14. Misuse of Position: Employees shall not use, or allow to be used, their College position(s) or employment, or any information not generally available to members of the public which the employee receives in the course of their employment to secure financial gain, authorized privileges, advantages or employment for themselves, their immediate family members, or others with whom the employees associate. (See College Conflict of Interest, External Employment, & Consultations Policy, C2S03.03, Academic Freedom, Professional Responsibility and Tenure, C4S01.01 and UCA §67-16-5; §67- 16-4; §76-8-201, 202, 203; §76-8-402 & 404)

15. Non-public information: Employees shall not disclose non-public, confidential, or otherwise sensitive information or use such information for their personal benefit. College employees shall maintain in strict confidence and security all information in her/his possession about the institution or its constituent parts that by institutional policy or law is considered to be confidential or otherwise restricted. (See UCA §67-16-4, §76-8-412 & 413; §63G-2 and Utah Administrative Code R-784-1 "Government Records Access Management Act Rules" (GRAMA), federal Health Insurance Portability and Accountability Act (HIPPA), Family Education Rights and Privacy Act (FERPA) regulations)

16. Political Involvement: Unless provided for by job description, under the direction of the College President, or for an educational purpose consistent with the College mission, an employee shall not use institutional time, funds, equipment, or other resources to work on a political campaign or influence the passage or defeat of legislation. As private citizens, SLCC employees may support political ideas of their choosing. As SLCC employees they may support certain political ideas that align with the College mission, but under no circumstances should employees support, as a representative of the College, specific candidates or political organizations.

17. Purchases From/By Employees:

    a. The College may not purchase equipment, real or intellectual property from an employee unless approved by the College President or appropriate Vice President in consultation with the College Purchasing Agent. Similarly, no

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CHAPTER 2   Date of Last Cabinet Review: 10/18/2016
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employee may without appropriate approval purchase equipment, property or services from the institution or outside vendor through which the employee may benefit personally where such employee participated in the College's decision to sell such property. This includes the purchase of surplus college property. (See College Procurement Policy, C2S10.01 and UCA §67-16-4 & 9; and, UCA §76-8-201)

b. Purchases made using institutional funds must comply with established purchasing policies and guidelines issued by the Business and Purchasing offices. (See College Purchasing Policy and Low Dollar Guidelines) (See UCA §67-16-8 & 9; §63G-6a)

18. Private Information: Information or data contained in education or employment records maintained by the College that would disclose individually identifiable information about a student or employee is considered private information, with the following exceptions:

a. Students may access their own grades.

Student information identified as "directory information" under the Family Educational Rights and Privacy Act (FERPA) may be disclosed without prior permission from students, unless the students have requested that their information not be disclosed. Directory information includes:

(1) Students Name(s)

(2) Address

(3) Telephone Number

(4) Date of Birth

(5) Major Field of Study

(6) Dates of Attendance

(7) Enrollment Status

(8) Degrees and Awards Received

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(9) Most recent previous school attended

(10)   Participation in activities/sports

(11)   E-mail Address

(12)   Student Photograph

b. Employees may access their own personnel files.

Information about employees and/or students identified in the Utah
Government Records Access & Management Act (GRAMA) as "public
information" may be disclosed, without prior permission, by the GRAMA
Coordinator. Questions about what information is considered public should
be directed to the College's GRAMA Coordinator. Public information
includes:

(1) Name

(2) Location of Office

(3) Work Phone Number

All requests by third parties (including all federal and state government
entities as well as private or public businesses) for information from College
education or employee records must be made in writing to the SLCC
GRAMA Coordinator (as per Utah Administrative Code R784-1), and will
be disclosed only in accordance with a variety of state and federal privacy
laws.

19. Sexual Harassment: Sexual harassment is unacceptable at Salt Lake Community
College. Such unacceptable behavior is defined in the College's Sexual
Harassment Avoidance Policy and may include, but is not limited to, a pattern of
unwelcome verbal or non-consensual physical conduct of a sexual nature, all
acts of indecent public display, voyeurism, exhibitionism, lewdness, or other acts
of a sexual nature defined and prohibited by the Utah Criminal Code including
§76-9-702(1) & (2); §76-10-1227 & 1228. Pornographic materials, as defined by
the Utah Code §76-10-1203 through 1205, may not be downloaded or viewed on
any College computer whether on-site or off-site. In accordance with College
policy, suspected or alleged incidents of sexual harassment should be reported to
the immediate supervisor and/or the College Equal Employment Office (EEO)
within one working day. Any reporting delay may implicate or create a personal

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liability for an employee who may not be directly involved in the incident. (See College Sexual Harassment Avoidance Policy, C2S01.12, Acceptable Use of College Computing Resources, C2S17.01; Governor's Executive Order Prohibiting Sexual Harassment, December 13, 2006)

20. Sexual Misconduct: All acts of indecent public display, voyeurism, exhibitionism, lewdness or other acts of a sexual nature defined and prohibited by the Utah Criminal Code, even if consensual, are prohibited at all College sites and campuses. Incidents of sexual misconduct should be reported to the immediate supervisor and/or the College EEO office within one working day. Any reporting delay may implicate or create a personal liability for an employee who may not be directly involved in the incident. Pornographic materials, as defined by the Utah Code §76-10-1203 through 1205, may not be downloaded or viewed on any College computer or using other College owned data resources/systems whether on-site or off-site. Incidents should be reported to the immediate supervisor or the College EEO officer within one working day. Any reporting delay may implicate or create a personal liability for an employee who may not be directly involved in the incident. (See Acceptable Use of College Computing Resources Policy, C2S17.01l College Consensual Relations Policy, C2S03.13; College Sexual Harassment Avoidance Policy, C2S01.12; Governor's Executive Order Prohibiting Sexual Harassment, December 13, 2006)

21. Software: Employees are to use software licensed to the College for institutional purposes and not for personal commercial gain except where an extended use license is allowed. However, personal use of College equipment is permitted as long as the use does not conflict with any state or federal laws or with the software license agreement. Users must meet the following three conditions, based on the "light of day" test. (See College Acceptable Use of College Computing Resources Policy, C2S17.01; "Conflict of Interest, External Employment, & Consultations" Policy, C2S03.03):

    a. There is no additional accrued cost to the College as a result of this use;

    b. The use does not interfere with nor interrupt operations;

    c. The use is not for substantial personal profit and/or gain, or for the promotion of non-college sponsored commercial ventures. (Utah Code §67-16-4)

22. Vehicles: No employee shall use any College vehicle for any purpose other than official business of the institution. College vehicles may be driven to attend

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College business only when all occupants are employees, students, or official guests. Spouses or children may not accompany employees or students in College vehicles to any destination. When spouses or others not directly associated with the College ride in a vehicle, the individual's personal vehicle or a rental vehicle should be used. (See College Motor Vehicle Policy, C2S14.01; Travel Reimbursement Procedures, C2S09.01; Utah Code §67-16-4; §76-6-404; State Administrative Code R27-3-13)

23. Taping or Recording of Employee Communications and Meetings: Employees are prohibited from taping or recording communications between employees and/or other persons at the College. Designated administrative meetings and hearings at the College, including but not limited to, Board of Trustees, Faculty Senate, employee and student hearings, may be taped or recorded so long as recording devices are in plain view and everyone in attendance is aware that communications are being recorded. Administrative systems, such as voice mail, are also permitted. This section does not apply to monitoring or tape recording pursuant to a court order or other legitimate law enforcement activities. (See Governor's Executive Order, State of Utah, January 27, 1993)

B. Procedures for Resolution

Alleged violations of this policy and procedure should be reported to the nearest supervisor not involved in the activity. Supervisors are responsible for prompt investigation of alleged conduct and where violations have been found, supervisory personnel must take corrective action. Please contact Employee Relations s for more information.