

Board of Trustees Meeting MINUTES

November 18, 2020

**Taylorsville/Redwood Campus
& WebEx**

8:00 a.m.

Attendance: Trustees: Chair Maria Farrington, Vice Chair Jim Wall, Coralie Alder, Nate Boyer, Lori Chillingworth, Emily Hernandez Alzamora, Linda Luchetti, Kim Wilson and President Deneece Huftalin

Excused: Trustees Silvia Castro and Brady Southwick

Guests: Executive Cabinet Members: Jason Pickavance-Interim Provost, Dr. Chuck Lepper-VP for Student Affairs and Enrollment Management, Jeffrey West-VP for Finance and Administration, CFO, Tim Sheehan-VP Government Relations, Alison McFarlane-VP for Institutional Advancement, Jeff Aird-VP for Institutional Effectiveness, Lea Lani Kinikini-CDO, Special Assistant to the President

SLCC Representatives: 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, Travis Lansing-Director of Internal Audit, Debra Glenn-AVP for Business Services/Controller, Sara Reed-AVP for People & Workplace Culture, Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees, Guy Douros, Laif Erickson-Technical Support

Agenda	Discussion Summary and Action
I. BOARD BUSINESS: Maria Farrington, Chair	
A. Introduce new SLCCSA Executive VP, Sahil Prasai – Trustee Emily Hernandez Alzamora	Trustee Hernandez Alzamora provided a short video to introduce new SLCCSA VP, Sahil Prasai who could not join the meeting due to a scheduling conflict. She said that he is a hard worker and is doing a good job.
B. Comprehensive Campaign Update & Report on Progress – Trustee Coralie Alder, VP Alison McFarlane, Nancy Michalko	Trustee Alder reviewed the status of fundraising for the comprehensive campaign; total raised to date is \$23M toward a \$40M goal. Year to date raised is \$3,071,618. She said although the donations are just over the halfway mark now, there is still work to do. She asked trustees to offer any contact information for potential donors they might know. VP McFarlane presented the target projects and opportunities – the RRC Business Building, the Jordan Student Center, the honors program and scholarships. She explained the different projects and donation levels to have a building, room or space named. Nancy Michalko reported that the first ever SLCC Giving Day is scheduled for February 17, 2021 and she asked

trustees to save the date. Chair Farrington said that board members can be enlisted to help make calls during the event; Ms. Michalko will compile a list with contact information.

C. Audit Committee Report – Trustees Southwick, Wall and Wilson (GUEST: Travis Lansing)

1. **INFORMATION:** Annual Financial Report (GUEST: Debra Glenn)

Trustee Southwick was unable to join the meeting so Internal Audit Director Travis Lansing stepped in to report on the recent Audit Committee meeting with the State Auditors. He said that SLCC was asked to accelerate the timeline to complete financial statements and very positive feedback from the State Auditor's office was received with no outstanding audit findings. He also reported that internal audit has recently completed two audits – one for the Athletics Department and the other for the bookstore. They are currently working on several others that will be completed soon. He and Mikel Birch have also been working on the annual risk assessment. Trustee Wall applauded both Mr. Lansing and Debra Glenn, for completing the financials early and their very competent handling of the audits; President Huftalin added that Trustee Southwick is sorry he couldn't be here to personally thank Travis, Debra and VP West for their outstanding work and to congratulate them on the glowing reports from the state. Assistant Vice President for Business Services/Controller Debra Glenn reviewed the annual financial statements with trustees and said that the institution is stable and financially healthy at this time. VP Jeff West added his praise for Debra and Travis and said they do an excellent job fulfilling the mission of institution and keeping it solvent and whole. He explained that whenever an audit is conducted, it is typical for auditors to identify findings that need corrected or changed. In all of his experience, he said an audit with no findings is remarkable and it doesn't happen very often. He attributed this to Travis, Debra, the budget office and others and thanked everyone for their hard work. President Huftalin thanked VP West and added he has managed the finance and administration department extremely well since taking it over. She said that they continue to watch the budget closely being mindful of impacts from COVID.

D. Mission Fulfillment Report – Trustees Farrington, Chillingworth, Southwick and Hernandez Alzamora, VP Jeff Aird

VP Aird said that the Mission Fulfillment Committee met on November 3rd to consider changes. He explained recent changes the college's accrediting body NWCCU has adopted to look at both student learning and achievement which prompted the committee's changes to their research and work. The next couple of meetings will be spent on student

learning. If trustees want to review NWCCU's standards more closely, he can provide a link. NWCCU will be in Utah next fall and will likely want to meet with the committee members and/or other trustee board members to discuss their roles in achieving mission fulfillment.

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 October, 2020

Chair Farrington called for a motion to approve the Consent Calendar. **Trustee Boyer moved to accept all of the items as presented; the motion was seconded by Trustee Chillingworth and carried unanimously.**

B. Minutes of Previous Meeting, October 14, 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 January 13, 2021 to consider matters permitted by the Utah Open and Public Meetings Act.

D. Personnel Report for August and October, 2020

E. Government Funding Report – Major Grants Requested/Received

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

A. **Institutional Advancement Report – VP Alison McFarlane**

1. **INFORMATION:** Enrollment and Public Image/Public Relations Report (GUEST: Michael Navarre)
2. **ACTION:** Jordan Building Naming Proposal

For her report, President Huftalin turned the time over to VP McFarlane who introduced Assistant Vice President of Institutional Marketing and Communications, Michael Navarre. Mr. Navarre provided a presentation and overview of the paid media and brand marketing campaigns underway explaining tactics, target audiences, adjustments made due to COVID and online courses, interest generated/response data, and illustrations of the positive messages used in the campaign. Trustee Alder said the campaign is very impressive and Chair Farrington thanked him and his team for the positive messaging. She added that she and a number of her friends took advantage of the workshops the college offered at the beginning of summer.

VP McFarlane thanked Mr. Navarre and explained the next item under her report is to seek approval on the naming of the new Student Center at the Jordan Campus. She provided information about the generous donation and said the students have provided a letter of support. She explained that the donation will go toward scholarships for students. The name of the building will be *"The Tim and Brenda Huval Student Center at the Jordan Campus"*.

B. **Institutional Effectiveness Report – VP Jeff Aird**

VP Aird reminded trustees of the enrollment information provided to them at the October

1. **INFORMATION:** Enrollment Report Follow-up
2. **INFORMATION:** Employee Engagement Survey (GUEST: Dr. Sara Reed)
3. **INFORMATION:** Tuition Benefits Policy (1st Reading)

meeting. He explained the different ways they measure enrollment and said that like other community colleges across the country, our enrollment is down. SLCC is essentially the only real community college in Utah and the demographics of the college's students have been more adversely affected by COVID than those at other institutions who have not experienced the same decline. He will follow-up with predictions and numbers at a future meeting. Next, VP Aird introduced Dr. Sara Reed, Associate Vice President for People & Workplace Culture. Dr. Reed said that the PWC department was established just over two years ago and shortly after, she realized that an employee engagement survey was needed to help guide the work. Questions were established and the launch of the survey happened in March, a week before responses to COVID started and lockdowns were imposed. A reminder/relaunch happened in April and they received a rate of approximately 20% from full-time employees. The information from the survey is available for each department and supervisors to drill down and assess strengths and weaknesses as perceived by their employees. Shorter pulse surveys will follow to gain more information regarding certain issues. Last, VP Aird explained changes made to the Tuition Benefits Policy that is before the trustees for a 1st reading. The 2nd reading and action will happen at the next meeting in January.

**C. Student Life & Leadership Report –
Trustee Hernandez Alzamora**

Trustee Hernandez Alzamora provided information about upcoming events SLCCSA has planned that include a council meeting, student forum to discuss student fees and a holiday extravaganza. Discussion about the student fees followed; President Huftalin said that a recent audit at the system level recommends that some fees be rolled into tuition. VP Lepper explained that the student fee board has been meeting and will make recommendations regarding the division of fees soon. Trustee Hernandez Alzamora also provided information on their goal to create easier access to resources for students.

**D. Academic Affairs Report – Interim
Provost Jason Pickavance**

1. **ACTION:** Curriculum Change: New Writing Certificate of Proficiency
2. **INFORMATION:** Academic Standards Policy (1st Reading)

Interim Provost Pickavance explained a proposal for a new writing certificate of proficiency and the rationale behind the proposal. **Trustee Chillingworth moved to approve the curriculum change as presented. Trustee Wilson seconded the motion. The motion carried unanimously.** Interim Provost Pickavance explained changes to simplify and clarify the Academic Standards Policy, also before the

	board as a 1 st reading. The board will take action with a 2 nd reading at the January 13, 2020 meeting.
E. Finance & Administration Report – VP Jeffrey West 1. INFORMATION: Triple I Fund Report (GUEST: Debra Glenn) 2. INFORMATION: Auxiliary Enterprises Report (GUEST: Debra Glenn) 3. INFORMATION: Motor Pool Report 4. INFORMATION: Travel Reimbursement Policy (1 st Reading)	VP West provided information for the Triple I, Auxiliary Enterprise and Motor Pool reports. He also explained the Travel Reimbursement party that will be on the January agenda for a second reading and action.
F. Government & Community Relations Report – VP Tim Sheehan 1. INFORMATION: Annual Open & Public Meetings Act Training (GUEST: Chris Lacombe)	General Counsel Chris Lacombe provided an overview of the Open and Public Meetings Act provisions. Board members are required to receive the training annually.
G. Campus-based Constituent Reports: 1. INFORMATION: Faculty Senate and Faculty Association Reports	Katerina Salini reported that faculty has been very focused on equity and diversity and she explained the equity minded practitioner program. She said that Faculty Senate has made a commitment to talk about equity, inclusivity and diversity and work the institution is doing at every meeting, providing a safe space for the conversations. They have also been working with Chief Diversity Officer, Dr. Kinikini and PWC and Dr. Reed. Chair Farrington said she's happy to hear about the work and President Huftalin added that it is especially important because students spend most of their time with faculty.
H. Other Business:	Vice Chair Wall asked that a standing item be added to future agendas to discuss changes a new US President and administration may bring. President Huftalin said that she will ask VP for Government and Community Relations Tim Sheehan to report in January with subsequent follow-up reports.
V. ADJOURNMENT	Trustee Wall moved to adjourn the meeting at 10:00 a.m.; Trustee Alder seconded the motion that carried unanimously.

Approved at the January 13, 2021 SLCC Board of Trustee Meeting.

January 13, 2021
date

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