

Board of Trustees Meeting MINUTES

October 12, 2022

Taylorsville/Redwood Campus

8:00 a.m.

Attendance: Trustees: Chair Brady Southwick, Coralie Alder, Nate Boyer, Lori Chillingworth, Jim Wall, Sunny Washington, Kim Wilson, Tashelle Wright and President Deneece Huftalin

Excused: Trustees Lindsay Simons, Silvia Castro

Guests: Board of Higher Ed Member, Grace Acosta

Executive Cabinet Members: Clifton Sanders-Provost, Chuck Lepper-VP for Student Affairs and Enrollment Management, Chris Martin-VP for Finance and Administration/CFO, Alison McFarlane-VP for Institutional Advancement, Jeff Aird-VP for Institutional Effectiveness, Tim Sheehan-VP Government and Community Relations, Juone Kadiri-VP for Institutional Equity, Inclusion and Transformation

SLCC Representatives: Adam Dastrup-Faculty Senate President, Shirene McKay-Faculty Association President, Gina Alfred-Staff Association President, Nancy Michalko-Executive Director of Development & Foundation, Chris Lacombe-Legal Counsel, Michael Navarre-Assistant VP for Institutional Marketing and Communications, Shane Crabtree-Associate VP of Public Safety, Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees, Guy Douros and Laif Erickson -Technical Support

Agenda	Discussion Summary and Action
I. BOARD BUSINESS: Brady Southwick, Chair	Chair Southwick opened the meeting and introduced UBHE member Grace Acosta who was recently assigned to the college.
A. Oath of Office for New Trustee Tashelle Wright	Chair Southwick administered the Oath of Office to new trustee Tashelle Wright.
B. Honorary Doctorate Committee Appointment/Report	Trustee Wilson explained that the college has an opportunity to recognize people in the community who are supportive of the college, contribute to society and the community and who would be good to honor at Commencement as Honorary Doctorate recipients. He asked board members to send names and information for people they feel would be good nominees. A vote will take place in closed session in January.

C. **Comprehensive Campaign Update & Report on Progress** - Trustee Coralie Alder, VP Alison McFarlane, and Nancy Michalko

VP Alison McFarlane shared an invitation with board members to attend an announcement and press conference for the Business Building on October 20. Nancy Michalko reported that \$34 million has been raised so far which is 85% of the \$40 million goal set. She said there are still opportunities for funding donations and reminded the board of the Business Building remodel and Herriman campus projects. They encourage scholarship dollars for Herriman as well as general scholarships and for PACE program expansion. She thanked Gail Miller for another successful golf tournament and said that \$250k was raised, she will report the final proceeds after expenses at the next meeting. Next year, the tournament will happen on September 11, 2023.

D. **Audit Committee Report** – Trustees Kim Wilson (Chair), Brady Southwick, Lori Chillingworth

Trustee Wilson explained that he is on the Audit Committee with Trustees Southwick and Chillingworth. It's a very busy committee and up to five trustees can serve if any other trustees are so inclined. As Chair of the committee, he communicates with the Internal Audit Director, Travis Lansing every couple of weeks. Newly appointed Senior Information Systems Auditor with USHE provided training at the last meeting and he provided more detail about the training and shared services.

E. **Employer Engagement Committee Report** - Trustees Jim Wall, Coralie Alder, Nate Boyer, Sunny Washington, Provost Clifton Sanders

Trustee Wall reported on activities of the Employer Engagement Committee and said that they have been reviewing criteria, setting goals, and planning how to achieve the goals. He provided more detail for advancing the college as an integral part of the community, its responsibility to students and having the opportunity to be leaders, especially in diversity. He said the committee is looking at partnerships and what is already in place with industry, employers and chambers of commerce is impressive. The goal is to increase relationships and knowledge of what SLCC can provide. They hope to connect to specialty groups and chambers more to utilize resources and in turn provide students the opportunity to be well-trained employees. They have been meeting with the Provost and Deans to network with selected businesses and sectors and organize events to provide more opportunities for the Deans to connect

		and develop relationships. They plan to meet with VP McFarlane to talk about targeting different businesses. VP Lepper recommended that Ella Aho, the Director of Career Services attend a committee meeting to provide more resources and information from her area.
	<p>F. Mission Fulfillment Committee Report – Trustees Brady Southwick, Lori Chillingworth, Silvia Castro, Lindsay Simons, VP Jeff Aird</p> <p>1. ACTION: Review and approve Performance Goal Metrics</p>	<p>VP Aird reminded trustees that last year, they set 5-year performance goals as part of a charge from USHE. Today, he's seeking a vote to set the performance funding goals for this first year. He shared a proposal that the Mission Fulfillment Committee developed and said that they propose keeping the metrics flat for this year and then to steadily increase over the next five to ten years. He walked through a PowerPoint presentation of the mandated metrics which are Access, Timely Completion, and High Yield Graduates. President Huftalin added that the 2nd year goals will need to be set in March. Discussion followed about high yield programs and population changes expected over the next several years. Chair Southwick observed that the board may want to spend more time talking through the metrics and the levers available to the board. Trustee Wilson made a motion to set the 2022-23 Annual Performance Funding Goal for Salt Lake Community College as presented. Trustee Chillingworth seconded the motion that carried unanimously.</p>
	G. Other Committee Reports	
II.	<p>CONSENT CALENDAR:</p> <p>It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:</p>	
	A. Executive Session: Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held November 9, 2022 to consider matters permitted by the Utah Open and Public Meetings Act.	<p>Trustee Alder moved and Trustee Wilson seconded the motion to approve the Consent Calendar as presented. The motion carried unanimously.</p>
	B. Investment Report for July & August, 2022	
	C. Minutes of Previous Meeting, August 10, 2022	
	D. Personnel Report for August, 2022	

	E. Government Funding Report—Major Grants Requested/Received	
	F. Cash Flow Report	
	G. Federal COVID Stimulus Funds Report	
III.	PRESIDENT'S REPORT: Dr. Deneece Huftalin, President	President Huftalin announced that for the very first time, the SLCC volleyball team is #1 in the nation. She invited trustees to let her know if they are interested in attending a game. She also said that she presented on Salt Lake Tech at the EDCUtah Board meeting yesterday, she provided the handout used and said it was well received. Trustees can use the handout that lists reasons for someone to enroll at Salt Lake Tech for when they're meeting with and talking to different people in the community. She said that the legislative audit of the Utah Board of Higher Ed should be released soon, and a follow-up item can be added to the November agenda if needed.
	A. Student Life & Leadership Report – Trustee Lindsay Simons	President Huftalin said that Trustee Simons is excused from the meeting so there will not be a Student Life & Leadership report.
	B. Government and Community Relations Report – VP Tim Sheehan 1. INFORMATION: Open and Public Meetings Act Training with General Counsel Chris Lacombe	General Counsel Chris Lacombe provided the mandatory annual Open and Public Meetings Act training. He walked through what the law provides and covered standards of conduct, conflicts of interest, definition of boards, problem areas including gifts, using a position to gain advantage and business dealings with the college, reviewing each area in more detail. He also reviewed consequences for violating ethics law, the purpose of the Act and when closed meetings are used.
	C. Finance & Administration Report – VP Chris Martin 1. INFORMATION: Campus Safety / Clery Act Report (GUEST: Shane Crabtree) 2. INFORMATION: Annual Bad Debt Report 3. INFORMATION: Annual Leased Space Report 4. ACTION: Request for Approval of Amended Resolution for Student Housing Project	VP Chris Martin introduced Associate Vice President for Public Safety Shane Crabtree to present the annual Clery Act Report that was provided to trustees in advance. Mr. Crabtree said that it is federally mandated that the College prepare the report every year and explained what the report covers. He reminded trustees that the data is always a year behind and pointed out the crime statistics at each campus, said he is proud of the low numbers. He added that SLCC came out very well in the recent legislative audit on public safety matters and explained areas his department has focused on and plan to continue including

5. **ACTION:** Request for Approval to seek Dedicated Funds for Business Remodel and Expansion Project
6. **ACTION:** Request for Authorization to use Institutional Funds for Programming and Design of Business Building

community-oriented policing, education over enforcement, and prevention by directing people to resources. Student Housing and the Herriman Campus that will share space with the University of Utah are two areas he will be focusing on in the coming year. He fielded questions from trustees regarding training, lessons learned from other higher ed institutions and current events, resources for faculty and public safety interaction with students and campus groups. He was congratulated on his work and the trust the President, trustees and executive cabinet members have in him and his officers.

VP Martin reviewed the annual bad debt report providing updated information. He noted the uptick in write-offs using HEERF funds (Federal Higher Education Emergency Relieve Fund) and said the end-result was positive for students.

VP Martin provided the annual Leased Space Report and explained leased space and efforts to manage it while working to reduce the footprint by next year.

Next, VP Martin provided an update on the Student Housing project reminding trustees that they approved proposed changes for financing and moving the project forward at the August meeting; he explained the financing terms again. He said part of the formal bonding process requires a Resolution that approves the execution and delivery of a Ground Lease Agreement, Cooperation Agreement and authorizes related actions. The trustees were provided a copy of the proposed Resolution for consideration in their meeting packets. A formal vote is required. **Trustee Chillingworth moved to approve a Resolution of the Board of Trustees of Salt Lake Community College Approving the Execution and Delivery of a Ground Lease Agreement and Cooperation Agreement and Authorizing All Other Action Related Thereto as presented. Trustee Alder seconded the motion. The motion carried unanimously.** President Huftalin said that the Utah Board of Higher Ed has new members that have questions about the project. They have asked her and VP Martin to present to the board again on October 24, but they do not foresee any

problems. After that, we can move forward with financing.

Last, VP Martin explained two requests related to the Business Building remodel and expansion. First, he said that he needs approval to seek dedicated institutional funds for the programming and design and second, he needs approval to submit a legislative request to use the dedicated funds, he explained where the funds would be pulled from.

Trustee Washington moved and Trustee Wall seconded the motion to seek dedicated funds for the programming and design of the Business Building remodel and expansion project. The motion carried unanimously. Trustee Boyer moved and Trustee Washington seconded the motion that carried unanimously to submit a legislative request to use dedicated funds for the Business Building expansion and remodel project.

President Huftalin thanked VP Martin and said that there are a lot of exciting building related projects happening.

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

1. **INFORMATION:** BOT Scholarship Report
2. **INFORMATION:** 75th Anniversary Celebrations Update

VP McFarlane thanked the trustees for contributing to the SLCC Trustee Scholarship fund. Each were provided with a report specific to them and she reviewed the annual scholarship report for the 2021-22 academic year with the number of applicants, awards, donations collected and fund balance. The report also provided the number of applicants for the 2022-23 academic year.

VP McFarlane said that the school's 75th Anniversary is September 14, 2023 and activities are planned throughout the year to celebrate. The anniversary will also be folded into existing annual events. She said that the public phase of the capital campaign will launch in October of this year and conclude in 2023. She gave detail of some of the activities planned.

**E. Institutional Equity, Inclusion and
Transformation Report – VP
Juone Kadiri**

1. **INFORMATION:** HSI/HACU Update

VP Kadiri provided an update on becoming an HSI (Hispanic-Serving Institution) with information and the status of initiatives and work that is ongoing through the CWT (Collaborative Work Team). She provided more detail about the coordinator that has

		<p>been hired, working with the community to educate what being an HSI would mean, tracking DACA decisions and supporting recipients, both students and employees. She also shared photos from the HACU conference that she and several others from the College attended and provided more information about the group who attended and benefits of the conference. President Huftalin attended the conference and said she felt it was successful with a broad representation of attendees from across the college and commended VP Kadiri for being so intentional in her organizing and preparing everyone so that the entire college benefits.</p>
	<p>2. Campus-based & Constituents Report:</p> <p>1. INFORMATION: Staff Association Report</p>	<p>Staff Association President Gina Alfred provided the Staff Association report citing involvement with Executive Cabinet on the results of the Cultural Work Environment Assessment that was conducted in lieu of the climate survey. They are currently gathering feedback and developing a plan for next steps with action items. She reported on Staff Association events planned at different college locations and work they are doing with HR for employee recognitions. One event scheduled is a meet and greet for part-time employees who have different concerns and issues than full-time staff, she provided more information about part-time issues they are working with HR to resolve.</p>
V.	Adjournment	<p>Provost Sanders pointed out a souvenir gift that trustees have in front of them that is a commemorative coin designed to recognize, celebrate, and commemorate the work of Judge Michael Wei Kwan in the community and at SLCC. He provided information about events with Judge Kwan that helped highlight his support and work.</p> <p>Trustee Wilson made a motion to adjourn the meeting at 10:00 a.m. Trustee Wall seconded the motion. The motion carried unanimously.</p>

Approved at the November 9, 2022 SLCC Board of Trustee Meeting.

November 9, 2022
date


Sandra Lehman, Executive Assistant to
President Deneece G. Huftalin