

AGENCY RESPONSIBILITY MASTER LIST -

Equip No	Assigned	LICENSE	Year	Manufacturer	Model	Serial No
SLCCMV275	PARKING SERVICES	507296EX	2010	FORD	RANGER PICKUP	1FTKR4EE2APA05803
SLCCMV276	BUILDING CONST/CONSTRUCTION MG	205753EX	2009	DODGE	SPRINTER 2500	WDWPE7AC795426069
SLCCMV277	CAMPUS SAFETY	B328GD	2009	DODGE	CHARGER	23BLA43T19H608935
SLCCMV278	RECYCLING	206012EX	2010	FORD	TRANSIT CONNECT	NM0KS9BN1AT013496
SLCCMV279	PUBLIC SAFETY	508278EX	2000	FORD	CROWN VICTORIA	2FAPF71W9YX127169
SLCCMV280	PROFESSIONAL DRIVING SC	206140EX	2007	PETERBILT	TRACTOR	1XP7DB9X87D653823
SLCCMV281	CARPENTERS	206154EX	2011	FORD	F250 4X2 SUPERCAB	1F7X2A62BEA80044
SLCCMV282	CAPRENTER	206159EX	2010	FORD	E250 CARGO VAN	1FTNE2EL2AD98724
SLCCMV283	EDWARD G. BENSON	N/A	2009	MILES	TRUCK ZX40ST-AD	LECPT22B79T000250
SLCCMV284	SHANE CRABTREE	N/A	2009	MILES	TRUCK ZX40ST-AD	LECPT22b69T000272
SLCCMV285	FOOD SERVICES -REDWOOD CAMPUS	508925EX	2011	FORD	F450 4X2 SUPERCAB	1FD9W4GYXBEB25937
SLCCMV286	STUDENT SERVICES-REDWOOD CAMPUS	508926EX	2010	DODGE	GRAND CARAVAN	2D4RN5DX8AR487083
SLCCMV287	DIESEL SYSTEMS TECHNOLOGY	508833EX	2011	WESTERN ST	CONVENTIONAL	5KJALDR1BPAZ4854
SLCCMV288	MDC	508991EX	2010	FORD	TRANSIT CONNECT	NM0KS9BNBT045498
SLCCMV289	CUSTODIAL SERVICES	509016EX	2011	FORD	F350 PICKUP	1FT7W3B68BEB91060
SLCCMV290	MOTOR POOL	206310EX	2011	HONDA	CIVIC GX	19XFA4F54BE000580
SLCCMV291	PUBLIC SAFETY NON CREDIT	509691EX	1990	FORD	MUSTANG MLX	1FACP40E2LF200901
SLCCMV292	PUBLIC SAFETY NON CREDIT	509692EX	1992	FORD	MUSTANG MLX	1FACP40E1NF176805
SLCCMV293	SOUTH CITY CAMPUS - FACILITIES	206485EX	2009	MILES	TRUCK ZX40ST	LECPT22B79T000040
SLCCMV294	SOUTH CITY CAMPUS - FACILITIES	206484EX	2009	MILES	TRUCK ZX40ST	LECPT22B89T000040
SLCCMV295	DISTRIBUTION - Redwood Campus	510588EX	2011	CHEVROLET	G2500 CARGO VAN	1GCWGF7B1168818
SLCCMV296	DISTRIBUTION - Redwood Campus	510587EX	2011	CHEVROLET	G2500 CARGO VAN	1GCWGF7B1169175
SLCCMV297	PLUMBERS - South City Campus	510586EX	2011	FORD	F250 PICKUP	1FDBF2A6XBED11944
SLCCMV298	PAINTERS - REDWOOD	511077EX	2011	FORD	E250 CARGO VAN	1FTNE2EL1BDB31584
SLCCMV299	CABINET MAKERS - REDWOOD	511078EX	2011	FORD	E250 CARGO VAN	1FTNE2EL4BDB29294
SLCCMV300	PLUMBERS - REDWOOD	511079EX	2012	FORD	F250 PICKUP	1FDBF2A67CEA13059
SLCCMV301	DISTRIBUTION - Redwood Campus	511130EX	2012	CHEVROLET	G2500 CARGO VAN	1GCWGF7B9C1101171
SLCCMV302	FOOD SERVICES - LHM CAMPUS	511131EX	2012	FORD	F450 4X2 SUPERCAB	1FD9X4GY5CEA73504
SLCCMV303	UTILITIES - Redwood Campus	207855EX	2012	PETERBILT	CONVENTIONAL	1NPVH27X9CD160123
SLCCMV304	LINE POLE PROGRAM - LHM Campus	207438EX	1993	GMC	CONVENTIONAL	1GDM7H1J0PJ508715
SLCCMV305	SPED ANEMOMTER LOAN PROGRAM	208011EX	1995	CHEVROLET	K-1500 EXT CAB	1GCEK19K0SE254310
SLCCMV306	MOTOR POOL	512148EX	2012	CHEVROLET	COLORADO	1GCCSBF94C8103288
SLCCMV307	NEW PROJECT MANAGER	209102EX	2013	TOYOTA	TACOMA PICKUP 4X2	5TFTU4GN8DX029317
SLCCMV308	HEATING PLANT	209101EX	2013	TOYOTA	TACOMA PICKUP 4X2	5TFTU4GN2DX029233
SLCCMV309	PLUMBERS - JORDAN	207900EX	2013	CHEVROLET	COLORADO	1GB2CVG1DZ131465
SLCCMV310	RECYCLING	208568EX	2013	PETERBILT	CONVENTIONAL	1NPSK28X9DD199752
SLCCMV311	CUSTODIAL SERVICES	209033EX	2012	FORD	F350 SUPERDUTY CREW CAB	1FD7W3F63CEC96256
SLCCMV312	PAINTERS	209042EX	2013	FORD	TRANSIT CONNECT	NM0LS6BNXDT130517
SLCCMV313	LOCK SMITH	209716EX	2013	CHEVROLET	EXPRESS 2500 VAN	1GCWGF7B5D1101766
SLCCMV314	CAMPUS SECURITY OFFICE	209241EX	2012	HONDA	CIVIC -- CNG	19XFB5F53CE003877
SLCCMV315	CAMPUS SECURITY OFFICE	209240EX	2012	HONDA	CIVIC -- CNG	19XFB5F54CE003743
SLCCMV316	MOTOR POOL	209735EX	2012	HONDA	CIVIC -- CNG	19XFB5F54CE003869
SLCCMV317	MOTOR POOL	209736EX	2012	HONDA	CIVIC -- CNG	19XFB5F55CE003900
SLCCMV318	MAIL ROOM		2009	MILES	TRUCK	LECPT22B28T000011

UTAH SYSTEM OF HIGHER EDUCATION

Date: 17-Oct-13

FORM S-8

Initials: NM

REPORT OF AUXILIARY ENTERPRISES OPERATIONS & BOND RESERVE CHANGE

INSTITUTION: Salt Lake Community College

AUXILIARY ENTERPRISES CATEGORY: Auxiliaries - Total

<i>Enter data in green cells only</i>	2012-13 Actuals (1)	2013-14 Budget (2)
I. BEGINNING AUXILIARY BALANCE	\$2,968,987	\$3,348,663
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	\$14,344,465	\$13,738,037
B. Expenditures	\$13,760,327	\$13,113,037
C. Net Operating Income	\$584,138	\$625,000
D. Transfers		
1. Mandatory	\$20,000	\$20,000
2. Net Non-Mandatory	\$184,462	\$220,000
E. Net Change in Fund Balance	\$379,676	\$385,000
III. ENDING AUXILIARY BALANCE	\$3,348,663	\$3,733,663
IV. BEGINNING BOND SYSTEM RESERVES	\$8,678,931	\$7,242,807
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees	\$2,719,671	\$2,600,000
2. Auxiliary Mandatory Transfers	\$15,000	\$15,000
3. Other	\$101,431	\$90,000
4. Total Revenues	\$2,836,102	\$2,705,000
B. Debt Service Payments	\$1,230,829	\$1,238,179
C. Transfers Out	\$3,038,897	\$200,000
D. Net Change in Bond System Reserves	(\$1,433,624)	\$1,266,821
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants	\$1,547,724	\$1,549,613
B. Held for Retirement of Bonds	\$0	\$0
C. Available for Other Purposes	\$5,695,063	\$6,960,015
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:	Food Service Space Remodel and Upkeep	
B: Transfers of Bond Reserves were used for:	CFNM & Student Center Upkeep	

UTAH SYSTEM OF HIGHER EDUCATION

Date: 17-Oct-13

FORM S-8

Initials: NM

REPORT OF AUXILIARY ENTERPRISES OPERATIONS & BOND RESERVE CHANGE

INSTITUTION: Salt Lake Community College

AUXILIARY ENTERPRISES CATEGORY: Student Center

<i>Enter data in green cells only</i>	2012-13 Actuals (1)	2013-14 Budget (2)
I. BEGINNING AUXILIARY BALANCE	\$480,892	\$598,486
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	\$2,209,689	\$2,210,000
B. Expenditures	\$2,064,531	\$2,090,000
C. Net Operating Income	\$145,158	\$120,000
D. Transfers		
1. Mandatory	\$10,000	\$10,000
2. Net Non-Mandatory	\$17,564	\$20,000
E. Net Change in Fund Balance	\$117,594	\$90,000
III. ENDING AUXILIARY BALANCE	\$598,486	\$688,486
IV. BEGINNING BOND SYSTEM RESERVES	\$8,678,931	\$7,242,807
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees	\$2,719,671	\$2,600,000
2. Auxiliary Mandatory Transfers	\$15,000	\$15,000
3. Other	\$101,431	\$90,000
4. Total Revenues	\$2,836,102	\$2,705,000
B. Debt Service Payments	\$1,230,829	\$1,238,179
C. Transfers Out	\$3,038,897	\$200,000
D. Net Change in Bond System Reserves	(\$1,433,624)	\$1,266,821
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants	\$1,547,724	\$1,549,613
B. Held for Retirement of Bonds		
C. Available for Other Purposes	\$5,695,083	\$6,960,015
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:	Food Service Space Remodel and Upkeep	
B: Transfers of Bond Reserves were used for:	CFNM & Student Center Upkeep	

UTAH SYSTEM OF HIGHER EDUCATION

Date: 17-Oct-13

FORM S-8

Initials: NM

REPORT OF AUXILIARY ENTERPRISES OPERATIONS & BOND RESERVE CHANGE

INSTITUTION: Salt Lake Community College

AUXILIARY ENTERPRISES CATEGORY: Book Store

<i>Enter data in green cells only</i>	2012-13 Actuals (1)	2013-14 Budget (2)
I. BEGINNING AUXILIARY BALANCE	\$2,488,095	\$2,750,177
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	\$9,564,717	\$9,086,481
B. Expenditures	\$9,097,635	\$8,586,481
C. Net Operating Income	\$467,082	\$500,000
D. Transfers		
1. Mandatory	\$5,000	\$5,000
2. Net Non-Mandatory	\$200,000	\$200,000
E. Net Change in Fund Balance	\$262,082	\$295,000
III. ENDING AUXILIARY BALANCE	\$2,750,177	\$3,045,177
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues		
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves		
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

UTAH SYSTEM OF HIGHER EDUCATION

Date: 17-Oct-13

FORM S-8

Initials: NM

REPORT OF AUXILIARY ENTERPRISES OPERATIONS & BOND RESERVE CHANGE

INSTITUTION: Salt Lake Community College

AUXILIARY ENTERPRISES CATEGORY: Food Service

<i>Enter data in green cells only</i>	2012-13 Actuals (1)	2013-14 Budget (2)
I. BEGINNING AUXILIARY BALANCE	\$0	\$0
II. SUMMARY OF AUXILIARY OPERATIONS		
A. Revenues	\$2,570,059	\$2,441,556
B. Expenditures	\$2,598,161	\$2,436,556
C. Net Operating Income	(\$28,102)	\$5,000
D. Transfers		
1. Mandatory	\$5,000	\$5,000
2. Net Non-Mandatory	(\$33,102)	
E. Net Change in Fund Balance	\$0	\$0
III. ENDING AUXILIARY BALANCE	\$0	\$0
IV. BEGINNING BOND SYSTEM RESERVES		
V. SUMMARY OF BOND SYSTEM RESERVE CHANGES		
A. Revenues		
1. Student Building Fees		
2. Auxiliary Mandatory Transfers		
3. Other		
4. Total Revenues		
B. Debt Service Payments		
C. Transfers Out		
D. Net Change in Bond System Reserves		
VI. ENDING BOND SYSTEM RESERVES		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
VII. NOTES AND COMMENTS		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

Tab J

UTAH SYSTEM OF HIGHER EDUCATION

Date: 9-Oct-13

FORM S-7

Initials: DH

ANALYSIS OF SERVICE ENTERPRISES

INSTITUTION: Salt Lake Community College

Enter data in green cells only

SERVICE ENTERPRISES	FY 2012-13 Actuals					
	Beginning Balance	Revenues	Total Available	Expenditures	Transfers	Ending Balance
Printing Services	\$150,272	\$1,020,966	\$1,171,238	\$957,593	(\$19,232)	\$232,877
Motor Pool	\$50,318	\$68,234	\$118,552	\$96,805		\$21,747
Stores and Receiving			\$0			\$0
Mailing Bureau	\$82,126	\$262,813	\$344,939	\$254,078	\$19,232	\$71,629
Administrative Data Processing			\$0			\$0
Academic Computing			\$0			\$0
Parking Services	\$2,250,768	\$1,249,241	\$3,500,009	\$883,122	\$603,475	\$2,013,412
Other:						
Telephone Services	\$412,320	\$12,566	\$424,886	(\$64,784)		\$489,670
Lifetime Activities Center	\$125,831	\$89,876	\$215,707	\$96,732		\$118,975
Eccles ECD Lab School	\$81,406	\$280,991	\$362,397	\$281,939		\$80,458
Electrical Services	\$20,756	\$769	\$21,525	\$15,765		\$5,760
Vehicle Maintenance	\$95,443	\$64,069	\$159,512	\$85,254		\$74,258
Desktop/Central Services	\$1,622		\$1,622			\$1,622
Media Production Services	\$12,554	\$1,825	\$14,379	\$3,084		\$11,295
Signage	\$9,965	\$8,360	\$18,325	\$10,634		\$7,691
Total	\$3,293,381	\$3,059,710	\$6,353,091	\$2,620,222	\$603,475	\$3,129,394

COMMUNITY ENGAGEMENT LEAVE
CHAPTER #2
POLICY #4.18

Board of Trustees Approval:
Page 1 of 1

I. POLICY

Salt Lake Community College (SLCC) is committed to partnering with and helping strengthen the communities in which we work and live. Service to and involvement in the community is part of our mission and values. Such activities also enhance the College's reputation and aid in recruiting students and staff. Consequently, we encourage SLCC employees to become engaged in their communities, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

The following procedures are for SLCC employees who serve as volunteers in vetted community partner programs.

COMMUNITY ENGAGEMENT LEAVE

CHAPTER #2

PROCEDURE FOR POLICY #4.17

Cabinet Approval:

Page 2 of 2

I. REFERENCES

- A. SLCC Policy Chapter 2, Section 2.01, Employee Definitions and Categories
- B. SLCC Policy Chapter 1, Section 4.00, Personnel Benefits
- C. Thayne Center for Service & Learning Community Partnership Agreement

II. DEFINITIONS

- A. Employee. Any individual hired by the College into a full-time position.
 - 1. Full-Time Employee. An individual who is employed at least 75% of full time equivalent (FTE); i.e., six hours or more per day, or 30 or more per week, or 1,566 hours per year for non-teaching personnel and 75% or more of a regular academic load for faculty.
- B. Community Partner Organization. A nonprofit organization that has signed a Community Partnership Agreement (CPA) with the Thayne Center and is included on a list on the Thayne Center's webpage.

III. PROCEDURES

A. Amount/Availability of Leave

A maximum of 24 hours of paid leave per fiscal year will be made available to current full-time employees on July 1 of each year for use through June 30 of that year. Community Engagement Leave should be taken in no less than 1 hour increments. Unused leave does not carry over into the next year.

B. Use of Leave

Paid Community Engagement Leave is not granted for days that employees are not scheduled to work. Leave under this policy may be used only for providing service as outlined below.

COMMUNITY ENGAGEMENT LEAVE
CHAPTER #2
PROCEDURE FOR POLICY #4.17

Cabinet Approval:
Page 3 of 3

C. Eligible Community Engagement Activities

Employees may be granted paid leave under this policy to provide "hands-on" voluntary service to their communities.

The service must be with an approved community partner organization that has signed a Community Partnership Agreement with SLCC. A list of the approved community partner organizations is available on the Thayne Center website.

Excluded from this policy is some service provided as a part of membership in certain organizations such as a religious organization or a fraternal lodge; service for the purpose of proselytizing; service for a partisan organization such as a political party; and/or service for compensation, including service which is a part of your employment. However, some service provided to these organizations may qualify if provided through an approved community partner.

Attendance of social events, rallies, and fundraisers for community organizations does not qualify under the procedure.

State/College owned property/supplies will not be used for engagement leave activities.

D. Approval of Leave

Employees must submit a written request and receive approval from their supervisor prior to using Community Engagement Leave. Employees should schedule leave at times which will not interfere with the efficiency of the department.

Supervisors should attempt to approve leave at the time requested by the employees, but have the discretion to disapprove the leave if it will impact SLCC operations.

If the supervisor approves the leave request, the employee arranges their service directly with the approved community partner.

COMMUNITY ENGAGEMENT LEAVE
CHAPTER #2
PROCEDURE FOR POLICY #4.17

Cabinet Approval:
Page 4 of 4

The employee will then fill out the Community Service Leave Time Verification Form, have the agency sign the form where the service is being performed, and then return the form to their supervisor.

E. Reporting Leave Time

Employees will report leave time on their time sheet through Banner during the time period it was taken. Time that is mistakenly used above the 24 hour allocation will be charged to vacation leave or unpaid leave as appropriate.

Supervisors are responsible for approving an employee's submitted leave time through Banner after they have received the Verification Form.

Community Engagement Leave is not paid out at time of termination or used to extend a termination date.

Leave time taken under this policy will not be included in the calculation of weekly hours for overtime for non-exempt staff.

Employees will not be entitled to any reimbursement for travel, lodging, meals, and other trip-related expense.

The College's workers compensation insurance does not cover accidents that occur during Community Engagement Leave. The approved community partner is required to carry their own liability insurance.

BOARD OF TRUSTEES REPORT
Reporting: Vice President of Student Services
November 2013

Student Services departments have teamed up with Arts and Cultural Events and the Tanner Lecture Committee to collaborate on programming designed to share the real issues of food insecurity in our local and global community. To that end, the following activities were planned in October/November.

Alternative Spring Break: Food for Thought

The Thayne Center for Service & Learning, in conjunction with Hunger and Homelessness Week (November 18-22), hosted this year's Alternative Fall Break, October 17-19, 2013. Twenty SLCC students attended and three alumni oversaw the project. Over the three days, SLCC students did the following:

- October 17 volunteers worked with Utahans Against Hunger-Real Food Rising on their project, the Urban Community Garden. The volunteers winterized the garden and helped expand a new gardening place for next spring.
- October 18 volunteers worked with the Community Food Co-op to box food for their project.
- October 19 volunteers worked with the Utah Food Bank. Marti Woolford from Utahns Against Hunger spoke to the volunteers about the importance of supporting food access for all our community members and the barriers that exist that keep people from accessing healthy food.

Following the volunteers' fall break experience, they were required to reconvene with the Thayne Center for Service and Learning leadership team to assess and discuss their experience and how they could advocate for change regarding the issue of hunger in our community.

New Bruin Cupboard

The Social Work Student Association (SWSA) is pleased to announce the opening of the new food pantry at the South City campus. The pantry is called the Bruin Cupboard and in conjunction with the Utah Food Bank, will provide much needed food and other items to struggling students and the surrounding community. This has been a well-needed undertaking by the students of the SWSA and they are excited to get it up and running.

No Food Left Behind: Tanner Lecture Series

On Wednesday, November 13 the Tanner Forum on Social Ethics Committee will host Mr. Gary Oppenheimer. Mr. Oppenheimer will be discussing "AmpleHarvest.org - No Food Left Behind" at noon in the Grand Theatre. Mr. Oppenheimer was just named "Food Hero" by FoodTank (the food think tank) and is founder of the AmpleHarvest.org Campaign. His campaign is a nationwide effort to enable America's 40+ million home gardeners easily find a local food pantry eager for their excess garden bounty. AmpleHarvest.org works closely with First Lady Michelle Obama's Let's Move Initiative to improve fresh food access at thousands of food pantries nationwide.

BOARD OF TRUSTEES REPORT
Reporting: Vice President of Institutional Advancement

Tab M

November, 2013

DEVELOPMENT OFFICE REPORT

- **Contributions** received 15 August 2013 through 15 October 2013: **\$146,861**
Gail Miller Utah Leadership Cup golf tournament (September 16, 2013) net income for scholarships: \$132,747
- Total contributions for Fiscal Year 2014: **\$150,052**
- **Non-Cash Gifts** received 15 August 2013 through 15 October 2013: **\$21,551**
- Total non-cash value for Fiscal Year 2014: **\$37,969**
- **Sponsorships** received 15 August 2013 through 15 October 2013: **\$5,951**
- Total sponsorships for Fiscal Year 2014: **\$92,080**

INSTITUTIONAL MARKETING & COMMUNICATIONS

- Fall enrollment campaign completed in August. Enrollment FTE numbers were 11.6% under the previous year at the beginning of July when the enrollment campaign began. At the conclusion of the campaign the gap narrowed to 2.8% under the previous year enrollment.
- The efforts of the Public Relations team paid off following an earlier editorial board meeting with the Publisher of the Deseret News in the placement of a large article and an additional opinion piece featuring SLCC and President Bioteau; Deseret News - August 18 "Are Utah's Colleges and Universities Fulfilling their Mission?" and Deseret News – August 23, "In Our Opinion: College Trends".
- Salt Lake Community College appeared in 780 articles in the local, state and national media in August and September 2013. An estimated 2,494,296 people had direct access to these articles with an estimated earned media value of \$350,263.62.

MEDIA OPERATIONS

- **Institutional Support:** During Fall Semester Media Operations produced over 50 hours of online video including material for academics (Business 1010 flipped classroom, CTE Symposium, Adjunct Training, ePortfolio), Student Services (Disability Resource Center, Student Life & Leadership), and other areas of the College.
- **Community Relations:** Nick Burns (Associate Professor, Communication Department) interviewed Senator Bob Bennett for the Community Roundtable in the media operations studios. The Community Roundtable production is staffed with students, who often use this opportunity as part of their course work. The program is online and airs on cable 17.
- The department is working with Taylorsville City officials on a live recorded broadcast of 'Meet the Candidates' sessions on their cable channel 17. The programs feature most of the Taylorsville candidates running for office.

EVENTS

- The College held an open house of the new Instruction and Administration building and dedication of the John Fritz Cultural Commons on the Taylorsville Redwood campus.

**Government and Community Relations
Board of Trustee Report for November 2013**

It has been a busy but productive few months for the College's government relations team. In September the College hosted the first annual Gail Miller Utah Leadership Cup. The golf tournament was very successful, and was well attended by elected officials. Elected officials in attendance included Governor Herbert, Congressman Jim Matheson, Utah House Speaker Becky Lockhart, Utah Senate President Wayne Niederhauser, Representative Stewart Barlow, Representative Keven Stratton, and Salt Lake County Mayor Ben McAdams.

In late September Mayor McAdams and his economic development director spent more than 2 hours on the Miller Campus, learning about the College's role in economic and workforce development in Salt Lake County, and discussing ways that the College and County can strengthen their partnership in growing the economy of Salt Lake County.

Vice President Tim Sheehan met with two of the College's PACs, providing them with information regarding the College's request for a new building at the Meadowbrook Campus and soliciting their assistance in supporting the request with state legislators.

The legislature's Higher Education Appropriations Committee met in St. George in October. Several topics of interest to the College were discussed, including a discussion regarding the costs of delivering CTE courses. The discussion was very positive and the chair of the committee expressed his appreciation for the work being done by all institutions across the state in the delivery of CTE.

Tim met with several legislators over the past two months, sharing the College's legislative priorities. The meetings included a meeting on campus with Speaker Becky Lockhart and a meeting with Senate President Wayne Niederhauser.

Taylorville Mayor Rechtenbach along with City Councilor Brad Christopherson visited the new IAB during the open house and received a special guided tour from Tim Sheehan and Malin Francis.

Tim also spent time in Washington, D.C., meeting with government relations staff and lobbyists from the AACC. He also met with members of the delegation staff and outlined the College's concerns and federal legislative priorities. Tim also visited Rosalba Ruiz, an intern from the College who is working during the fall semester for the National Hispanic Caucus of State Legislators.

COMMUNITY PARTNERSHIPS

Salt Lake Community College continues to advance our self-study and application process for the Carnegie Community Engagement Classification. Jennifer Seltzer Stitt, Director of Community Relations, distributed an initial draft application for first round editing to team members supporting the Carnegie Classification process, including staff and faculty in the Thayne Center for Service and Learning, the Community Writing Center, the English Department, Institutional Effectiveness, and Education and Community Partnerships.

As described in previous reports, part of our effort includes identifying and strengthening areas where the College can deepen our structural commitment to community engagement. In October, the Faculty Senate took steps to better align the community engagement student learning outcome with institutional community engagement goals. Faculty also began to discuss ways to better represent current community engagement practices in promotion and tenure policy.

In September and October, Jennifer Seltzer Stitt represented Salt Lake Community College at webinars related to the Carnegie Classification and at a number of community events and meetings, including the Promise Partnership Regional Council to form an education framework that promotes a college, career and civic-ready environment in Salt Lake City.

3.01
INTERNAL AUDIT
CHAPTER # 1
POLICY # 3.01

Board of Trustees Approval:
Page 1 of 1

I. POLICY

The Internal Audit Department assists Salt Lake Community College in accomplishing its objectives by providing an independent appraisal of risk management, internal controls, effectiveness, efficiency, and compliance with applicable laws, regulations, rules, and procedures.

Internal Audit maintains a comprehensive program of internal auditing under the direction of the College President or designee as specified in Utah Code §~~63-91-302-3-g~~ and all applicable Bylaws, policies, and regulations established by the Utah State Board of Regents and the Salt Lake Community College Board of Trustees Audit Committee. The internal audit program shall function such that:

- a) The College places no limitations on the scope of the Internal Audit Department's work,
- b) The auditors have no authority or responsibility for the activities they audit, and
- c) The authority and line reporting responsibility of the Internal Audit Department passes from the Board of Trustees through the President ~~and his/her~~ or designee, with the understanding that the Internal Audit Staff will have simultaneous communication and report generation responsibilities to both the College administration and the Board of Trustees Audit Committee.

3.01

INTERNAL AUDIT

CHAPTER # 1

PROCEDURE FOR POLICY # 3.01

Cabinet Approval: 01/08/2013

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I. REFERENCE

- A. Utah Code ~~§63-91-100~~ (~~§631-5~~ Utah Internal Audit Act)
- B. Utah Code §53B-7-101 (State System of Higher Education—Finance)
- C. Utah Code ~~§63~~ §63G-2 (Government Records Access Management Act)
- D. Utah Code §67-16 (Utah Public Officers' and Employees' Ethics Act)
- E. Bylaws of the State Board of Regents R120, 3.3.2.7 (Commissioner of Higher Education Authority)
- F. Bylaws of the State Board of Regents R541, ~~11 4.8 and 4.9~~ (Annual Audits of Investment Reports)
- G. Bylaws of the State Board of Regents R548, 4.6 (Annual Audits of Discretionary Fund Expenditures)
- H. Bylaws of the State Board of Regents R550, 7.3 (Audits of Auxiliary Enterprises)
- I. Bylaws of the State Board of Regents R557, 4.7 (Audits of Vehicle Fleet Reports and Compliance with Policy)
- J. Bylaws of the State Board of Regents R565 (Audit Review Subcommittee)
- K. Bylaws of the State Board of Regents R567 (Internal Audit Program)

II. DEFINITIONS

A. Audit

A systematic process of measuring intended results against actual conditions. An audit results in communicating the results issues to interested users parties in a report format. Audits may follow accomplish various objectives determined by the audit scope. They may include a number of areas of focus, such as the three types following three types of audits:

1. Financial Audit

A systematic process of objectively obtaining and evaluating evidence regarding management's assertions about financial and economic activities and events. The process determines the degree of correspondence between those assertions and established criteria.

2. Performance Audit

A review of internal controls and the efficiency and effectiveness of procedures and processes. It is not an evaluation of financial performance. It is a systematic assessment of management's methods and implementation of policies in the administration and the use of resources, tactical and strategic planning, and employee and organizational improvement. It includes A systematic process of:

- a) Examining administrative adherence to constitutions, statutes, regulations, administrative policies, and other requirements;
- b) Determining the degree of efficiency of an auditee by measuring the extent to which the resources (i.e. people, facilities, equipment, supplies, funds) have been efficiently planned, allocated, controlled, and employed to generate output.

The objectives of performance audits are to:

- a) Substantiate the current level of effectiveness,
- b) Suggest improvements, and

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c) Specify widely recognized standards for future performance.

Internal auditors do not appraise individual performance, but may critically evaluate the management of operations.

3. Program Audit

A systematic process to determine the extent to which a program meets its intent and hence justifies resources used to support the program. Many audits will contain elements of a program audit because programs constitute the largest percentage of expenditures.

B. Performance Review

Assessing the extent to which an auditee unit accomplishes its objectives and goals, or the objectives and goals set by the institution's administrators, legislative mandate, or similar requirements. The scope of the review remains narrow and only focuses on how well the unit meets established goals ~~goals~~ criteria.

C. Limited Review

A systematic process of inquiries and analytical procedures that are designed to detect material weaknesses and/or nonconformance to ~~to~~ with generally accepted accounting principles and other applicable standards. A limited review provides narrow scope ~~but~~ and answers specific ~~answers to the~~ questions raised. Consequently, a review may disclose certain important matters, but not necessarily all matters disclosed in a full audit. Limited reviews usually require no follow-up actions to determine compliance. However, requests from the appropriate authority (Board of Trustees Audit Committee, College administration, USHE Commissioner's office, USHE Board of Regents, etc.), may require a compliance review.

D. Follow-up Audit

~~A report of the compliance review conducted by i~~Internal Audit, usually six months ~~within~~ two years after the issue date of ~~the initial~~ an audit report. The review provides information regarding the actions (or lack ~~thereof~~) taken by the auditee regarding each recommendation. It also contains Internal Audit's opinion as to whether the auditee ~~has~~ remedied the identified deficiencies, continues to work toward resolving the issues, or otherwise plans to resolve the concerns. It may also identify new issues not ~~previously~~ identified ~~previously~~. ~~The follow-up audits maintain similar formatting to initial audits except each recommendation receives its own subsection.~~

E. Special Project

A work product summarizing information gathering on a specific subject, reviewing specific work performed by a department within the institution, or providing answers to specific questions or ~~responding to a~~ need for clarification. These projects generally cover one-time concerns and do not require any follow-up unless requested by the proper authority. Special projects generally aim to satisfy questions, so they may follow a memorandum format or another style best suited to convey the required information.

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F. Investigation

Work covering special concerns as requested by College administration, the State Board of Regents, or the **Board of Trustees** Audit Committee, usually in response to a perceived concern with one person's or work unit's compliance with College policy, ~~s~~**State law statutes**, or both. Investigations, more often than other audit work products, may contain implications or suggest action involving civil ~~and~~ or criminal action. ~~Reported investigations maintain their own special format containing the standard in the left column and the condition, effect, and cause in the right column.~~ **Applicable standards of the Institute of Internal Auditors or Association of Certified Fraud Examiners will be use to perform all investigations. Due to the nature of investigations, report formats are different than audit reports and each report will be uniquely different as determined by the specifics of the investigation. Investigation reports will generally include some, but not necessarily all, of the following elements: background, executive summary, scope, approach, findings, summary, impact, or recommendations.**

G. Surprise Audit

Audit work conducted with no prior notice to the auditee. This type of audit includes surprise cash or inventory counts, as well as other verifications where unannounced Internal Audit scrutiny is part of the audit plan. Internal Audit shall convey the results in a letter, checklist and summary, memorandum, or other format that best provides the needed information to management.

H. Auditee

A logical area within the College, which handles specific functions under the domain of a manager, that is being audited.

I. Internal Controls

The plan of organization and all of the coordinate methods and measures adopted within a business to safeguard its assets;; check the accuracy and reliability of its accounting data;; promote operational efficiency;; increase compliance with applicable **status**, rules, and regulations;; and encourage adherence to prescribed managerial policies.

III. PROCEDURES

A. Opening Conference

Internal Audit will ordinarily provide adequate notice of an audit or follow-up audit to the **appropriate Executive Cabinet member**, department head, and other responsible administrators. ~~Work involving limited reviews may or may not involve~~ **require** a formal opening conference. Based on the nature of special projects or investigations, Internal Audit and management will determine if an opening conference **is necessary** ~~will further the objectives of the situation~~. Surprise audits will *not* include an opening conference, for obvious reasons.

B. Audit Planning

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Auditors will devote an initial portion of time to developing a program or plan for every project. The program development includes identifying a preliminary list of interviewees, seeking appropriate and important ~~criteria~~ standards, outlining the initial scope of audit work, preliminarily judging risk for each area, identifying appropriate documents and other data to review, and initial testing if appropriate.

C. Fieldwork

Audit fieldwork consists of **gathering, analyzing, and evaluating evidence based on** ~~implementing~~ the audit program or plan. Work includes interviews with relevant employees, including stakeholders from other work units within Salt Lake Community College and outside, if appropriate. Auditors observe procedures and examine documents and other forms of information including electronically formatted media. Auditors test for compliance, determine if the auditee maintains appropriate controls, and otherwise gather information regarding risk and methods of mitigating the risks. Normally, the auditors will discuss or relay tentative findings, concerns, and proposed recommendations ~~with~~ **to** those in the audited unit who have responsibility for correcting problems or resolving issues. The auditors will immediately raise any urgent issues needing instant attention with the individuals who can take action to address the deficiency. The auditors will communicate preliminary information through conferences ~~if possible~~, but may also use e-mail and memoranda should conferences not ~~be convenient~~ **prove possible within the budgeted time frames**.

D. Auditee Response

Written audit findings will generally be given to the auditee in the form of an "Audit Issue." The auditee should respond to all "Audit Issues" within ten (10) working days of receiving the response template. However, under special circumstances, Internal Audit may allow an extension if requested. The extension shall be no longer than twenty (20) working days unless approved by the President or designee. An The auditee will respond, using a template ~~provided by Internal Audit~~, to each finding and recommendation.

The response provides the auditee with the opportunity to state any corrective action taken since the audit ~~beginning~~ **began**, as long as the action can be **independently** verified ~~independently~~. **A response should be prepared which clearly and specifically:**

- 1. Indicates agreement or disagreement with the finding and recommendation.**
- 2. Describes, in detail, the corrective action to be taken.**
- 3. Indicates the expected date by which corrective action will be initiated or completed.**
- 4. Indicates the person responsible for implementing the corrective action.**

This format ~~also~~ allows the auditee to formulate ~~his/her own~~ **a** plan of action to address ~~any~~ problems or deficiencies. ~~Normally, the auditee should respond to all findings and recommendations within ten (10) working days of receiving the response template. However, under special circumstances, Internal Audit may allow an extension if requested. The extension shall not be longer than twenty (20) working days unless approved by the President or his/her designee.~~ **Preferably, responses should be made using the template provided by Internal Audit. However, the auditee may respond using a letter, memorandum, or an electronic format such as an e-mail. Internal Audit reserves the right to include responses in**

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~~the audit report or attach them as report appendices.~~ Since these responses come from outside Internal Audit, they ~~go~~ **are included** into the **audit** report exactly as provided to ~~Internal Audit.~~

E. Pre-closing Conference

Internal Audit will hold a pre-closing conference with the auditee and other relevant stakeholders **to discuss the results of the audit. A major focus of the pre-closing conference will be to reach an agreement on the accuracy of matters proposed for inclusion in the audit report and recommended corrective actions. Internal Audit will also present findings and suggestions that are not considered significant enough to be included in the report.** During the conference, the auditors will review all issues ~~/findings~~ with all participants. ~~At that time~~ **The purpose of the conference is to give all involved parties have an** opportunity to discuss differences, interpretations of information, the criteria and methods used, and work to resolve differences if any exist. The auditors will use this meeting to correct inaccuracies and misinformation, recheck calculations if warranted, and clarify information. At the discretion of Internal Audit, the ~~pre-closing~~ conference may result in revisions to findings or recommendations.

The manager directly responsible for functional areas audited should, at a minimum, attend the pre-closing conference. Attendance by appropriate senior member(s) of the management staff is also strongly encouraged. Additionally, the Controller/Business Manager (or designee) will be notified of the meeting and is encouraged to attend.

F. Draft Report

Some time ~~during~~ **towards** the end of fieldwork, the auditors will begin drafting a preliminary report. This report provides a guide to Internal Audit in completing fieldwork as well as preliminary information on audit issues for the auditee. ~~A more finalized copy goes to the auditee either at the pre-closing conference or before.~~

G. Closing Conference

Internal Audit will provide another opportunity for the audited parties and other stakeholders to meet ~~if needed.~~ **The draft report, revised as necessary, will be made available to the auditee and applicable Executive Cabinet members either at the closing conference or before.** ~~At this time,~~ **This conference is used to allow all persons involved to will attempt to** clarify their individual viewpoints to ensure all readers and stakeholders understand the issues involved. If meeting events and agreements make revising the responses necessary, those people writing responses may have another five (5) working days to submit revised ~~auditee~~ responses to Internal Audit.

H. Other Responses

Other stakeholders may also provide comments and input to the report. However, they must contact Internal Audit on a timely basis before the auditors ~~send~~ **issue** the report. ~~for printing.~~ **The auditors will also advise them whether to use the template or a letter/memo in response.** ~~The template primarily functions as a means to document what the respondee will do to correct any deficiencies. Hence, most stakeholders would use a letter or memo response~~

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~~unless they also develop solutions to the recommendations. Those~~ Responses made by others may be included will reside in the audit report appendices.

I. Audit Report

This report contains all the information compiled by Internal Audit, along with revisions and responses to each finding and recommendation. The report shall ~~contain all necessary elements~~ include a summary of a findings (i.e. strong effect requires no criteria to be valid and strong criteria require no effect). as appropriate. It shall have an introduction, background information, and audit scope necessary to explain the purpose and initial concerns leading to the audit request. After the closing conference and the collection of any additional relevant material, Internal Audit will finalize all information into the final audit report and distribute copies of the report to the following:

1. The President and ~~Vice Presidents~~ the appropriate Executive Cabinet member(s) of Salt Lake Community College.
2. The Salt Lake Community College Board of Trustees Audit Committee.
3. The audited unit head, as well as any supervisors above, up to the ~~vice president~~ Executive Cabinet level.
4. Relevant stakeholders, especially those needed to implement the recommendations. The most commonly included ~~ones would include~~ are the Vice President of Business Services and the Controller/Business Manager, ~~the Director of Purchasing, the Director of Human Resources and the CIO.~~
5. Salt Lake Community College's Risk Manager.
6. Others on a "need to know" basis.

J. Follow-up Audit

At least annually, the Internal Audit Director will request auditees to provide an update on the implementation status of responses to audit reports. The auditee should respond by providing a status update within ten (10) working days of receiving the request. However, under special circumstances, Internal Audit may allow an extension. The extension shall be no longer than twenty (20) working days unless approved by the President or designee. The auditee will respond using the template provided by Internal Audit.

Upon receipt of the updates, the Internal Audit Director and Controller/Business Manager will assess the appropriateness and completeness of indicated actions in comparison to management's responses, and will consult with applicable management personnel, as necessary, to resolve questions about deviations from original responses. A summary of these updates will be sent to the Executive Cabinet. The summary will include:

1. Corrective actions not completed, explanations as necessary and expected completion dates.
2. Corrective actions still in progress beyond the original commitment date along with an indication of expected completion dates.
3. Corrective actions implemented that did not achieve the desired results.

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Summarized results of the status reports will be presented by the Internal Audit Director at a regularly scheduled meeting of the Salt Lake Community College Board of Trustees Audit Committee.

Internal Audit's responsibilities include determining that a corrective action in response to audit findings has been taken and is achieving desired results. Accordingly, Internal Audit will conduct follow-up reviews to verify the implementation status reported by auditees according to the following guidelines:

1. In most cases, the implementation status of prior audit recommendations will be verified during the annual follow-up process mentioned above. Verification procedures will include review of documentation and discussions with personnel to obtain sufficient evidence to evaluate the reported implementation status. When the nature or severity of audit findings warrants, special follow-up audits will be conducted ~~W~~within a reasonable amount of time ~~after reported implementation dates~~, as specified in the Bylaws of the State Board of Regents (R548 4.6), from the official report release date, Internal Audit will conduct a compliance review. This review will verify compliance with each recommendation objective contained ~~and implementation of the agreed upon action plan included within~~ and implementation of the auditee's agreed upon action plan included in the issued report.
2. The internal auditors will send a notice to the auditee outlining the ~~compliance~~ scheduled follow-up review. Any new developments in terms of the criteria shall be listed ~~in the body of the report~~ with the original finding. These may include important and relevant ~~case law~~ statutes, or new regulations, standards, or policies from any level ~~whether new or long-standing~~.

The ~~compliance~~ follow-up report will state if actions have resolved the problem or are sufficiently advanced to address the concerns identified in the report. If the internal auditors find an unacceptable level of progress towards ~~implementation of management action plan or compliance with statutes, regulations, standards, or policies~~; they will identify the cause and, if needed, make more recommendations and/or ~~request the auditee to implement a revised action plan~~. If the internal auditors identify other concerns they will list those in an appendix as "New Issue(s) for Consideration." Responses to Audit Issues will adhere to the same requirements stipulated in paragraph IV. D. of this section. The follow-up report goes to all the initial positions identified on the audit distribution list, as well as new positions that may be involved in the follow-up process.

The ~~new issues~~ result of a follow-up, if sufficiently serious, may require ~~further~~ another ~~compliance~~ follow-up review. The internal auditors will continue conducting ~~compliance~~ follow-up reviews until they find

1. the auditee has sufficiently resolved the conditions leading to the original or subsequent finding(s).
2. the auditee's operations changed sufficiently to eliminate the need for the recommendation(s).
3. the auditee created other solutions that address the problem(s).

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~~They will also conduct a~~ **Pre-closing and closing conferences will be held as determined by Internal Audit** ~~if requested. The follow up report goes to all the initial positions identified on the audit distribution list, as well as new positions that may be involved in the follow-up process.~~

K. Record Retention

At minimum, Internal Audit complies with GRAMA and other relevant laws. Internal Audit will:

1. File and retain audit reports and investigations in perpetuity.
2. Maintain correspondence and other materials not pertaining to specific audits as required in relevant law.
3. Retain working papers for a minimum of three (3) years after the finalization of the complete audit **(and including follow-up)**.
4. Store special projects and limited scope audits for a minimum of two (2) years after full completion.

~~IV. OTHER~~

L. Objective

Internal Audit functions as an independent, objective assurance and appraisal activity. It is designed to add value and improve the College's operations. Its services include audit, review, or information gathering of any operations. It provides managerial control through its functions of measuring, evaluating, appraising, assessing, verifying, or determining the effectiveness and efficiency of College operations.

However, first responsibility for College operations and internal controls lies with management. Internal Audit can have no operational duties that might compromise audit independence.

Internal Audit assists Salt Lake Community College in accomplishing its objectives by bringing a systematic approach to evaluate and improve the effectiveness of general risk management measures, internal controls, and governance processes.

1. Internal Audit strives to assist all members of management in the efficient and effective discharge of ~~management's~~ **their** responsibilities. To do so, Internal Audit provides facts and recommendations or compilations of information concerning a manager's area of responsibility.
2. In most instances, issued reports or investigations will identify those involved only by job title or responsibilities. Auditors identify individuals only in this way because the positions themselves maintain responsibility for specified areas and do not depend upon particular characteristics of the current jobholder. Expectations remain the same, regardless of who **currently** fills the position ~~currently~~. Internal Audit will alter this practice by request from the President or ~~his/her~~ designee.

M. Authority

Internal Audit derives its authority directly from the College Administration, Utah Code §63-91-200 **§631-5**, Regents Bylaws R120 3.3.2.7, R565 and R567, ~~and the Salt Lake Community~~

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College Board of Trustees Audit Committee, and the Internal Audit Department's Charter Statement. Internal Audit's program also complies with other relevant standards within State laws statutes and State Board of Regents Bylaws, policies, and regulations. These sources authorize Internal Audit to conduct audits, reviews, investigations, and special projects as necessary to accomplish internal audit objectives or comply with State law statutes and Regents Bylaws. Internal Audit's authority extends to any department, system, function, program, or administrative unit which functions operates as part of Salt Lake Community College.

1. The internal auditors ~~maintain authorized~~ have free and unrestricted access to all College records, personnel, and physical property relevant to its current work projects (Utah Code ~~§63-91-302-3.f~~ §631-5-302 3.f), including Banner screens and information. The only restrictions to access would come from laws or regulations superceding those of Salt Lake Community College and relevant laws and bylaws cited above.
 2. Internal Audit may also audit Salt Lake Community College business partners if the contract or agreement has a "right to audit" clause. These types of audits would usually begin as a request from either the President's office or from the functional administrative unit most closely associated with the business partner.
 3. Internal Audit will protect all information gathered and provide documents only in accordance with state and federal law. Decisions to release or not release information shall only be made in conjunction with the College's Government Records Access Management Act (GRAMA) officer. All requests for information and documents must channel through the College GRAMA office.
- N. Internal Audit's responsibilities include audits, follow-up audits, investigations, special projects requested by management, and reviews of fiscal, operational, program, and system entities within Salt Lake Community College.
- O. By the independent nature of audit activities, no one within Internal Audit shall assume authority or responsibility for any activities audited, investigated, or reviewed (Utah Code ~~§63-91-302-3.e~~ §631-5-302e). Internal Audit's involvement in no way relieves any department heads, supervisors, or others in managerial positions of the responsibilities assigned to them.
- P. Fraud detection constitutes a part of Internal Audit activities. During the course of most audits, follow-up audits, and investigations, the auditors employ a variety of measures to examine or test for suspicious activities or behaviors. Additionally, the auditors may assist management through appropriate requests for services to test for specific things attributes. However, management retains responsibility to be vigilant for any signs of fraud because management provides daily oversight to of all operations. The day-to-day operational responsibilities allow management better opportunities to observe and note anomalies, suspicious behavior, questionable practices, and other indicators that might be signs of fraud or other misdeeds. If any criminal activity is suspected, Internal Audit will notify Police Services.

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Q. Internal Audit does not involve itself in issues better resolved by departments trained to handle certain types of problems. Examples may include:

1. Sexual harassment
2. Employee performance problems
3. Technical issues requiring lengthy training
4. Environmental or chemical hazards
5. Specialized tax concerns
6. Targeted federal regulation issues requiring specialized expertise

R. Internal Audit may become involved in various projects with ethical implications, such as violations of Utah Code §67-16-1, ~~et seq.~~ This involvement in no way relieves management of responsibility for identifying issues and concerns regarding employees under its control. Management's position allows it to observe daily and notice any concerns or issues as they occur.

Additionally, other work units within Salt Lake Community College may have greater expertise in some areas of violation concerning ethical conduct. In those Salt Lake Community College instances, the other work units may be better suited to conduct the investigation of violation(s).

Faculty Report to the Board of Trustees – October 24, 2013
eLearning and Educational Technologies – Strategic Plan 2013-2014

For several years, the College has been identifying strategic initiatives to promote high quality online and other technology-enhanced courses in order to increase student access and success through eLearning modalities.

Faculty across the College, our Senate's eLearning and Educational Technologies Committee (eLET), and the Office of eLearning, have for a long time identified the following needs:

- to revise the course review process,
- to improve faculty training resources and opportunities, and
- to clarify and improve the course design process.

Other areas across the college, (including eLET and eLearning), have identified other needs:

- to improve student readiness resources and orientation,
- to build a strong instructional technology infrastructure,
- to strategically identify and establish fully online and hybrid programs, and
- to provide the necessary learning support resources for students.

Thus, on October 7, Faculty Senate voted to affirm the creation and pursuit of a comprehensive eLearning Plan, built around these 10 strategic priorities:

1. *establishing a **systemic organizational approach** to support approved strategies and goals; one that embeds faculty engagement and/or leadership at the formative and evaluative levels.*
2. *ensuring that **students are properly prepared to succeed in eLearning courses***
3. *incorporating rigorous academic – and design- standards into a **collaborative course design process***
4. *developing appropriate **faculty training** and development programs*
5. *developing appropriate **faculty evaluation** means and processes for eLearning offerings*
6. *connecting **reviews of eLearning courses** to other curriculum processes*
7. *developing hybrid eLearning Gateway courses using the **Learning Commons***
8. *developing **complete eLearning certificates and degrees** that are responsive to student needs and goals*
9. *addressing instructional **technology infrastructure** needs*
10. *enhancing **assessment and success via academic analytics.***

To accomplish these goals, we have created a coordinating task force, co-chaired by Faculty Senate President and the Director of eLearning and Instructional Technologies, and are forming working groups to attend to each above priority.

Thank you.

Jane Drexler, Faculty Senate President
Joseph Gallegos, Faculty Association President

Tab Q
Staff Association—No Report this Month

Half way there! Fall Semester is flying by, we have done so much and yet there are so many things to come. With the beautiful changing seasons, we have more unique activities and different opportunities to appreciate the diversity of our students.

Student Life & Leadership

October was a busy month. Two highlights included our fall concert and a week of depression screening. October 2, we hosted our fourth annual Fall Concert, this year featuring 3OH!3. Opening band, Allred, brought the capacity crowd of 400 premium floor seats to their feet and in front of the stage, while electro pop main act 3OH!3 brought the entire stadium of roughly 1300, to theirs. This year's concert brought a different sound and energy to Salt Lake Community College. The following week, Fine Arts and Lectures held a very successful event, To Write Love on Her Arms. This is a non-profit group devoted to helping those struggling with depression, addiction, self-injury and thoughts of suicide. The audience of 80 was wrapped into the emotional message to encourage, inform and inspire. Health and Wellness Services partnered on the event and offered free depression screenings to a few dozen individuals before and after the event. Many were touched by this message and grateful for the opportunity to attend.

Leadership Development

There are always opportunities for our students to grow and strengthen their leadership skills. October 11, Clubs and Organizations hosted a conference for our 70+ clubs on campus. VP Denece Huftalin addressed the audience of 190 student leaders and advisors with an engaging afternoon keynote that honed in on several key principles of leadership. Students also received training on the OrgSync system, akin to a Facebook for SLCC that allows clubs to tackle all of their business and 'paperwork' online. Breakout sessions included publicizing and advertising, how to use your strengths as a student leader, an advisor track helping trouble shoot typical club challenges, how to successfully run club meetings, and many other areas of emphasis.

Student Government

This fall break students were presented with the chance to join our Best Practices trip. We have visited four different community colleges in the U.S. and this year we went to PIMA Community College in Tuscan, Arizona. We analyzed the way these different community colleges run their student governments and how their programs have been successful for their students. After a weekend of notes we brought back and picked things Salt Lake Community College could benefit from and implement into our program.

Executive Council Mission Statement

The SLCC Student Association Executive Council is an organization composed of student leaders who are driven to inspire, assist, guide, serve, represent and include students of diverse cultures, abilities and ages by:

- Addressing student issues and needs
- Providing access and opportunities to enrich the College experience
- Being believable and trustworthy
- Building communication bridges
- Collaborating with faculty and staff
- Working with the community

BOARD OF TRUSTEES REPORT**Reporting: CIO / CISO****October 28, 2013**

Office of the Chief Information Officer

- OIT will continue researching technological opportunities to provide cost saving while maintaining the competitive edge in providing students and faculty with the tools necessary to enhance their educational experience.

Office of the Chief Information Security Officer

- Sensitive information scans and remediation has been expanded to the entire college community using new software application called Identity Finder.
- Oracle RAC has been delayed due to stability issues. Testing will continue and a transition date will be decided in the near future.
- Testing database encryption software.
- Testing data masque database software.

Office of Administrative Computing

- New Expanded Password – Password expansion is now being tested and prepared for installation into production. Ellucian has now made it possible for passwords in Banner to be expanded to 20 characters. Until recently it had been only 8 characters. Now we can allow students, faculty and staff to expand their passwords for better security. This should be implemented in production end of November.
- DegreeWorks has been implemented, configured and being tested. Go live date is in November 2013.
- Online Tuition Waiver system has been developed and implemented for testing.
- SLCC purchased the new Ellucian mobile application and the software has been implemented, configured and being tested. The mobile app will be launched in November.

Office of Technical Services (Systems and Infrastructure)

- Center for Arts and Media cellular repeaters has gone out for bid. The cellular reception is poor and needs to be augmented with additional antennas.
- Identity Management has been upgraded in production to provide integration with Exchange 2010.
- The network infrastructure equipment has been installed in the IAB and fully implemented and configured.

Salt Lake Community College**CALENDAR OF UPCOMING EVENTS
OF INTEREST TO THE BOARD OF TRUSTEES**

November 7, 2013	7:00 p.m.	Center for New Media Grand Opening Keynote Speaker, Bill Strickland
November 8, 2013	1:00–8:00 5:00–8:00	Center for New Media Grand Opening Open House Dut Bior Refugee Documentary Premier Panels and Screenings, Grand Theatre
November 13, 2013	8:00 a.m.	Board of Trustees
November 20, 2013	6:00 p.m.	Farewell Open House for President Bioteau
January 17, 2014	1:00-3:00	Legislative Kick Off, Regents Office for Regents, Trustees, and Presidents
February 12, 2014	8:00 a.m.	Board of Trustees
April 9, 2014	8:00 a.m.	Board of Trustees
May 6, 2014		Honorary Degree and Dignitary Dinner
May 8, 2014		Commencement
June 11, 2014		Strategic Planning Retreat (half-day)
August 13, 2014	8:00 a.m.	Board of Trustees

*** If you wish to attend any of these functions, please call Janice at 801-957-4227. For Student Events you may wish to attend, please call Student Activities Office at 801-957-4566 for more information. Current Athletic Events may be accessed by calling the Athletics Office, 801-957-4515. To Access SLCC's On Line Calendar of Events, log on to www.slcc.edu homepage, click the calendar icon on the bottom right of the screen for a complete list of all upcoming events.**

Faculty Senate and Academic Planning Retreats

Student Completion

Clearer pathways

- 2012 Initiatives --> Faculty Advising pilot
- Course Sequencing blocks
- Student Analytics (e.g. My Success Plans)
- 2013 Initiatives --> Program Pathways
- Tailoring Gateway courses for programs

High Impact Practices

- 2012 Initiatives --> College success Courses
- Student Analytics (e.g. Early Alert Interventions)
- 2013 Initiatives --> eLearning and other HIPS
- online/hybrid programs
- student online readiness
- course design
- faculty development
- open educational sources

"Connections"

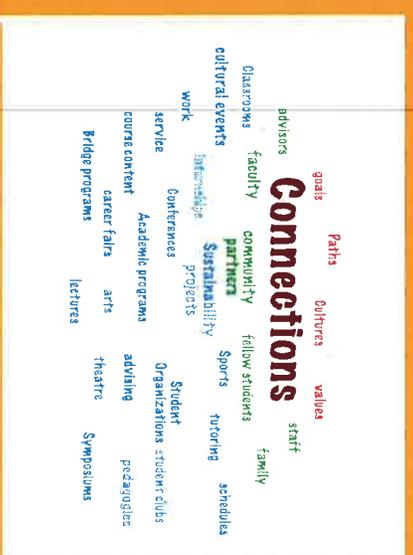
Terry O'Banion's First Principle

"Every student will make a significant connection with another person at the college as soon as possible"

"Knows My Name"

dignity, respect, validation, visibility, participation, belonging

- 2012 Initiatives --> Inclusion Conversations (with Perlich, Reyes)
- Professional Dev. Day
- Pathways, analytics
- Community Engagement



- 2013 Initiatives --> Learning as Ecology
- Co-Curr/Curr Bridge
- Institutional Connections
- Adjunct Faculty Connects