

Salt Lake Community College

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Student Experience

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2019-11-13

### SLCC Board of Trustees 2019-11-13: Agenda

Salt Lake Community College

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**Board of Trustees – November 13, 2019, 8:00 a.m.**  
**Taylorsville / Redwood Campus**  
**4600 South Redwood Road, Salt Lake City, Utah**  
**AAB 428 Board Room**

Meeting to be conducted by Maria Farrington, Board Chair

**Executive Session is not anticipated in connection with this meeting.**

I.	<b>BOARD BUSINESS: Maria Farrington, Chair</b>		
	A. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko		
	B. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell 1. Retention vs. Completion 2. ACCT Presentation Follow-up 3. Mission Fulfillment Report	TAB A	
	C. Audit Committee Report – Audit Committee Chair – Trustee Brady Southwick		
II.	<b>CONSENT CALENDAR:</b> It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:		
	A. <b>Investment Report for September and October, 2019</b>	TAB B	
	B. <b>Minutes of Previous Meeting, October 9, 2019</b>	TAB C	
	C. <b>Executive Session:</b> Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held January 15, 2020 to consider matters permitted by the Utah Open and Public Meetings Act.		
	D. <b>Personnel Report for September and October, 2019</b>	TAB D	
	E. <b>Government Funding Report—Major Grants Requested/Received</b>	TAB E	
III.	<b>PRESIDENT’S REPORT: Dr. Denece Huftalin, President</b>		
	A. President Huftalin 1. <b>INFORMATION:</b> Higher Ed Commission Update 2. <b>INFORMATION:</b> JA City Update	TAB F	
	B. Student Life & Leadership Report – Trustee Bancroft		
	C. Academic Affairs Report – Provost Clifton Sanders 1. <b>INFORMATION:</b> Reproduction of Copyrighted Materials Policy (1 <sup>st</sup> Reading)	TAB G	
	D. Student Affairs Report – VP Chuck Lepper 1. <b>INFORMATION:</b> Advertising & Posting Policy (1 <sup>st</sup> Reading)	TAB H	
	E. Finance & Administration Report – VP Jeff West 1. <b>ACTION:</b> Acceptable Use Policy (2 <sup>nd</sup> Reading) 2. <b>INFORMATION:</b> Report on new scholarship funds, tuition waivers, and foundation distribution ( <i>Guest: Darren Marshall</i> ) 3. <b>INFORMATION:</b> Triple I Fund Report ( <i>Guest: Debra Glenn</i> ) 4. <b>INFORMATION:</b> Auxiliary Enterprises Report ( <i>Guest: Debra Glenn</i> ) 5. <b>INFORMATION:</b> Quasi-Endowment for Veteran Students Review 6. <b>INFORMATION:</b> Service Enterprises Report 7. <b>INFORMATION:</b> Motor Pool Report	TAB I TAB J TAB K TAB L TAB M TAB N TAB O	
	F. Governmental Relations Report – VP Tim Sheehan		

	1. <b>INFORMATION</b> : Open & Public Meetings Act Annual Training (GUEST: Chris Lacombe)	TAB P	
	G. Campus-based & Constituents Reports: 1. <b>INFORMATION</b> : Faculty Senate & Faculty Association Reports		
IV.	<b>ADJOURNMENT:</b>		

### **Calendar of Important Events:**

USHE Board of Regents' 50 <sup>th</sup> Anniversary Reception	November 14, 2019 5:30-7:00 pm	UVU Student Center Grand Ballroom <i>Invitation Only</i>
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### **2019-2020 Season at the Grand Theatre:**

▪ <i>Curtains (PG-13)</i>	October 3 – 26, 2019
▪ <i>Lark &amp; Spur Concert</i>	November 30, 2019
▪ <i>Amahl and the Night Visitors &amp; A Christmas Carol Operettas</i>	December 5-7, 2019
▪ <i>Christmas with Eclipse 6 Concert</i>	December 12, 2019
▪ <i>The Musical of Musicals (The Musical!) (PG-13)</i>	February 13 – March 7, 2020
▪ <i>To Kill a Mockingbird (PG)</i>	March 26-April 11, 2020
▪ <i>The Producers (PG-13)</i>	May 14-June 6, 2020

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the ADA Coordinator, at 801-957-4041, at least three working days prior to the meeting.*



# Mission Fulfillment Report

**Board of Trustees**  
SALT LAKE COMMUNITY COLLEGE  
FALL 2019

# Message from the Board Chair, Maria Farrington and President Deneece Huftalin

## BOARD OF TRUSTEES

**Maria Farrington**  
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**Coralie Ashton Alder**

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**Shawn Newell**  
Alumni President

**Brady Southwick**

**Kim R. Wilson**

## The Salt Lake Community College Board of Trustees

is excited to present this inaugural report on mission fulfillment. This report is the first report of its kind in Utah and perhaps within the community college sector nationally. As such, it has been an important endeavor aimed at redefining how a board can help improve outcomes and guide institutional performance.

Amid a climate of public concern about the rising cost of a quality higher education, we are proud to present this report highlighting the critical role SLCC plays in addressing those concerns here in Utah. In this report we detail how SLCC is the point of access for Utah’s most diverse and largest county. We have seen rapid gains in the enrollment of underrepresented students and steady progress in retention and completion. We applaud the work of our educators and students.

This report, however, also recognizes there are areas where SLCC needs to improve. We recognize, that for a variety of reasons, fewer Utahns in Salt Lake County are attending college. We also know that the transferability of credit needs to improve across Utah’s institutions of higher education. Charged with monitoring and assessing SLCC’s mission performance, the board is committed to working with the Utah Legislature, the State Board of Regents and President Huftalin to identify creative solutions to these challenges.

We want to thank all those who spent many hours compiling and reviewing the data used for this report. This includes the mission fulfillment committee lead by trustees Shawn Newell and Brady Southwick. We recognize and appreciate the college’s administrative support from Vice President Jeff Aird and his team, including Director Jessie Winitzky-Stephens and Assistant Vice President Lauralea Edwards. We also thank the individual trustees, both past and present, who have graciously served our students and our communities. The process we have developed over the last two years has demonstrated how critical accountability, governance and transparency are to ensure we remain focused on our students and their success.

Sincerely,



**DENECEE G. HUFTALIN, PhD**  
SLCC President






**MARIA FARRINGTON**  
SLCC Board Chair

# Mission Statement

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

The SLCC mission is comprised of three core themes. The core themes are the essential elements of the SLCC mission. They provide an overarching framework for assessing college performance and a means to seek continual improvement. To assess each core theme, we identified the following indicators of achievement.

THEME	OBJECTIVES	INDICATORS
 Access and Success	<b>A</b> Provide accessible instructional programs and student services	<b>1</b> Community Access Rate
	<b>B</b> Provide access to students underrepresented in higher education	<b>2</b> Minority Student Participation Rate <b>3</b> Completion Gap
	<b>C</b> Support students to become successful and engaged learners	<b>4</b> Six-year Completion Rate
 Transfer Education	<b>D</b> Prepare students with a foundation for success in continued studies	<b>5</b> Transfer Degree Conversion Rate
 Workforce Education	<b>E</b> Prepare students with the knowledge and skills meeting current industry needs	<b>6</b> Competitive Wage Rate
	<b>F</b> Provide specialized training for business and industry	<b>7</b> Enrollment in Specialized Training



# Access and Success

As the “community’s college” we seek to be the primary point of access into higher education. As an open-access community college, we support and engage students from the time a student enters SLCC to the completion of their program of study. This core theme has been organized around three objectives:

- A. to provide accessible instructional programs and student services
- B. to provide access to students underrepresented in higher education
- C. to support students to become successful and engaged learners

On the next few pages, we outline a brief introduction to each objective, focusing on the key highlights informing our insights and recommendations. All of the data the Board considered is available at [slcc.edu/mission-fulfillment](http://slcc.edu/mission-fulfillment). It describes each objective in further detail along with how they are measured. After we review each objective, we provide an overall assessment of SLCC’s performance under the core theme.

THEME



Access and Success

OBJECTIVES

A

Provide accessible instructional programs and student services

B

Provide access to students underrepresented in higher education

C

Support students to become successful and engaged learners

INDICATORS

1

Community Access Rate

2

Minority Student Participation Rate

4

Six-year Completion Rate

3

Completion Gap



# Objective A: Provide accessible instructional programs and student services

## Indicator #1: Community Access Rate

*Definition: An imperfect but good approach to measuring access is the community access rate. This general access indicator expresses total number of students as a percentage of the Salt Lake County college-aged population. If we are to maintain access the student population will need to grow at the same rate as the county college-aged population. The measure allows college leadership to identify gaps in college participation and to set a mission fulfillment baseline to guide institutional efforts to maintain and improve access.*

*We consider long-term business cycle data when evaluating baselines for this indicator. This allows a longer-term perspective which can smooth out the labor market volatility to determine if population growth is being captured in higher enrollments. Ultimately this measure provides clear patterns of student access to SLCC and functions as a barometer for access initiatives.*

### OVERVIEW

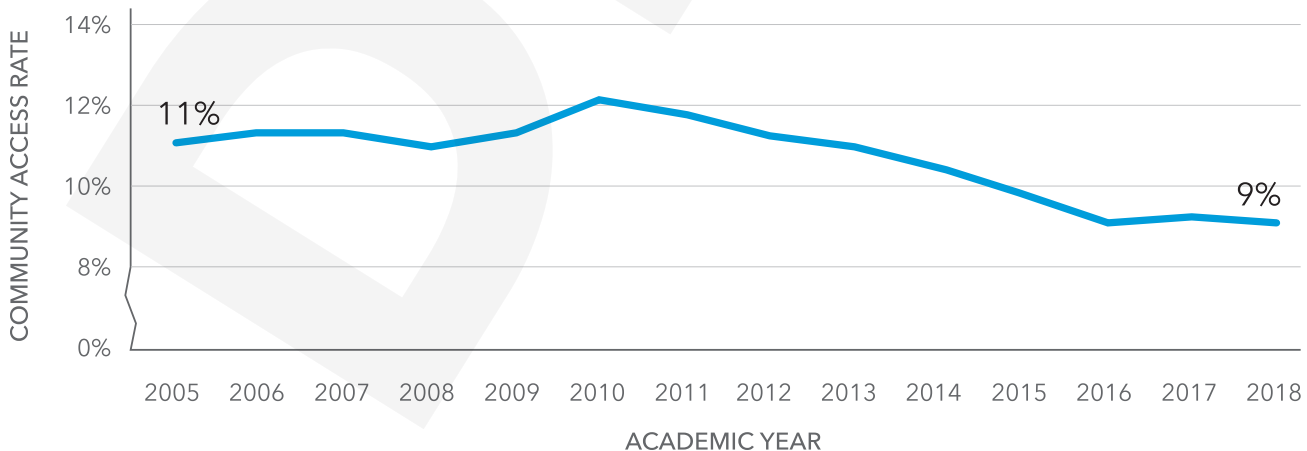
Improving access involves active encouragement to register for courses and the removal of barriers. SLCC removes barriers by keeping costs low, providing flexible class schedules, helping students navigate the enrollment process and developing accessible course delivery modes. SLCC actively seeks to increase participation in higher education through marketing and student outreach initiatives.

### ANALYSIS

Fewer people are accessing SLCC even as the population grows. While the decline has surfaced in the past couple of years, we need a dedicated effort by all stakeholders to raise college participation among Salt Lake County populations.

College enrollment in the United States has been in decline for eight consecutive years, most notably in community colleges. This results in a strong labor market that draws people out of college and into jobs, and is impacted by rapidly changing demographics. We will partner with the Board of Regents and community leaders to find long-term solutions to increase college participation in our most populous county.

### Community Access Rate





# Objective B: Provide access to students underrepresented in higher education



## Indicator #2: Minority Student Participation Ratio

*Definition: SLCC measures enrollment equity through a minority participation ratio. If SLCC has an equal proportion of minority populations as the surrounding community, the ratio equals 1:1. If the student body is more diverse the ratio rises above 1 and if the student body is less diverse the ratio falls below 1. This allows SLCC to accurately measure how accessible it is to underrepresented populations. SLCC considers peer comparisons and conversations with local community leaders when establishing a mission fulfillment baseline for this measure. We have seen considerable improvement in this indicator in the past three years and will shortly achieve a 1:1 ratio.*

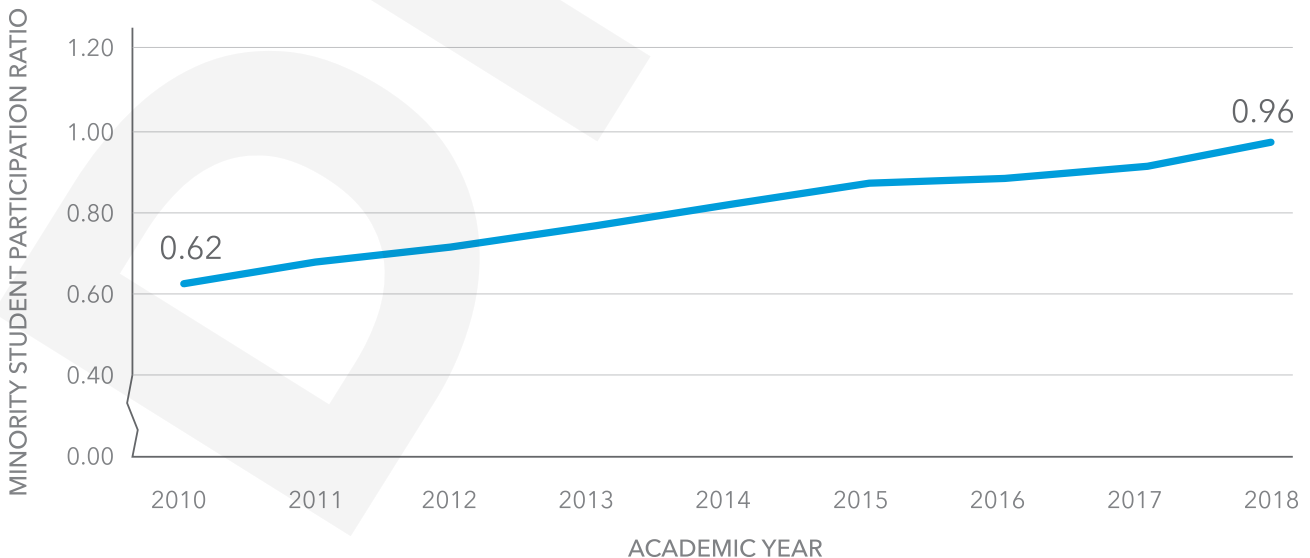
### OVERVIEW

SLCC actively seeks to equitably represent all populations in enrollment and graduation. Inequitable representation occurs when the demographics of the student body do not reflect those of the community.

### ANALYSIS

We have seen considerable improvement in this indicator in the past eight years, and expect to achieve a one-to-one ratio in the near future. We are excited to report that the racial and ethnic backgrounds of our student body largely reflect the community. This success is the result of inclusivity initiatives. We have opened two new campuses—West Valley and Westpointe—situated within minority communities, and are successfully addressing the needs of underrepresented students.

### Minority Student Participation Ratio





## Indicator #3: Completion Gap

*Definition: The minority student completion rate is the percentage of minority students who complete a degree or certificate within six years of their first course at SLCC.*

### OVERVIEW

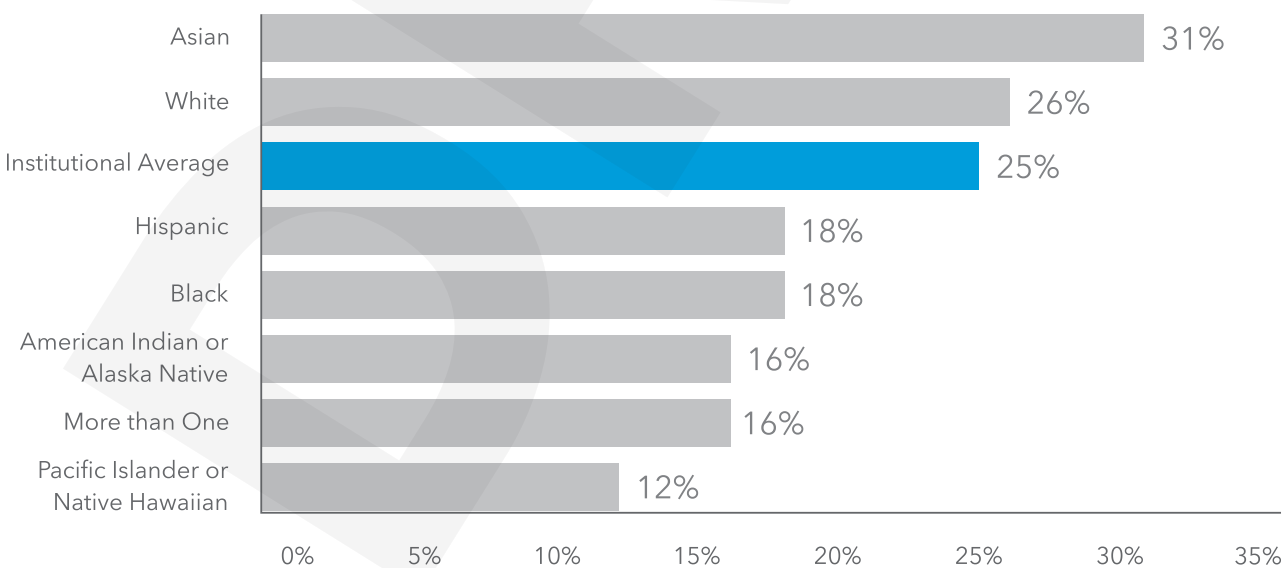
While minority participation rates are increasing overall, the breakdown of completion rates by ethnicity indicate there is still a completion gap for students from underrepresented populations. The participation ratio only tells part of the story of providing access to minority students; seeing how students succeed is also critical.

If students from underrepresented racial and ethnic backgrounds do not complete their credentials at the same rate as their white counterparts, this is evidence of a gap in our institutional performance. We measure the completion gap by examining the proportion of each group of new students in the fall that completes a degree or certificate within six years. On average, 25% of each new fall cohort completes a credential within this timeframe.

### ANALYSIS

SLCC students from underrepresented backgrounds are, on average, 26% less likely to complete than their white peers. Only 18% of Hispanic students, SLCC's largest minority group, complete a credential within six years. We applaud SLCC on increasing access for students from underrepresented backgrounds; however, there is clearly a need for the institution to do more to address minority student retention and provide more resources for these populations to close the completion gap.

### Completion Gap



# Objective C: Support students to become successful and engaged learners



## Indicator #4: Six-year Completion Rate

*Description: The six-year completion rate is the percent of students who complete a degree or certificate within six years of starting at SLCC.*

### OVERVIEW

SLCC uses a six-year completion rate to assess this objective. SLCC students are part-time and have irregular enrollment patterns. With a median credit load between two and three courses per semester, and occasional stop-outs to work to earn more money to pay for college, SLCC students need more time to complete.

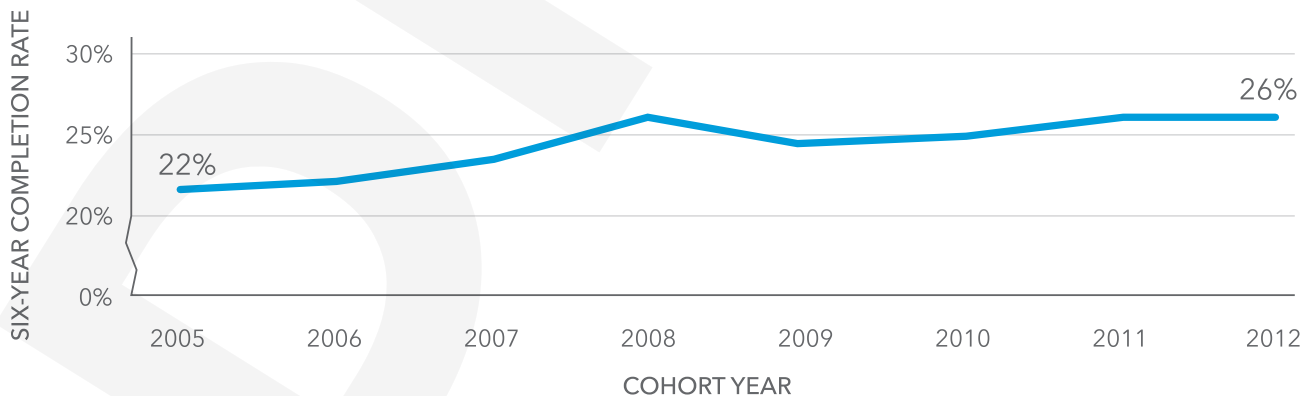
We know that economic and financial trends impact completion as students stop out when they earn a better job (sometimes due to the coursework they have completed). As we work to support students with their completion goals, we consider the six-year completion rate within the context of the intent, characteristics and expectations of our students. The rate is measured by calculating the proportion of the incoming class of first-year students that complete a degree or certificate within six years.

### ANALYSIS

The six-year completion rate has risen to 26%, an increase of four points over the last seven years. We believe SLCC is on a positive trajectory, though there is still significant room for improvement. Student retention remains a serious issue, with just under half of new students dropping or stopping out within the first year.

We recognize the tremendous amount of work that has already been done to increase the completion rate. For example, SLCC has worked to expand high impact practices, which have been shown to increase retention. In addition, we have begun implementing SLCC Pathways in order to deliver a more streamlined academic experience, and to utilize academic advisors in a more consistent and effective way. We anticipate completion rates to continue to rise in response to these initiatives.

### Six-year Completion Rate



# Access and Success

## Assessment



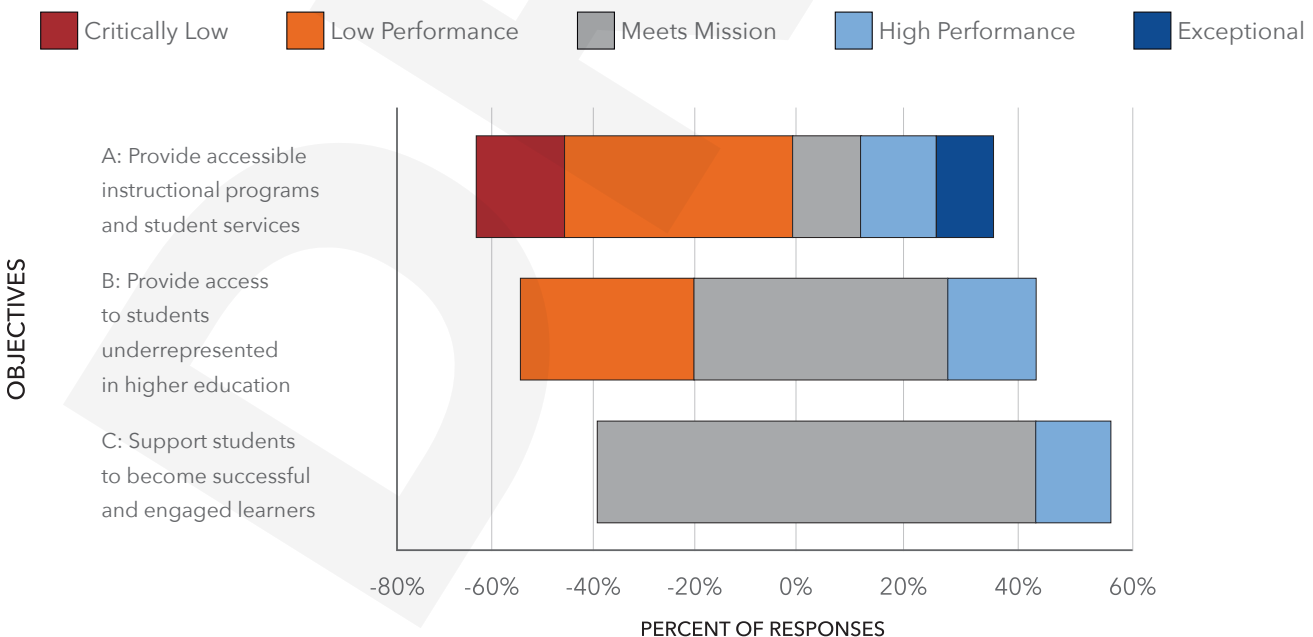
### BOARD OF TRUSTEES FINDINGS AND PRIORITIES

The Board of Trustees affirms that SLCC is achieving its mission of access and success. We commend the college for its improvement in providing access to underrepresented students. The dramatic increase in enrollment of minority students is impressive and we applaud the fact that the college is approaching parity with the community in terms of diversity of the student population. In addition, because of the national decline in enrollment, the Board is impressed that the decline in enrollment at SLCC is lower than the national average.

While the Board believes SLCC is achieving its mission and supporting access and success, the Board finds there are a few places where SLCC might improve. We recognize there is a growing challenge of college access. We will advocate that SLCC be a leader in the larger public issue of declining college participation; SLCC must be a central part of that solution. Second, SLCC must close its completion gap for minority students while continuing to raise completion rates for everyone. These are the two large priorities we set for the institution to continue to improve student access and success.

### BOARD SCORING OF OBJECTIVES

After having evaluated the data regarding college performance, including the key indicators included in this report, the Board has assessed the extent to which SLCC is meeting each objective. Below are the qualitative scores compiled from votes from individual board members. Overall SLCC is meeting its mission. The two areas for improvement are improving overall access and the completion rate for minority students.





## Maria Gonzalez

### CLASS OF 2019

When she moved to the United States from Ecuador four years ago, Maria took ESL classes at SLCC to acclimate to a new culture. Once she completed her ESL courses, the idea of attending college, something she had not previously considered, became appealing. Maria again turned to SLCC to study for a career in radiologic technology. She loved SLCC's accessibility and personalized learning experience as well as its diverse student body. She graduated with her AAS degree in May 2019 and is currently working full-time as an x-ray technician at a major Salt Lake City hospital.





# Transfer Education

Over two-thirds of SLCC students intend to transfer to a four-year university. This means that our goal must be to help students successfully complete, not just at SLCC, but at the future institution as well. The transfer education core theme has a single overarching objective:

- D. to prepare students with a foundation for success in continued studies

On the next few pages, we outline a brief introduction to the objective, focusing on the key highlights informing our insights and recommendations. All of the data the Board considered is available at [slcc.edu/mission-fulfillment](http://slcc.edu/mission-fulfillment). It describes each objective in further detail along with how they are measured. After we review the objective, we provide an overall assessment of SLCC's performance under the core theme.



Transfer Education



Prepare students with a foundation for success in continued studies



Transfer Degree Conversion Rate



# Objective D: Prepare students with a foundation for success in continued studies

## Indicator #5: Transfer Degree Conversion Rate

*Definition: SLCC measures the transfer degree conversion rate as the percent of transfer degree (AA/AS/APE) graduates who earn a bachelor's degree within three years of SLCC graduation. Ultimately, the College aims to improve bachelor's degree completion for SLCC transfer students. Transfer-based associate degrees, then, must be meaningful and capable of being converted into bachelor's degrees at high rates.*

### OVERVIEW

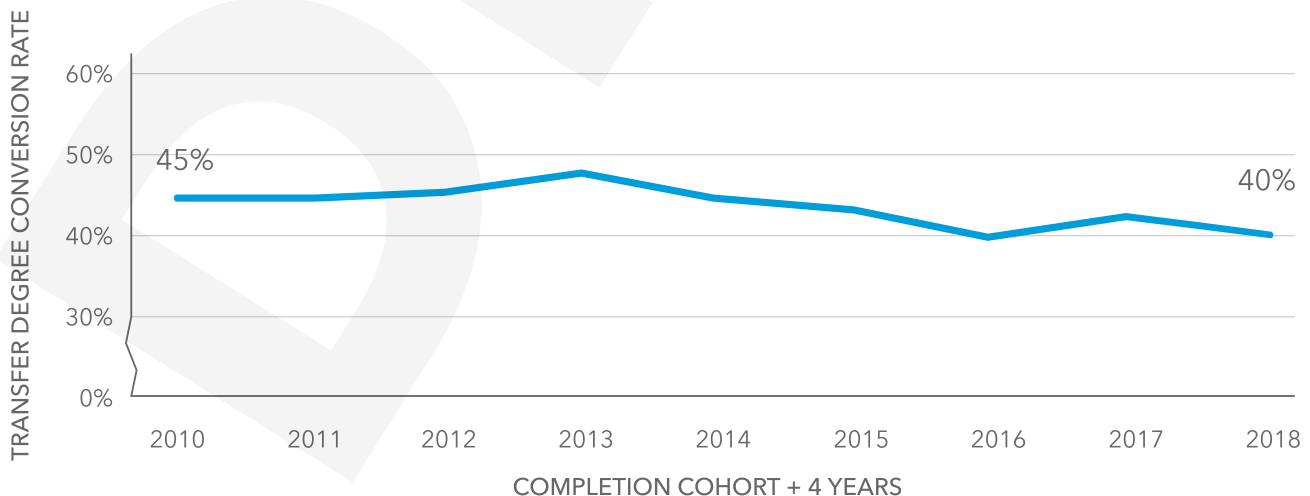
It may be surprising, but most SLCC students actually want a bachelor's degree. They come to SLCC because it's accessible and affordable, but their ultimate goal is transfer. While SLCC only provides to the lower-division courses, we must align our goals with that of our students. This means that our transfer programs must advance students toward a bachelor's degree. We closely monitor this rate and will advocate for improvements at the system-level to improve student outcomes.

### ANALYSIS

The transfer degree conversion rate has declined to 40% over the past eight years. This means that less than half of transfer degree graduates completed a bachelor's degree within four years. National comparisons are unavailable for this specific metric, but based on related measures we suspect that SLCC and all of Utah lags behind other states in successful transfer.

Student success at transfer institutions requires strong articulation agreements between SLCC and partner universities to ensure our students transfer with junior status, and that they are not required to repeat coursework. Utah has the second lowest rate of transfer completions within six years of starting college. This reflects the challenges SLCC has in creating articulation agreements with USHE institutions that guarantee transfer students will enter a four-year institution with junior status.

### Transfer Degree Conversion Rate





### BOARD OF TRUSTEES FINDINGS AND PRIORITIES

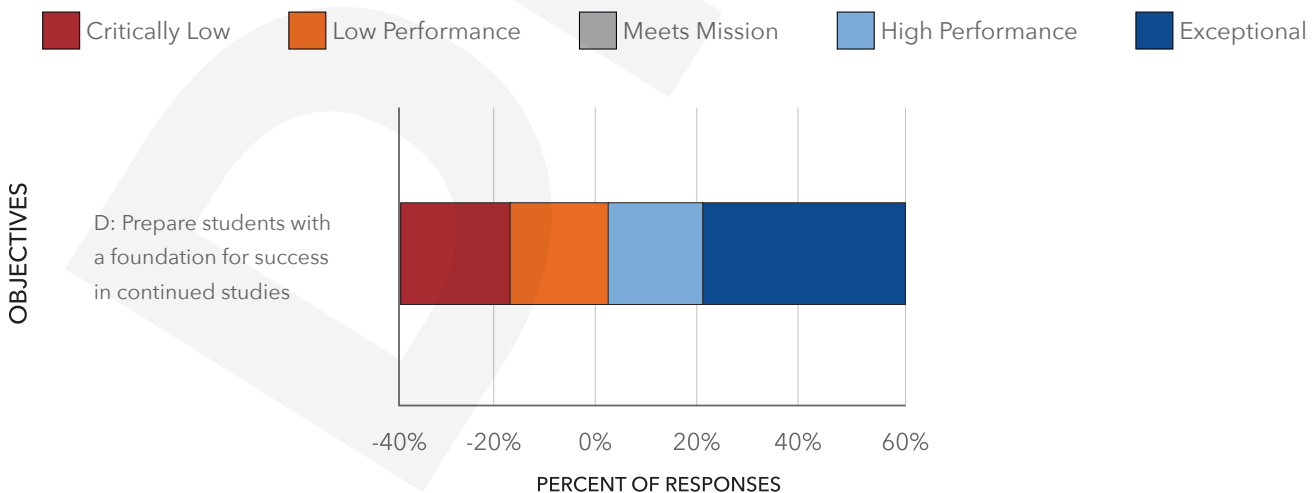
The Board of Trustees affirms that SLCC is achieving its mission of transfer education. Specifically, the Board commends the college for developing metrics and working within the Utah System of Higher Education to improve transfer outcomes.

While the Board praises recent efforts to improve transfer outcomes, there are a few places which merit particular attention. The Board will prioritize the development of improved transfer processes and outcomes for students. Transfer can be improved by identifying ways of guaranteeing students who transfer enter a four-year institution with junior status. Improving program-level articulation with SLCC's transfer partners is the most effective way to assist students in achieving their transfer goals. SLCC must lead the development of a USHE-wide, program-level articulation agreement with guaranteed junior status upon completion of an associate degree.

Until systemwide, program-level articulation is a reality, the Board requests articulation analyses for each new academic program and any that come to the Board for review. We ask that SLCC develop a specific articulation metric, which will enable the SLCC faculty, students and the Board to better evaluate a program's transferability.

### BOARD SCORING OF OBJECTIVES

After having evaluated the data regarding college performance, including the key indicator in this report, the Board has assessed the extent to which SLCC is meeting the transfer objective. Below are the qualitative scores compiled from votes from individual board members. Overall SLCC is meeting its mission, but there is a clear need to improve transfer outcomes.







## Alvaro Martinez CLASS OF 2019

More than 80 percent of SLCC students plan to transfer to a four-year institution once they have completed their studies at the college. Alvaro Martinez, recent SLCC graduate, was no exception and found that credits from his AS degree easily transferred to Utah's major universities. "I chose SLCC because it offered me the opportunity to come to college debt-free," he says. He also loved the attention and interaction students receive due to small class sizes. Alvaro is currently attending University of Utah, where he is continuing his studies in business.



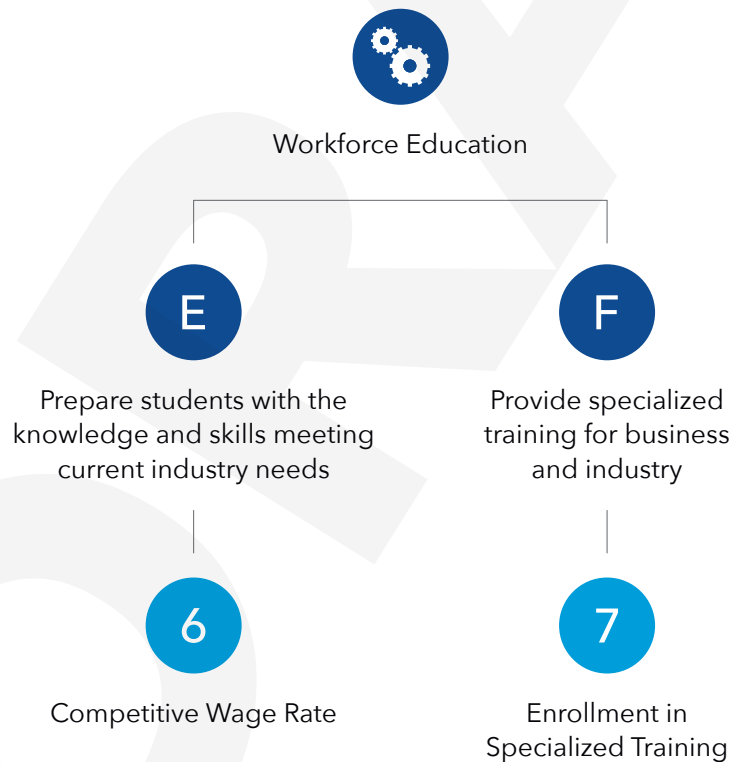


# Workforce Education

Community colleges are engines of economic and workforce development. We provide relevant and responsive education leading to meaningful employment. Workforce education programs include those which lead to certificates (both credit and competency-based), Associates of Applied Science (AAS) degrees, and specialized non-credit trainings. The workforce education core theme has been organized around two overarching objectives:

- E. to prepare students with the knowledge and skills meeting current industry needs
- F. to provide specialized training for business and industry

On the next few pages, we outline a brief introduction to each objective, focusing on the key highlights informing our insights and recommendations. All of the data the Board considered is available at the [slcc.edu/mission-fulfillment](http://slcc.edu/mission-fulfillment). After the review each of objective, we provide an overall assessment of SLCC's performance under the core theme.





# Objective E: Prepare students with knowledge and skills meeting current industry needs

## Indicator #6: Competitive Wage Rate

*Definition: The competitive wage rate is the proportion of SLCC Career and Technical Education (CTE) graduates who earned a wage above the Salt Lake County median wage one year after graduation; 2012-2017.*

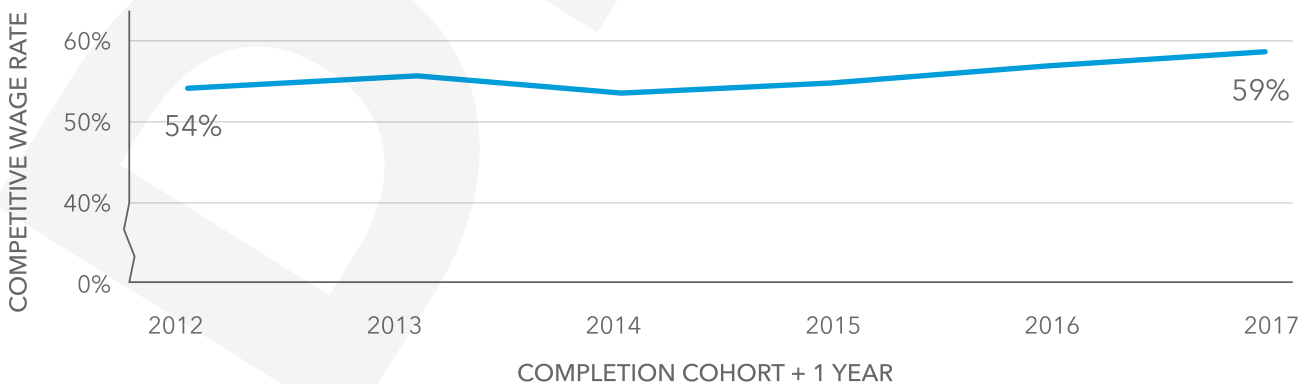
### OVERVIEW

SLCC must align workforce education programs with skills needed by industry. This is best for the student, the college and the economy. If SLCC is successful in aligning its workforce programs, CTE graduates will be highly recruited and well compensated. The goal is to make SLCC workforce graduates highly competitive in the labor market and the preferred source of labor for Utah’s employers. SLCC has defined the primary outcome of its workforce education mission as the competitive wage rate. Any rate above 50% suggests that on average, SLCC graduates are making more than non-SLCC graduates.

### ANALYSIS

More than half of SLCC graduates earned a wage higher than the median income of the county a year after graduating, and this figure has grown over the past five years. This suggests we are providing the necessary skills in relevant fields and that SLCC graduates are in high demand. Employers even appear to be willing to pay a small premium to attract and hire SLCC graduates. As we place greater emphasis on in-demand fields, such as computer science and health professions, we anticipate seeing this measure increase even more in the coming years. The Board commends the work that has been done in this area and urges leaders to continue on the current trajectory.

Competitive Wage Rate



# Objective F: Provide specialized training for business and industry



## Indicator #7: Enrollment in Specialized Training

### OVERVIEW

The purpose of non-credit specialized training is to provide training to local businesses to strengthen the economy. SLCC works directly with businesses and working professionals to develop and deliver non-credit specialized training. The programs are generally shorter than traditional college-level programs (some only a single class) and are designed to train students in a specific skill. We measure the success of these programs through non-credit enrollment.

The demand-driven characteristics of these programs makes enrollment a meaningful indicator. Because the programs are self-supported, they must be responsive to the expectations of employers and students. If the customer (whether that's the student or the company) is not pleased with the training, enrollments will drop.

### ANALYSIS

SLCC provides 14,000 people with specialized trainings every year. This includes enrollments across a variety of programs. Nearly 7,000 come from specific workforce clusters, and another 20%, or roughly 3,000 enrollments, are provided through custom-fit training. Additionally, SLCC provides training to small businesses and entrepreneurs, particularly through a key partnership with Goldman Sachs to support the development of small businesses in Salt Lake County.

The Board considered the growth and responsiveness to the various industry needs. Looking across multiple years, we see a responsiveness to the local business needs. The college responds to demands for increased training in education, technical trades, information technology and manufacturing.

2017-18	
TYPE OF TRAINING	ENROLLMENT
Continuing & Workforce Education	6,991
Custom Fit	2,816
Other Trainings	2,389
Small Business Assistance	883
GS 10KSB Module Training	886
Ford Training Center (Outreach)	620
Outreach	1,725
Program Events	886
GS 10KSB Information Sessions, etc.	839
<b>TOTAL</b>	<b>13,921</b>

# Workforce Education



## Assessment

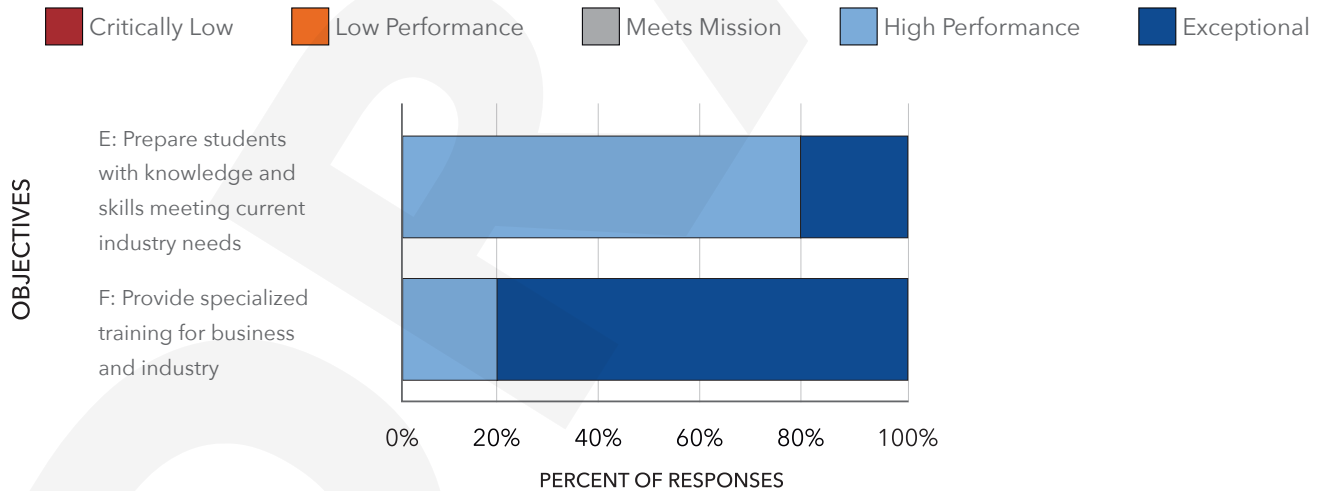
### BOARD OF TRUSTEES FINDINGS AND PRIORITIES

The Board of Trustees affirms that SLCC is achieving its mission of workforce education. Specifically, the Board commends the college for preparing its CTE graduates to work in their respective industries improving wage outcomes. This marks a significant success and the Board looks forward to seeing wages grow over time. The Board also commends SLCC for responding to the increasing talent and skill needs of Utah’s growing economic clusters.

The non-credit specialized training aspect of the workforce mission is a priority for expansion. One area for improvement is the standardization of data reporting systems that will facilitate the capturing, measuring and reporting of non-credit activities. SLCC does so much work that goes underappreciated and largely unrecognized by the larger community.

### BOARD SCORING OF OBJECTIVES

After having evaluated the data regarding college performance, including the key indicators included in this report, the Board has assessed the extent to which SLCC is meeting its workforce objectives. Below are the qualitative scores compiled from votes from individual board members. Overall, SLCC is meeting its mission. The board overwhelmingly sees SLCC as fulfilling its mission and successfully delivering on its workforce mission.

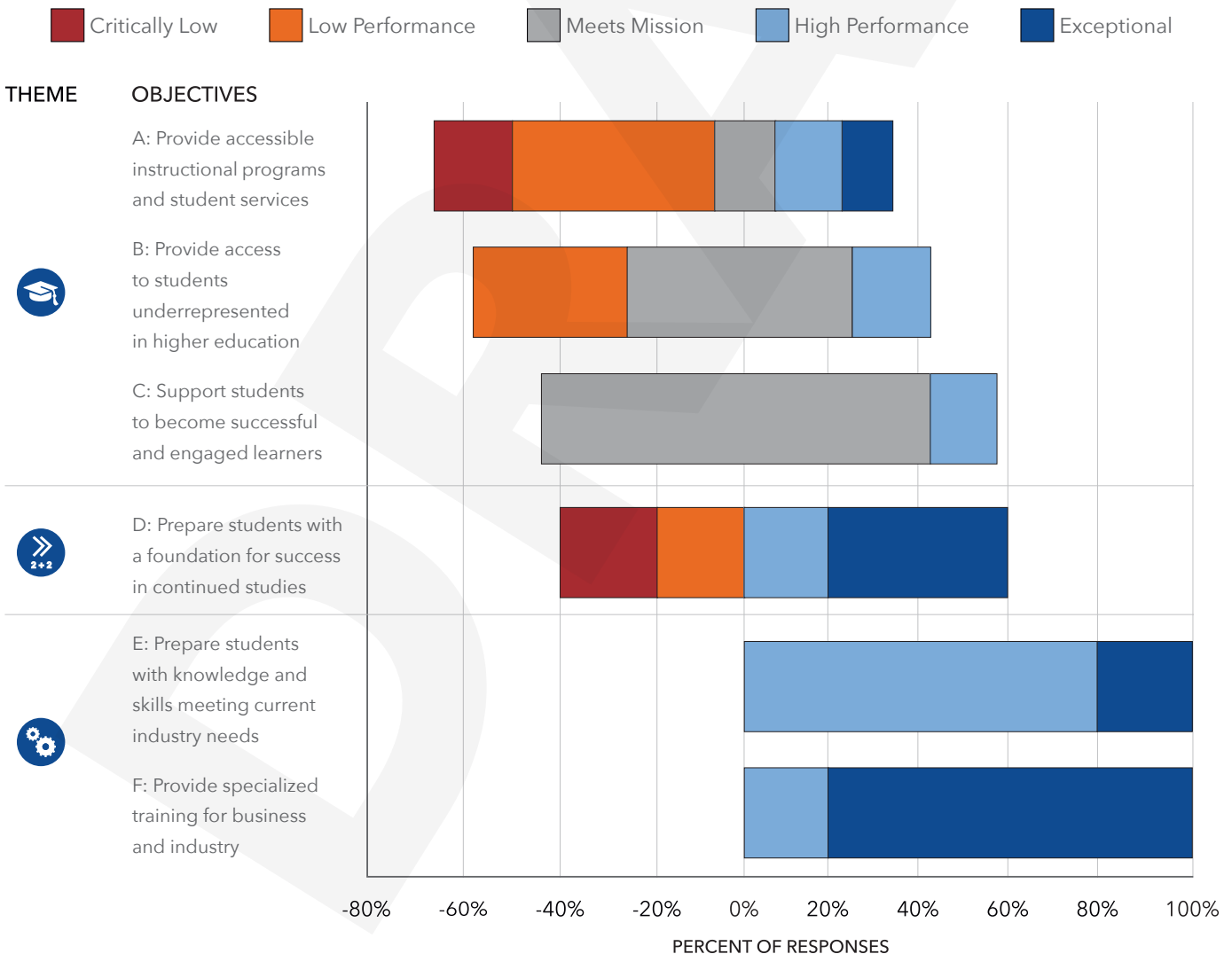


## CONCLUSION

The Board of Trustees affirms that SLCC is achieving its mission. Salt Lake Community College will play a critical role as we keep Utah ahead of the rapid demographic, technological and economic shifts that are currently underway. As the primary point of access into higher education, the place where underrepresented students can get their start before transferring, and where people of all ages can come to improve their skills and increase their wages, we urge policy makers and the state Board of Regents to allocate the resources necessary to improve upon the outcomes we have identified.

## BOARD SCORING OF OBJECTIVES

The following chart provides the overall assessment of mission fulfillment conducted by the Board. We have identified areas of improvement in increasing participation (Objective A), closing the completion gap for students of color (Objective B) and improving transfer processes and outcomes for students (Objective D). In all other objectives, performance was seen unanimously by the Board as at or above mission expectations.





AAVEO INSTITUTION • REV 10.29.19

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Salt Lake City, UT 84123  
801-957-4073  
slcc.edu

DRAFT

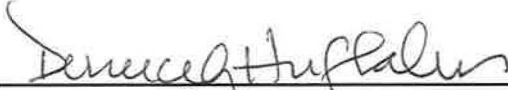
# Tab B

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

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends**	Interest Rate**
July 2019	145,831,210.28	45,127,901.43	36,481,997.26	154,477,114.45	147,269,830.57	316,914.34	2.50%
August 2019	154,477,114.45	59,930,166.26	52,101,696.92	162,305,583.79	156,286,955.10	307,912.02	2.29%
September 2019	162,305,583.79	15,842,684.14	21,706,763.39	156,441,504.54	160,540,851.86	315,398.74	2.36%
October 2019							
November 2019							
December 2019							
January 2020							
February 2020							
March 2020							
April 2020							
May 2020							
June 2020							
		<b>120,900,751.83</b>	<b>110,290,457.57</b>		<b>154,699,212.51</b>	<b>940,225.10</b>	<b>2.38%</b>

\* Based on average of months shown

\*\* Includes unrealized gains/losses on mutual fund holdings

  
\_\_\_\_\_  
Dr. Deneece Huftalin, President



SALT LAKE COMMUNITY COLLEGE  
INVESTMENT TRANSACTIONS  
September 2019

Description	Interest	Settlement Date	Maturity Date	Call Date	Cost
<b>Investments - August 31, 2019</b>					162,305,583.79
<b><u>PURCHASES</u></b>					
HSBC Medium Term Note Floater	2.72%	09/09/19	01/05/22	None	1,020,270.00
Wells Fargo Medium Term Note Floater	2.69%	09/12/19	09/09/22	09/09/21	2,004,400.00
Utah State Treasurer Public Treasurers' Investment Fund	2.57%	Various	Various	None	7,474,058.19
Zions First National Bank Sweep Account	0.65%	Various	Various	None	<u>5,343,955.95</u>
Total Purchases					15,842,684.14
<b><u>SALES / MATURITIES / CALLS</u></b>					
Net Premium/Discount Amortization					7,879.99
Capital One Medium Term Note Floater	2.94%	04/04/17	09/13/19	None	2,000,000.00
Utah State Treasurer Public Treasurers' Investment Fund	2.57%	Various	Various	None	13,900,000.00
Zions First National Bank Sweep Account	0.65%	Various	Various	None	<u>5,798,883.40</u>
Total Sales					21,706,763.39
<b>Investments - September 30, 2019</b>					<u><u>156,441,504.54</u></u>

TO: MARIA FARRINGTON, CHAIR OF THE BOARD OF TRUSTEES

To the best of my knowledge, the investment reports presented to you accurately reflect the investment activity, the cost, and market value of all investments at month end, and all investments conform with College and Board of Regents' policies, and with the State Money Management Act and the rules of the State Money Management Council.

  
 Travis Marchner  
 Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE  
 MONEY MANAGEMENT INVESTMENTS  
 INVESTMENT PORTFOLIO AT 09-30-2019

	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
<b><u>US Agency</u></b>					
Federal Agricultural Mortgage Corporation	1.64%	01/27/17	01/27/20	2,000,000.00	1,997,630.36
	1.87%	08/09/17	04/01/21	2,000,000.00	2,000,330.54
	2.26%	04/06/17	04/06/22	1,999,500.10	2,000,160.92
	2.26%	07/24/19	07/24/24	2,000,000.00	1,986,219.90
Federal Farm Credit Bank	1.47%	06/29/16	06/29/20	2,000,000.00	1,994,897.82
	1.55%	06/21/16	12/21/20	2,000,000.00	1,991,745.48
	1.85%	08/17/17	03/15/21	1,999,713.66	1,993,289.92
	1.73%	06/21/16	09/13/21	2,000,000.00	1,998,678.12
	1.93%	09/08/17	12/06/21	2,000,000.00	1,995,254.32
	2.70%	04/26/19	04/24/23	2,000,000.00	2,008,095.24
	2.04%	07/19/19	07/19/24	1,000,000.00	1,004,217.72
Federal Home Loan Bank	1.75%	02/10/17	04/27/20	1,500,000.00	1,500,164.61
	1.62%	06/23/16	06/23/21	2,000,000.00	1,990,371.40
	1.70%	10/12/16	10/12/21	2,000,000.00	1,996,151.28
	2.05%	11/28/16	11/24/21	2,000,000.00	2,000,463.86
	2.15%	08/30/17	08/26/22	2,000,000.00	2,001,256.82
	2.15%	09/26/17	09/26/22	2,000,000.00	1,995,164.38
	2.35%	10/19/17	10/19/22	2,000,000.00	2,000,301.80
	2.50%	05/29/19	05/29/24	2,000,000.00	2,007,810.66
Federal Home Loan Mortgage Corp.	1.50%	08/25/16	08/25/20	2,000,000.00	1,992,614.46
	1.50%	11/10/16	11/10/20	2,000,000.00	1,992,508.08
	1.75%	12/14/16	12/14/20	2,000,000.00	1,997,561.28
	1.53%	09/30/16	12/30/20	2,000,000.00	1,991,948.34
	1.68%	08/25/16	08/25/21	2,000,000.00	1,993,741.56
	2.25%	07/26/17	07/26/22	2,000,000.00	2,000,231.60
	2.15%	07/17/19	04/17/23	2,000,000.00	2,003,074.66
	2.25%	07/08/19	07/08/24	2,000,000.00	2,004,600.16
Federal National Mortgage Association	1.75%	02/28/17	05/28/20	2,000,000.00	1,998,524.12
	1.45%	09/15/16	09/15/20	2,000,000.00	1,993,805.02
	2.00%	02/23/17	02/23/21	2,000,000.00	1,996,716.72
	1.55%	07/28/16	07/28/21	3,000,000.00	2,991,291.42
	2.20%	08/23/17	08/23/22	2,000,000.00	2,000,532.52
<b><u>Medium Term Floating Rate Bonds</u></b>					
AIA Group	2.59%	09/20/18	09/20/21	2,003,082.00	1,998,000.00
American Express	2.50%	01/25/18	10/30/20	2,001,396.44	2,002,408.72
	2.82%	01/24/19	05/17/21	999,457.13	1,002,602.40
	2.82%	11/06/18	11/05/21	2,002,348.66	2,011,663.94
American Honda Finance	2.64%	01/25/19	12/10/21	995,840.00	998,639.87
Athene Global Funding	2.63%	01/29/18	04/20/20	1,505,819.76	1,508,137.50
	2.83%	01/25/19	04/20/20	1,524,483.41	1,528,246.00
Barclays Bank	2.54%	01/25/18	08/07/20	1,002,196.72	1,001,769.07
	2.62%	09/15/17	09/15/20	2,000,000.00	1,993,440.70

	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
<b><u>Medium Term Floating Rate Bonds (cont.)</u></b>					
BMW U.S. Capital LLC	2.94%	01/30/19	08/13/21	1,995,573.07	2,004,200.24
Citigroup Inc	3.40%	12/10/18	12/08/21	2,005,055.60	2,024,300.00
Daimler Finance	2.77%	11/08/16	10/30/19	1,000,095.00	1,000,604.24
	2.42%	01/25/18	10/30/19	2,000,000.05	2,001,208.48
Goldman Sachs GP Inc	2.61%	10/27/17	09/15/20	2,013,281.68	2,015,417.64
	2.59%	03/16/18	02/25/21	2,039,707.51	2,038,716.52
	2.94%	11/28/18	11/15/21	1,006,333.37	1,007,666.13
HSBC Finance Corporation	2.55%	05/18/18	05/18/21	2,003,521.39	2,002,059.18
	2.72%	09/13/18	09/11/21	2,002,376.71	2,002,731.80
	2.72%	09/09/19	01/05/22	1,019,546.07	1,018,724.21
Morgan Stanley	3.11%	01/22/19	01/20/22	2,010,218.04	2,005,756.46
	2.44%	08/20/19	06/10/22	2,005,722.36	2,019,376.00
Qualcomm Inc	2.40%	02/12/18	05/20/20	1,001,159.60	1,001,901.34
Santander UK PLC	2.66%	06/01/18	06/01/21	1,001,594.48	1,000,912.73
Toyota Motor Credit Corporation	2.88%	01/22/19	01/11/22	2,361,611.12	2,377,174.23
Wells Fargo	2.69%	09/12/19	09/09/22	2,004,277.78	2,004,480.00

**Medium Term Fixed Rate Bonds**

General Electric Co	3.13%	10/09/18	01/09/20	1,496,598.00	1,498,207.85
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**Mutual Funds, PTIF, Sweep Account**

<b>Mutual Funds - Bruin Club</b>					
Fidelity Janus Strategic Value Fund	6.70%	Various	Open	35,000.00	106,339.93
Janus Forty Fund	10.73%	Various	Open	41,250.00	117,685.43
The Vanguard 500 Index Fund	6.76%	Various	Open	43,750.00	141,787.56
<b>Mutual Funds - Alumni Office</b>					
Janus Research Fund	0.16%	Various	Open	26,500.00	51,535.88
Janus Enterprise Fund	4.28%	Various	Open	31,500.00	74,245.93
The Vanguard 500 Index Fund	6.76%	Various	Open	27,000.00	84,359.77
<b>Grand Theatre</b>					
Vanguard LifeStrategy Conservative Growth Fund	6.59%	12/26/06	Open	95,717.01	158,852.78
<b>Utah State Treasurer</b>					
Public Treasurers' Investment Fund	2.57%	09/30/19	Open	47,724,778.79	47,724,778.79
<b>Zions First National Bank</b>					
Sweep Account	0.65%	09/30/19	Open	1,915,499.03	1,915,499.03
Total Investment Portfolio				<u>156,441,504.54</u>	<u>156,862,805.44</u>

**2018 Revenue Bond Holdings**

<b>Utah State Treasurer</b>					
Public Treasurers' Investment Fund	2.57%	09/30/19	Open	14,032,424.03	14,032,424.03

October 9, 2019

Taylorville/Redwood Campus  
Room AAB 428

8:00 a.m.

**Attendance:** Trustees: Chair Maria Farrington, Coralie Alder, Nate Boyer, Lori Chillingworth, Mason Bancroft, Linda Luchetti, Brady Southwick, Kim Wilson, Vice Chair Jim Wall and President Denece Huftalin

**Excused:** Trustee Shawn Newell

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

SLCC Representatives: Katerina Salini – Faculty Senate President, Justice Morath - Faculty Association President, Sean Crossland – Staff Association President, Nancy Michalko-Executive Director of Development & Foundation, Michael Navarre-Assistant VP, Institutional Marketing and Communications and Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees

Guy Douros and Will Pollard-Technical Support

Agenda	Discussion Summary and Action
<b>I. BOARD BUSINESS: Maria Farrington, Chair</b>	Chair Farrington opened the meeting at 8:00 a.m. She welcomed Regent Church and everyone for attending.
A. Swearing in of new Trustees, Coralie Alder and Mason Bancroft	Chair Farrington administered the oath of office for new trustees Coralie Alder and Mason Bancroft.
B. Honorary Doctorate Committee Appointment	Chair Farrington called for volunteers to serve on the Honorary Doctorate Committee who will work with President Huftalin to explore friends of the College to be the 2020 Honorary Doctorate Degree recipients. Trustees Kim Wilson and Linda Luchetti volunteered.
C. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko	Nancy Michalko provided the campaign update. Almost \$16M has been raised toward the campaign goal; 39% of the \$40M goal and 78% of this year's \$20M benchmark. She thanked everyone that was involved with the Gail Miller Leadership Cup. The fund-raising golf tournament was a success with more teams that ever participating. Over \$200,000 in proceeds are expected. She extended a special thanks to the Gail Miller organization for their extraordinary support. She also provided information about new staffing additions to the development office and upcoming events and opportunities for trustees to make introductions and/or accompany the President and development staff to.
D. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	VP Aird reminded everyone that for the past 18 months, the Mission Fulfillment Committee has been working through an assessment of the college mission. At the board meetings, trustees have received metrics and

<p>1. Summary of Mission Fulfillment Assessment</p>	<p>benchmarks from the committee and have been involved by completing surveys. A more in-depth review was provided at the Retreat in September and there, a determination to return to the metrics and re-assess for a comparison with the original survey results was made. VP Aird provided a hand-out with the results of both, the original and the current view of how trustees feel the college is meeting mission fulfillment. After consulting with President Huftalin, he and committee members recommend using the new results as a better representation. They will produce a report that will include areas that can be improved most as priorities. The committee members expect to have the report ready for review at the next meeting. President Huftalin asked that the report also include comments with specific reasons for low scores to provide context and information that board members can focus on. She also shared that the Mission Fulfillment Committee will be presenting at the annual ACCT Leadership Congress later this month alongside a colleague from NWCCU. Chair Farrington invited them to provide the same report to the entire board at the next meeting.</p>
<p>E. Audit Committee Report – Audit Committee Chair – Trustee Brady Southwick</p>	<p>Trustee and Audit Committee Chair Brady Southwick said that Internal Audit has a new auditor, Linh Tran which will help with the workload. He reported on the September 26 Audit Committee meeting where the committee looked at the recently completed audit report for the student center auxiliary services. A policy on the use of college facilities will be reviewed under Dr. Lepper’s report that addresses some of the issues found in the audit. The committee also reviews legal issues and ethics and compliance hotline reports regularly; there are no outstanding issues to report.</p>
<p><b>CONSENT CALENDAR:</b> It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:</p>	
<p>A. <u>Investment Report for July and August, 2019</u></p>	<p>Trustee Linda Luchetti moved to accept the items on the consent calendar as submitted. The motion was seconded by Trustee Lori Chillingworth and carried unanimously.</p>
<p>B. <u>Minutes of Previous Meeting August 14, 2019</u></p>	
<p>C. <u>Executive Session:</u> Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held November 13, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.</p>	
<p>D. <u>Personnel Report for August, 2019</u></p>	
<p>E. <u>Government Funding Report— Major Grants Requested/Received</u></p>	

<p><b>PRESIDENT'S REPORT: Dr. Deneece Huftalin, President</b></p>	<p>President Huftalin thanked those who attended the Tanner Forum on Ethics with Dr. Talithia Williams.</p>
<p>A. Student Life &amp; Leadership Report – Trustee Mason Bancroft</p>	<p>Trustee Bancroft provided updates on upcoming events students have planned. The annual Halloween celebration at the Taylorsville campus will be October 26 from 10am – 1pm. This provides a great opportunity for students' families to participate. SLCCSA has been focusing on the Profiles in Leadership, an event is scheduled for later today. They've been planning other events, listening to student concerns and working towards building traditions within the College. Trustee Alder asked him to explain the Profiles in Leadership event more. He said guest speakers are invited to share their leadership philosophy with the student organization. It is open to other students who want to attend but is directed toward student leaders. Trustee Bancroft also said that he and three other student leaders will be attending the ASGA (American Student Government Association) Conference in Washington DC this week. This conference is for all student government officers from across the nation and allows them to participate in various sessions, talk to legislators, politicians, and lobbyists as well as provides an opportunity to connect with other student leaders.</p>
<p>B. Academic Affairs Report – Provost Clifton Sanders</p> <ol style="list-style-type: none"> <li>1. <b>ACTION:</b> Academic Curriculum Change: Name Change - English Department to Department of English, Linguistics, and Writing Studies</li> </ol>	<p>Provost Sanders provided information about a name change for the English Department. The new name will be the Department of English, Linguistics, and Writing Studies. He explained the rationale behind the proposed change. <b>Trustee Wilson moved to approve the change; Trustee Alder seconded the motion. The motion carried unanimously.</b></p>
<p>C. Finance &amp; Administration Report – VP Jeff West</p> <ol style="list-style-type: none"> <li>1. <b>ACTION:</b> Parking Services Policy (2<sup>nd</sup> Reading)</li> <li>2. <b>ACTION:</b> Banking Services Policy (2<sup>nd</sup> Reading)</li> <li>3. <b>ACTION:</b> Investment Policy (2<sup>nd</sup> Reading)</li> <li>4. <b>INFORMATION:</b> Acceptable Use Policy (1<sup>st</sup> Reading)</li> </ol>	<p>VP West explained three action items, all 2<sup>nd</sup> readings of policies. The policies are 1) the Parking Services Policy; 2) the Banking Services Policy; and 3) the Investment Policy. Trustee Bancroft pointed out that the Parking Services Policy does not address electric vehicles, charging stations and designated stalls. He asked where students could find more information regarding rules and consequences for non-electric vehicles parking in the designated stalls. VP West will investigate and bring a report to a future meeting with clarifying language to address Trustee Bancroft's concerns. <b>Trustee Boyer moved to accept the Parking Services Policy and if it needs to be adjusted, it will go through the policy review process again. Trustee Southwick seconded the motion. The motion carried unanimously.</b> VP West explained the Banking Services and Investment policies help govern proper investments, adherence to laws, and integrity with banking partners. <b>Trustee Chillingworth moved to approve the Banking Services Policy as submitted. The motion was seconded by Trustee Boyer and carried unanimously.</b> Trustee Southwick asked for clarification</p>

	<p>in the Investment Policy about how the college fulfills specific requests attached to gifts to the college. He explained from an audit perspective, unless the specific requirements can be met, the funds are sometimes not distributed or used. He wondered if there should be a policy that includes language that the college perform due diligence to meet the request but after a certain amount of time, if not successful, the gift moves to the general fund. That may also relieve some of the administrative burden. President Huftalin said if the restrictions are too limiting, the college will often go back to the donor to see if they are willing to adjust the restrictions. Nancy Michalko added that the Development Office recently had an internal audit that addresses some of the issues discussed. There will also be an MOU between the College and the Foundation to help establish procedures and the Foundation's bylaws and gift agreements will be updated to reflect audit recommendations and MOU provisions. This work will be completed by the first of the year and will not impact the Investment Policy. <b>Trustee Boyer moved to approve the Investment Policy as submitted. Trustee Wilson seconded the motion. The motion carried unanimously.</b> Last, VP West explained that trustees have been provided a copy of the Acceptable Use Policy for a 1<sup>st</sup> reading. This policy governs the acceptable use of college computing resources. The 2<sup>nd</sup> reading and approval will take place at the November meeting.</p>
<p>D. Student Affairs Report – VP Chuck Lepper 1. <b>ACTION:</b> College Facilities Use Policy (2<sup>nd</sup> Reading)</p>	<p>Dr. Lepper explained that historically, the college has had multiple processes for reserving space at the different campuses. This College Facilities Use policy moves the reservation process for all college facilities under a single process and a single office for a cohesive approach as an institution. This is a 2<sup>nd</sup> reading and trustee approval is required to implement the policy. Dr. Lepper explained the types of groups who rent space and that it requires a full-time employee to manage the process for the entire College. Trustee Southwick shared that from an internal audit perspective this policy and its approach will help streamline and make it easier to monitor. <b>Trustee Southwick made a motion to approve the College Facilities Use Policy as submitted. Trustee Alder seconded the motion. The motion carried unanimously.</b></p>
<p>E. Institutional Advancement Report – VP Alison McFarlane 1. <b>ACTION:</b> Naming College Facilities and Programs Policy (2<sup>nd</sup> Reading)</p>	<p>VP McFarlane explained the Naming of College Facilities and Programs Policy, also a 2<sup>nd</sup> reading, which guides the process for naming buildings and programs with required criteria and approval. Chair Farrington inquired if there were limits to the duration of using names. President Huftalin explained that historically, there has not been a sunset although in instances where buildings need to be demolished, the college has worked with the person or family to make an alteration. VP McFarlane explained the provisions in the new policy that address duration. <b>Trustee Wilson moved to approve</b></p>

	<p><b>the Naming College Facilities and Programs Policy as submitted. The motion was seconded by Trustee Boyer and carried unanimously.</b></p>
<p>F. Campus-based &amp; Constituents Reports: 1. <b>INFORMATION:</b> Staff Association Report</p>	<p>Staff Association President Sean Crossland provided a handout highlighting information about SLCC community service. Since November 2018, there have been six smaller days of service and the recent large annual college-wide day of service. He commended staff who help with planning and the employees who participate. He also provided a snapshot of the college employee community engagement leave usage. Since the Community Engagement Leave Policy was adopted, usage has grown. VP Aird explained that at the November meeting trustees will see updates to the policy for a 1<sup>st</sup> reading. Discussion about the different types of service opportunities followed. Mr. Crossland will provide trustees with more information about a new dashboard online; they can also participate in community engagement opportunities.</p>
<p><b>BOARD BUSINESS (continued): Maria Farrington, Chair</b></p>	
<p><b>Executive Session</b> to discuss the sale, purchase, exchange, or lease of real property as permitted by Utah Code §52-4-204(1)(d) and §52-4-204(1)(e)</p>	<p>Trustee Chillingworth moved to enter Executive Session to discuss the sale, purchase, exchange or lease of real property at 9:00 a.m. The motion was seconded by Trustee Wilson and carried unanimously.</p> <p>Trustee Chillingworth moved to adjourn the Executive Session and reconvene in the regular public meeting at 9:30 a.m. The motion was seconded by Trustee Wilson and carried unanimously.</p> <p><b>Trustee Wilson made a motion to take action as discussed in Executive Session with regard to the Cache County property. Trustee Alder seconded the motion. The motion carried unanimously.</b></p> <p><b>Trustee Wilson made a motion to take action as discussed in Executive Session with regard to the Jordan Campus property. The motion was seconded by Trustee Southwick and carried unanimously.</b></p> <p>Trustee Alder moved to adjourn the meeting at 9:35 a.m.; the motion was seconded by Trustee Boyer and carried unanimously.</p>
<p><b>II. ADJOURNMENT:</b></p>	<p>Trustee Luchetti moved to adjourn the meeting at 9:53 a.m.; Trustee Flanagan seconded the motion. The motion carried unanimously.</p>



**SALT LAKE COMMUNITY COLLEGE  
PERSONNEL HIRING REPORT  
September 1-30, 2019**

**Tab D**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Date</b>
<b>ADMINISTRATION</b>			
Jimmy Soto	Campaign Director of Development	Development Office	September 3, 2019
Maria Martinez	Director, Diversity & Multicultural Affairs	Diversity & Multicultural Affairs	September 3, 2019
<b>FACULTY</b>			
Jerome Rothermund	Assistant Professor	ESL	September 9, 2019
<b>STAFF--EXEMPT</b>			
Linh Tran	Auditor 2	Internal Audit	September 3, 2019
Alex Radivoyevich	Manager, Academic Computing	Information Technology	September 3, 2019
David Ko	Coordinator 1	Registration & Reception	September 3, 2019
Alaa Al-Barkawi	Advisor 2	TriO Programs	September 3, 2019
Samantha DeLaCerde	Assistant Director 2, Financial Aid - Scholarships	Financial Aid	September 3, 2019
Mandy Pershing	Survey & Qualitative Reseacher 1	Data Science & Analytics	Septmeber 3, 2019
Celesta Roskelley	Program Manager 1, Aviation	Aviation/Related Tech-2N7	Septmeber 3, 2019
Karen Dell	Manager 2, Workforce	Workforce and Economic Development	September 16, 2019
Simranjit Kaur	Advisor 2	Academic Advising	September 16, 2019
Rhett Bigelow	Coordinator 3, Electric Power Programs	Continuing Education (Workforce & Econ Dev)-2U1	September 16, 2019
<b>STAFF--NON-EXEMPT</b>			
Jennifer Hall	Administrative Assistant II, School of Communication, Arts, & New Media	School of Arts, Communication, & Media-2T0	September 1, 2019
Alma DiScullo	Specialist 1, Child Care Provider	Child Care (Student Affairs) 4G5	September 3, 2019
Yeraldy Bustillos	Medical Assistant	Center for Health and Conseling	September 3, 2019
Jeremiah Dhieu	Campus Safety Officer	Parking Services	September 3, 2019
Bryndon Dy	Custodian	Facilities	September 3, 2019

**SALT LAKE COMMUNITY COLLEGE**

**PERSONNEL HIRING REPORT**

September 1-30, 2019

Amanda Hughes	Custodian	Facilities	September 3, 2019
Modesta Leyva	Custodian	Facilities	September 3, 2019
Christianna Archuelta	Custodian	Facilities	September 3, 2019
Sharice Neve	Lead Custodian	Facilities	September 3, 2019

**SALT LAKE COMMUNITY COLLEGE****PERSONNEL HIRING REPORT**

October 1-31, 2019

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Date</b>
<b>ADMINISTRATION</b>			
Jason Pickavance	Associate Provost for Academic Operations	Provost Office	October 16,2019
<b>FACULTY</b>			
--None			
<b>STAFF--EXEMPT</b>			
Kimberly Massie	Grant Officer 3	Office of Sponsored Projects	October 1, 2019
Renee Scheering	CBE Success Coach	SAT Instruction	October 1, 2019
Nick Rhodes	Coordinator 1	Student Life and Leadership	October 16, 2019
Betheny King	Advisor 2, Trio	Student Support Services	October 16, 2019
<b>STAFF--NON-EXEMPT</b>			
Robyn Hortin	Specialist 2, Cashiering	BOF-Cashiering	October 1, 2019
Dianne Edmonds	Administrative Assistant II,	Office of Sponsored Projects	October 1, 2019
Felecity Chase	Custodian	Facilities	October 1, 2019
Kelly Taylor	Lab Coordinator	Information Technology	October 1, 2019
Eponine Buchanan	Specialist 1, Instructional Technology	eLearning TLT3-2B2	October 1, 2019
Caroline Jaramillo-Ornelas	Medical Assistant	Center for Health and Counseling	October 1, 2019
Jeremy Page	Systems Administration 1	Information Technology	October 16, 2019
Gina Chase	Manager 2, Auxilairy Service	BOF-Treasurer	October 16, 2019

Vice President of Government and Community Relations  
Office of Sponsored Projects: Government Funding Report  
Board of Trustees Meeting: November 2019

# Tab E

NEW FUNDING ACTION							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
UAM: Utah Original Writing Competition	9/6/19	\$30,000		Awarded	\$30,000	1/1/20-12/31/20	School of Humanities and Social Science
ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
NSF: Advanced Technological Education in Engineering Technology	10/3/19	\$600,000		Under Consideration		2/1/20-6/30/21	School of Science, Math and Engineering
NSF (Penn State, lead): Nanotechnology Center Grant	10/1/19	\$60,000		Under Consideration		9/1/20-8/31/23	School of Science, Math and Engineering
NEH: Humanities Initiatives at Community Colleges	7/12/19	\$100,000		Under Consideration		2/1/20-6/30/21	School of Humanities and Social Science
ED: Experimental Sites Initiative, Pell for Incarcerated Persons	9/18/19	-		Under Consideration			School of Humanities and Social Science
ED: Experimental Sites Initiative, Work-Study	9/23/19	-		Under Consideration			Student Affairs
ED: Education Research on Improving Persistence	8/29/19	\$556,517		Under Consideration		7/1/20-6/31/24	School of Humanities and Social Science
ED: Education Research on Improving Persistence	8/29/19	\$263,518		Under Consideration		7/1/20-12/31/21	School of Business
NASA: Aeronautics Education	9/30/19	\$40,000		Under Consideration		5/1/20-4/30/24	School of Science, Math and Engineering
American Council for Learning Societies: Community College Fellowship	9/25/19	\$40,000		Under Consideration		6/1/20-12/31/21	School of Humanities and Social Science
NEH: Humanities Connections (Equity, Justice and Democracy Certificate)	9/19/19	\$35,000		Under Consideration		6/1/20-5/31/21	School of Humanities and Social Science
UAM: Cultural Vibrancy for the ASL Community	9/6/19	\$10,000		Under Consideration		1/1/20-12/31/20	School of Humanities and Social Science
UDVMA: Veteran Center Support Grant	5/24/19	\$23,508		Awarded	\$23,508	7/1/19-6/30/20	Student Affairs
GOED: UtahWorks	7/12/19	\$889,985		Awarded	\$770,985	7/1/19-6/30/20	Workforce and Economic Development
GOED: Miller Business Resource Center	6/7/19	\$50,000		Awarded	\$50,000	7/1/19-6/30/20	Business Development Resources
GOED: Park City Resource Center Support	6/7/19	\$20,000		Awarded	\$20,000	7/1/19-6/30/20	Business Development Resources
SLCAC: Grand Youth Program	6/7/19	\$10,000	8/22/2019	Awarded	\$3,200	7/1/19-6/30/20	School of Arts, Communication and Media
USL: Interlibrary Loans				Awarded	\$3,000	7/1/19-6/30/20	Learning Advancement
SLCAC: Project Support Grant	6/7/19	\$10,000	8/12/2019	Awarded	\$2,500	7/1/19-6/30/19	School of Humanities and Social Science

SLCO: ZAP, Grand Theater, Tier II		\$79,000	8/12/2019	Awarded	\$79,000	9/1/19-8/31/20	School of Arts, Communication and Media
DWS, Horizonte: Talent Ready Health Sciences	4/26/19	\$80,091	7/18/2019	Awarded	\$80,091	7/1/19-6/30/20	School of Health Sciences
DOL, (Weber, lead): UCAC Apprenticeships	7/12/19	\$403,147	6/24/2019	Awarded	\$403,147	7/1/19-6/30/22	School of Business
NSF: Nanotechnology Workshop	2/1/19	\$28,000	5/1/2019	Awarded	\$28,000	5/1/19-8/31/20	School of Science, Math and Engineering
NSF: Community College Supplement (Applied Biosensors)	2/19/19	\$30,000	5/28/2019	Awarded	\$30,000	4/1/19-8/1/19	School of Science, Math and Engineering
GOED: Aerospace Assembly		\$120,000		Awarded	\$120,000	12/13/18-12/12/21	Workforce and Economic Development
AAC&U: Strengthening Guided Pathways	04/02/19	\$30,000	05/15/19	Awarded	\$30,000	5/1/19-12/31/20	Learning Advancement
NSF: College Anatomy and Physiology Education Research (CAPER)	2/26/18	\$8,500	3/4/2019	Awarded	\$8,500	2018-2019	School of Science, Math and Engineering
DWS: Technology Training for Refugees, Part 2		\$630,276	12/13/2018	Awarded	\$630,276	1/1/19-12/31/21	Workforce and Economic Development
SBDC: Salt Lake Regional Center 2019	8/18/18	\$183,184	1/1/2019	Awarded	\$183,184	1/1/19-12/31/19	Business Development Resources
GOED: Miller Business Resource Center Support	6/28/18	\$50,000	8/29/2018	Awarded	\$20,000	7/1/18-6/30/19	Business Development Resources
GOED: Park City Resource Center Support	6/29/18	\$17,000		Awarded	\$17,000	7/1/18-6/30/19	Business Development Resources
ZAP: Grand Theatre 2019 Tier II	3/30/2018	\$75,000	9/18/2018	Awarded	\$75,000	9/1/18-8/31/19	School of Arts, Communication and Media
Utah Dept. of Veteran and Military Affairs: Veteran Resource Center Support	6/21/17	\$50,000	5/10/2018	Awarded	\$47,000	2017-2018	Student Affairs
Utah Marriage Commission: Marriage and Relationship Education			7/31/17	Awarded	\$78,768	7/1/18-6/30/20	School of Humanities and Social Science
ED: Child Care Access Means Parents in School (CCAMPIS)	7/23/18	\$1,068,472	9/28/2018	Awarded	\$1,082,848	10/1/18-9/30/22	Student Affairs
DWS: Short-term Occupational Training for Refugees		\$272,899		Awarded	\$272,899	5/1/18-9/30/19	Workforce and Economic Development
Corp. for Nat'l and Community Service: Americorp Dental Hygiene Students		\$54,815	7/10/2018	Awarded	\$54,815	8/15/18-8/14/20	Health Sciences
UT State Libraries: Interlibrary Loan Lending Grant			8/20/2018	Awarded	\$3,000	7/1/18-6/30/19	Learning Advancement
SBDC: Salt Lake Regional Center 2018		\$183,183	4/2/2018	Awarded	\$248,885	1/1/18-12/31/18	Business Development Resources
Corporation for National and Community Service: AmeriCorps VISTA	2/2/18	3 VISTAS	3/5/18	Awarded	3 VISTAS	2018-2021	Student Affairs
SLC Corporation: Local Business Development Service	8/8/17	\$38,804	1/3/2017	Awarded	\$38,804	10/1/17-9/30/19	Business Development Resources
Health and Human Services, UofU (lead): Area Health Education Centers	3/28/17	\$429,246	8/9/17	Awarded	\$464,585	9/1/17-8/31/22	School of Health Sciences
ZAP: Grand Theatre 2018 Tier II	3/31/12	\$75,000	8/3/17	Awarded	\$68,500	8/1/17-8/31/18	School of Arts, Communication and Media

National Endowment for the Humanities: Summer Institute	3/1/17	\$183,194	8/4/17	Awarded	\$189,043	10/1/17-12/31/18	School of Humanities and Social Science
GOED: Veteran Business Services	1/1/17	\$120,000	1/1/17	Awarded	\$440,000	1/1/17-6/30/22	Business Development Resources
Howard Hughes Medical Institutel, UU (lead): Up STEM	11/9/16	-	6/30/17	Awarded	\$190,000	9/1/17-8/30/22	School of Science, Math and Engineering
National Science Foundation: GeoPaths	10/11/16	\$492,000	6/7/17	Awarded	\$334,372	6/1/17-5/31/20	School of Science, Math and Engineering
ZAP: Grand Theatre 2017 Tier II	3/31/16	\$75,000	10/5/16	Awarded	\$65,000	5/1/17-4/30/18	School of Arts, Communication and Media
Dept. of Education: Strengthening Institutions Grant	6/8/15	\$2,236,497	9/6/16	Awarded	\$2,236,497	10/1/16-9/30/21	School of Science, Math and Engineering
Utah Dept. of Substance Abuse and Mental Health: Veteran Peer Mentors		\$45,000	9/21/16	Awarded	\$30,000	10/15/16-10/31/18	Student Affairs
Dept. of Education: TRIO Talent Search	2/5/16	\$1,231,200	7/20/16	Awarded	\$1,266,551	9/1/16-8/31/21	Student Affairs
USHE: Math Compliance	6/13/16	\$227,832	6/21/16	Awarded	\$231,832	6/30/16-6/30/19	School of Science, Math and Engineering
National Science Foundation: ATE Biotech CBE	10/8/15	\$900,000	6/13/16	Awarded	\$819,416	6/15/16-5/31/19	School of Science, Math and Engineering
FEMA/UDPS:Emergency Mgmt Performance Grant	5/20/18	\$10,000		Awarded	\$10,000	3/15/18-2/28/19	Facilities
Dept. of Education, USOE (lead): Carl Perkins CTE Funding			7/1/2018	Awarded	\$938,123	7/1/18-6/30/19	School of Applied Technology and Technical Specialties
Utah Dept. of Veteran and Military Affiars: Veteran Resource Center Support	6/15/18	\$32,085	7/3/2018	Awarded	\$16,938	2018-2019	Student Affairs
Dept. of Education: Experimental Site for Competency-based Education	10/2/14	Financial Aid Waiver	2/11/16	Awarded	Financial Aid Waiver	2016-2018	Office of Sponsored Projects
DWS: Technology Training for Refugees		\$618,602	8/7/15	Awarded	\$618,602	9/1/15-12/31/18	Workforce and Economic Development
Dept. of Education: TRIO Student Support Services, Regular	2/2/15	\$1,836,577	7/15/15	Awarded	\$1,672,266	9/1/15-8/31/20	Student Affairs
Dept. of Education: TRIO Student Support Services, STEM	2/2/15	\$1,100,000	7/15/15	Awarded	\$1,153,266	9/1/15-8/31/20	Student Affairs
NASA, UU (lead): Rocky Mountain Space Grant Consortium	2/23/15	\$22,200	7/13/15	Awarded	\$46,100	4/10/15-4/9/19	School of Science, Math and Engineering
National Science Foundation: S-STEM Scholars Program	8/12/14	\$604,710	2/12/15	Awarded	\$604,710	7/1/15-1/31/20	School of Science, Math and Engineering

**Total funding requests under consideration: \$1,705,035**

**Total funding for active awards: \$15,830,211**

Junior Achievement of Utah  
**Business Leaders Lunch**



*The most important lunch you will have all year.*

Sponsored by: **CBRE**

Thursday, November 21, 2019  
Noon – 1:30pm  
Junior Achievement City

444 West 100 South—4th Floor  
Salt Lake City, UT 84101  
Above Discovery Gateway Children's Museum  
North Parking Lot—validation provided

RSVP  
801.792.4048  
[lauram@ja-utah.org](mailto:lauram@ja-utah.org)



# What's your job?



## Spencer F. Eccles Junior Achievement City

***Our companies  
are hiring!***

A company runs smoothly when all of its team members are working together. When you apply for a job in JA City you will be an important part of making the city work. There are plenty of job opportunities to choose from. You could be the CEO of Merit Medical or a teller at Zions Bank. Look through the different companies in this booklet to see which interest you and get ready to apply for a position by working on your job application and interview sections with your class.



**Fueling the  
city!**

**Andeavor** wants citizens to know more about how we all benefit from their products and services. They give students the opportunity to learn while having fun playing the Andeavor touch screen game. Students compete for highest score in efficiency and safety. [www.andeavor.com](http://www.andeavor.com)

Positions Available: *CEO, CFO, Engineer*



**Computer problems? Not with you around!**

**Computech** knows that most businesses rely heavily on technology. They provide a wide range of services to meet your business needs. If you have a computer, phone, or IT issue they will be on the job working hard until the problem is solved. [www.computech.ws](http://www.computech.ws)

Positions available: *CEO, CFO, Sales Manager, IT Specialist*



**Solve a  
microbial  
mystery!**

Help JA City citizens stay healthy and protect them from a mysterious illness. What microbe could be the culprit? As a scientist at **ARUP Laboratories**, you'll have the tools and know-how to find out! Use science and cutting-edge technology to solve the mystery and save JA City!

[www.aruplab.com](http://www.aruplab.com)

Positions available: *Medical Technologist*



**Your favorite destination between destinations!**

Students who work in the **Delta Sky Club** at JA City have the opportunity to interact with customers and book them on a Delta flight, assist with the printing of boarding passes and tell them all about the perks of becoming a Delta Sky Club member.

[www.delta.com](http://www.delta.com)

Positions available: *CEO, CFO, Sky Club Supervisor, Sky Club Agent*



**Is it your pleasure  
to serve people?**

One customer at a time! Everyone loves **Chick-fil-A** and you could be part of their team. Help show off all of their amazing items that will be offered during breaks. Chick-fil-A is known for their great southern hospitality and respect.

[www.chick-fil-a.com](http://www.chick-fil-a.com)

Positions available: *CEO, CFO, Sales Manager*



**Ready for your 15 minutes of fame?**

**Deseret News** covers the stories of the day and creates a digital newspaper of the JA City events. **KSL TV** produces a live television program for the citizens of JA City.

[www.deseretnews.com](http://www.deseretnews.com) • [www.ksl.com](http://www.ksl.com)

Positions available: *CEO, CFO, On-Air Host, Camera Operator, Ad Executive, Editor*





**Dominion Energy®**

Looking for a job you will warm up to?

Dominion Energy Utah provides and maintains natural gas resources for all companies in JA City! While out on the job, you will need to keep safety in mind, hard hats and all! You will be visiting each business to read meters, send bills and help them use energy wisely. [www.DominionEnergy.com](http://www.DominionEnergy.com)

Positions available: *CEO, CFO, Gas Meter Reader*



Is your allowance just too small?

First Security Bank is responsible for helping customers make deposits and open savings accounts, and for lending money to businesses. If you want to be in the middle of the action, come work at First Security. Don't miss out on all the fun!

[www.gsecclsfoundation.org](http://www.gsecclsfoundation.org)

Positions available: *CEO, CFO, Teller, File Clerk, Savings Officer*



U.S. AIR FORCE

We do the impossible every day!

The U.S. Air Force is the world's preeminent force in air, space and cyberspace. Please be part of our team and experience what it means to be a United States Airman by living our core values: Integrity First, Service Before Self, and Excellence in All We Do. [www.hill.af.mil/](http://www.hill.af.mil/)

Positions available: *Pilot, Computer Scientist*

**KIRTON | McCONKIE**

More than just a handshake nowadays.

All companies need a little help getting started. Kirton McConkie legally notarizes official bank documents and issues business licenses to get all the JA City companies started for the day. [www.kmclaw.com](http://www.kmclaw.com)

Positions available: *Attorney*



More than just cars!

Larry H. Miller is a retail store that has custom-made swag items that you've been hearing all about. Everyone loves them! You will be selling these items to customers on their break. They are looking for enthusiastic individuals to join their team.

[www.lhm.com](http://www.lhm.com)

Positions available: *CEO, CFO, Sales Manager*



Is your favorite time of day your break time?

Come be a part of the adventure. Everyone will want to hit this stop! Maverik will be serving goodies to eat and drink while customers have lunch during their break. Maverik's employees are committed to thrilling their customers.

[www.maverik.com](http://www.maverik.com)

Positions available: *CEO, CFO, Sales Manager*



Want to help others without a lifetime of medical school bills?

Merit Medical provides CEOs the opportunity to purchase an employee benefit package for their company and smart pills are sterilized and packaged here with care.

[www.merit.com](http://www.merit.com)

Positions available: *CEO, CFO, Sales Manager, Manufacturing Manager*



Your home, your way!

RC Willey is a retail store that offers a variety of exciting products for homes including furniture, mattresses, electronics, flooring, and appliances. RC Willey employees are committed to listening to customers and providing solutions to their needs. [www.rcwilley.com](http://www.rcwilley.com)

Positions available: *CEO, CFO, Sales Manager*



Hottest ticket in JA City!

Come chant, cheer, and help customers enjoy Real Salt Lake. They need passionate soccer fans to bring their stadium to life. Customers will experience stadium seats while watching season highlights on a 50-inch full screen TV!

[www.realsaltlake.com](http://www.realsaltlake.com)

Positions available: *CEO, CFO, Sales Manager*



Power to the people!

POWERING YOUR GREATNESS

Have you ever wondered how your phone and gaming system get powered? Are you creative and excited about adding value to people's lives? At Rocky Mountain Power you will show customers how to conserve electricity to help them save money. You will also offer renewable energy options and award businesses for their efforts. [www.rockymountainpower.net](http://www.rockymountainpower.net)

Positions available: *CEO, CFO, Electric Meter Reader*



**Go to the head of the class!**

Salt Lake City School District helps each citizen learn about different jobs and what kind of education is needed to do them.

[www.slcschools.org](http://www.slcschools.org)

Positions available: *Superintendent, Business Administrator, Teacher*



**Start smart. Enroll now.**

We'll help you reach your academic and career goals at SLCC and beyond! A college advisor will help you choose your education pathway. When you receive your diploma you will receive a bonus to your account . . . because college education pays off in higher earnings. [www.slcc.edu](http://www.slcc.edu)

Positions available: *Advisor*



**Book it to the County Library for a great career!**

Salt Lake County Library is seeking top-shelf candidates who love sharing information with others. As a member of the leadership team you will be booked all day—helping people find their way around JA City, promoting democracy through voting, creating STEM opportunities, and encouraging reading and learning. We're excited for you to check us out! [www.slcolibrary.org](http://www.slcolibrary.org)

Positions available: *CEO, CFO, Librarian, Branch Manager*



**Come join the fast-paced and fascinating world of technology investing!**

Signal Peak Ventures is a venture capital firm that invests in early-stage technology companies. We are looking for student Managing Directors who can research, invest, manage, and harvest opportunities in the Information Technology, Life Science, and Clean Energy markets. [www.spv.com](http://www.spv.com)

Positions available: *Managing Director*



**Tired of going next door to borrow a cup of sugar?**

Smith's Marketplace is a customer's one-stop shopping destination. Smith's needs individuals to help promote their products, build customer loyalty, and improve the shopping experience. They offer fast and friendly checkout, plus big savings on the items customers love!

[www.smithsfoodanddrug.com](http://www.smithsfoodanddrug.com)

Positions available: *CEO, CFO, Store Manager, Grocery Manager*



**Do you want to help run the city?**

Synchrony Financial City Hall wants to help every citizen have an outstanding experience at JA City. They are responsible for overseeing recycling, issuing business licenses, and promoting the importance of voicing your opinion by voting.

[www.synchronyfinancial.com](http://www.synchronyfinancial.com)

Positions available: *Mayor, Town Treasurer, Social Media Promoter*



**United Way of Salt Lake**

**Give back!**

United Way of Salt Lake collects philanthropy pledges from every business to pay off their loan. Citizens are encouraged to volunteer for the United Way during their break.

[www.uw.org](http://www.uw.org)

Positions available: *CEO, CFO, Advocate, Giving Director, Volunteer Coordinator*



**Want to solve problems and improve lives?**

US Synthetic is a wholesale business that focuses on improving lives and problem solving. They ensure that each business in JA City has the proper items they need to run for the day. They sell to businesses only.

[www.ussynthetic.com](http://www.ussynthetic.com)

Positions available: *CEO, CFO, Stock Manager*



**Be careful out there!**

WCF Insurance provides insurance for businesses to protect their employees on the job. They work hard to ensure citizens are safe and healthy in the workplace.

[www.wcf.com](http://www.wcf.com)

Positions available: *CEO, CFO, Safety Inspector, Ergonomics Specialist*



**We haven't forgotten who keeps us in business.**

Zions Bank is responsible for helping customers make deposits and open savings accounts, and for lending money to businesses. If you want to be in the middle of the action, come work for Zions Bank. Don't miss out on all the fun!

[www.zionsbank.com](http://www.zionsbank.com)

Positions available: *CEO, CFO, Teller, File Clerk, Savings Officer*

# Other Sponsors in Junior Achievement City



Have you started thinking about saving for college?  
My529.org is the place to begin your research with easy-to-understand information and calculators found at my529.org.



CB Richard Ellis provides commercial real estate services worldwide and in JA City. [www.cbre.com](http://www.cbre.com)



If you need to print something in JA City, Les Olson is here to provide printing service. [www.lesolson.com](http://www.lesolson.com)



Dell EMC. Putting our technology and expertise to work where it can do the most good for people and the planet. [www.dell EMC.com](http://www.dell EMC.com)



Morgan Stanley is the preeminent financial advisor to companies, investors and JA citizens. [www.morganstanley.com](http://www.morganstanley.com)



Spend smarter, manage debt better and save even more with Discover. [www.discover.com](http://www.discover.com)



Only Pepsi products are served in JA City. [www.pepsi.com](http://www.pepsi.com)



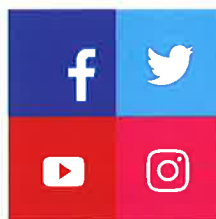
Enterprise believes in strengthening our communities one neighborhood at a time, JA City included. [www.enterprise.com](http://www.enterprise.com)



Total Dental Administrators  
Examples of creative, innovative, and dedicated professionals.  
TDA is a great support to JA of Utah. [www.tdadental.com](http://www.tdadental.com)

## Junior Achievement Fun!

Junior Achievement is even more than JA City. We have K-12 programs in schools throughout all of Utah. Also we have fun events for the family to enjoy from a Bowl-a-thon to STEM-centered summer camps. You can stay updated on all events through the year on our Facebook page, Junior Achievement of Utah, and our website, [ja-utah.org](http://ja-utah.org). Can't wait to see you there!



[www.twitter.com/JAofUtah](http://www.twitter.com/JAofUtah)

[www.facebook.com/jautah/](http://www.facebook.com/jautah/)

[www.instagram.com/jaofutah/](http://www.instagram.com/jaofutah/)

[www.youtube.com/users/JAutahinc](http://www.youtube.com/users/JAutahinc)



**Main Office**  
515 South 700 East  
Suite #1F  
Salt Lake City, Utah 84102  
P 801-355-5252  
F 801-355-5253  
[www.ja-utah.org](http://www.ja-utah.org)

**JA City**  
444 West 100 South  
4th floor of Discovery Gateway  
Salt Lake City, Utah 84101  
P 801-355-5252  
F 801-456-1441  
[www.ja-utah.org/programs/jacity](http://www.ja-utah.org/programs/jacity)

## Reproduction and Use of Copyrighted Materials

### I. POLICY

In recognition of its mission to further teaching, learning, research, and engage in public service, the college is also committed to fostering an environment that provides for the Fair Use of copyrighted works to achieve these goals while remaining in compliance with the applicable copyright laws. The college's policy is to not unduly restrict the use of works otherwise permitted under law. All faculty, staff and students are expected to adhere to the limits for copying and the use of materials in presentations in a manner permissible as set forth under applicable laws and this policy.

### II. REFERENCES

- A. U.S. Copyright Law: 17 U.S.C.

### III. DEFINITIONS

- A. Academic Use: Use of a copyrighted work that relates to or is consistent with the mission of the college such as criticism, comment, teaching, scholarship, or research.
- B. Concerted Reproduction: The planned or systematic reproduction of copyrighted works in small portions over time to avoid purchasing a copyrighted work.
- C. Copy: A reproduction of a copyrighted work regardless of the form of the work or the reproduction. This may include work obtained from digital or internet based materials.
- D. Copyright: The lawful right of an author, artist, composer, or another creator to control the use of their work by others.
- E. Copyright Owner: An author, artist, composer, or another creator who holds a copyright.
- F. Creative Commons licensing: An alternative form of copyright licensing in which the creator determines which elements of copyright protection apply to the work.
- G. Digital Content: Content characterized by electronic and especially computerized technology.
- H. Fair use or Fair Use Exception: The right to use a copyrighted work under certain conditions without the permission of the copyright owner.
- I. Library Services: For this policy, the library services refers to all SLCC libraries.

- J. Open Education Resources (OER): OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others.
- K. Printing Services: The college department responsible for providing printing and copying services to college departments, students, and employees.
- L. Work: A creation that is capable of copyright protection.

#### **IV. PROCEDURES**

##### **A. Copying for Academic Use – Fair Use Standards**

1. It is permissible to reproduce copyrighted works for academic purposes if the reproduction is made with permission or adheres to fair use standards. The factors to determine fair use are:
  - a. The nature of the copyrighted work, including whether the work is primarily data or factual based, or it is a creative work.
  - b. The quantity of the portion used relative to the copyrighted work as a whole.
  - c. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
  - d. The effect and significance of the portion use upon the potential market for or value of the copyrighted work.
2. A fair use analysis is required if relying on the fair use exception. For information to conduct an analysis, consult the [Copyright Guidance Document](#).
  - a. The four factors, listed above, are taken together, not in a one-by-one analysis. All four factors do not need to be equally met or weighed. The nature of the original work and amount used will weigh more heavily than the other two factors.
  - b. For more information, contact Library Services' Assistant Director of Content Services.
3. Reproducing copyrighted works for students for a course should be performed through Printing Services.

##### **B. Transmission of Digital Content for Teaching**

1. Digital content which includes any copyrighted work may be transmitted (shared) digitally among course instructors and students enrolled in a course if all of the following condition are met:
  - a. The use of copyrighted works is with written permission by the copyright owner, or the use constitutes [fair use](#).
  - b. Access to the digital content is limited only to those students enrolled in the course for which the content has been obtained and only during the semester or another relevant period the course is offered.
  - c. Access to the digital content is controlled by password protection or an equivalent security measure.
2. As determined by the disability resource center, a digital copy of copyrighted material may be created or modified to meet an accommodation request to comply with the Americans with Disabilities Act (ADA).
3. Teaching includes courses offered to students and internal training offered to faculty and staff.

#### C. Copying by College Departments

1. Copying by the College's Library Services
  - a. General reserve desks may circulate copies of library-owned copyrighted materials provided the copies comply with fair use standards.
  - b. Library services shall abide by the Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines when fulfilling interlibrary loan requests.
  - c. Library services may make copies of a copyrighted work on separate occasions as long as the library personnel have no reason to believe:
    - (1) the copies are part of a concerted reproduction; and
    - (2) the copies will serve as a substitute for a subscription to or purchase of the original work.
  - d. A copyright notice will accompany all copied materials.
  - e. Library services shall not:
    - (1) fill an interlibrary loan request where prior contractual obligations prohibit reproduction of copyrighted material; and

(2) honor a request from a borrowing library which has not verified on its order form that the request conforms to the copyright law and guidelines.

f. Library services is permitted to make:

(1) reproductions of unpublished works that are currently in the library-owned collection for preservation, security, or deposit in another library; or

(2) a copy of published copyrighted work to replace a work that is damaged, deteriorating, lost or stolen, if:

(a) after a reasonable effort the library determines that it cannot obtain an unused replacement at a fair price; and

(b) the copy includes a notice of copyright.

## 2. Copying by Printing Services

a. Except as noted below, reproducing copyrighted works for students for a course should be performed through Printing Services.

b. Printing Services will not be responsible for obtaining permission for copyrighted works, but will verify permissions in the following ways:

(1) Permission will be assumed for course packets and other materials given to Printing Services by bookstore employees.

(2) Faculty, staff, and other users will be required to sign a release verifying copyright compliance that submitted material comply with copyright use or qualifies for fair use.

c. Printing services will maintain a notice of copyright on all of their copy machines at all college campuses.

d. Printing Services shall not copy:

(1) any material with questionable copyright permissions;

(2) any material for which the requestor refuses to sign the release form;

(3) any material that the staff reasonably believe that copies constitute an unauthorized concerted reproduction of copyrighted materials; or

(4) any material that staff believe that copies will be an unauthorized substitute for a subscription or purchase of the original copyrighted work.

3. Copying by Other Departments and Publically Available Printers
  - a. A fair use analysis is required to copy copyrighted materials on department printing devices.
  - b. All copiers shall carry a notice of copyright informing users of their liability for duplicating copyrighted materials.
  - c. Printing services shall maintain the approved notice of copyright and copies may be obtained at the Printing Services website or at their offices.
4. Copying for Course Packets
  - a. The bookstore is responsible for its copyright compliance.
  - b. The bookstore will assist in obtaining permission to share copyrighted works for the materials sold through the bookstore.
  - c. Materials not sold through the bookstore but copied for a class should be copied by Printing Services and a release verifying copyright compliance, fair use compliance or Creative Commons license must be signed by the faculty members.
  - d. If requested, library services may assist faculty in obtaining permission to use copyrighted materials. Assistance may include:
    - (1) copyrighted materials uploaded directly to the college's learning management system (LMS, currently Canvas);
    - (2) copyrighted materials for professional development training or classes;
    - (3) Open Educational Resources (OER) or materials with Creative Commons licensing; and
    - (4) copyrighted materials used in classroom handouts or assignments.

#### D. Copying for Personal Use

1. Making a single copy of a copyrighted work, whether contained in the college library's collections or archives or obtained by interlibrary loan, is permitted if:
  - a. the college reasonably believes that the copy is not made for commercial advantage;
  - b. the copy will become the property of the user;
  - c. college personnel reasonably believe the copy will be used for private study, scholarship, research, professional development; and



d. the intended use of the copy constitutes fair use.

E. Failure to Comply with Policy

Students and employees who violate this policy are subject to disciplinary or corrective action.

**Advertisement and Posting Materials Policy****POLICY**

It is the policy of Salt Lake Community College to provide space for the fair and equitable communication of information regarding programs, events, and services that are of interest to the college community and that promote the college's mission. Further, it is SLCC's policy that such communications are in keeping with environmentally sound, safe, and orderly campuses and do not damage buildings or create clutter.

This policy is not intended to apply to official college postings. The college may advertise or post materials at its discretion when the materials enhance the operations of the college or are in connection with official college business, activities, and events.

**I. REFERENCES**

Campus Free Expression Act, U.C.A. § 53B-27-201.  
Free Expression on Campus, Utah Administrative Code R784-2.

**II. DEFINITIONS**

- A. **Advertisement:** The dissemination of information about a service, product, or program, through print, electronic, broadcast, or any other form of communication.
- B. **Approval Locations:** Designated college locations responsible for approval and stamping of advertisements and posted material.
- C. **College Community:** College faculty, staff, trustees, students, registered student organizations, college organizations, board members of college entities, and persons who use college facilities or provides services to college facilities.
- D. **Commercial Materials:** Materials intended in whole or in part for the financial profit of a person, organization, or institution.
- E. **Entity:** Any group or person, regardless of their affiliation with the college community, seeking to post any materials or advertisement on college property. For this policy, a student organization is considered an entity.
- F. **Free-Standing Signage:** Nonpermanent displays including signage erected on an A-frame, retractable banner stand, easel, arrow signs, brochure stand, or brochure table.
- G. **Official College Postings:** Any material or advertisement directly related to a college event, activity, operation, or function.
- H. **Posted Materials:** Any printed, written, painted, photographic or other display conveying an idea which is produced or reproduced and is affixed or displayed in or on any college building or property.

## **Advertisement and Posting Materials Policy**

- I. Posting: Attaching, hanging, or displaying material on property owned or controlled by SLCC.
- J. Student Organizations: A group of SLCC students who are established and organized for religious, political, educational, economic, social or another lawful purpose which is registered, approved and compliant with the college's office of Student Life and Leadership requirements.

### **III. PROCEDURE**

#### **A. Approval of Postings on SLCC's Campuses**

- 1. All posting and distribution of materials on College campuses shall adhere to the Campus Speech policy.
- 2. Any legal issues related to the posting and distribution of materials should be reviewed by the College's legal office.
- 3. Any advertisement or posted material, indoor or outdoor, at any college facility requires approval from the following designated locations:
  - a. Taylorsville Redwood Campus – Student Life & Leadership office
  - b. South City Campus – Student Services & Information Desk
  - c. Jordan Campus – Student Services & Information Desk
  - d. Miller Campus – Student Services & Information Desk
  - e. Westpointe Campus – Student Services & Information Desk
  - f. Herriman Annex – Student Services & Information Desk
  - g. Library Square – Student Services & Information Desk
  - h. West Valley Center – Student Services & Information Desk

#### **B. Obtaining Prior Approval to Post Materials**

- 1. All materials to be displayed, including free-standing signage, must be approved before posting or advertising.
- 2. Materials may not be disapproved due to their content unless the posting or advertisement contains expression not protected by the college speech policy such as:
  - a. Obscene or sexually explicit material
  - b. Defamatory material that harms another's reputation

## **Advertisement and Posting Materials Policy**

- c. Harassing material with negative racial, ethnic or sexist statements which are severe, pervasive and objectively offensive which undermines another's educational experience at the college.
- d. Material inciting immediate violence or a violation of the law;
- e. Private or embarrassing information about another person;
- f. Communications which will reasonably cause actual disruption or interference with campus operations

- 3. Prior approval is indicated by a college date stamp on the materials.
- 4. Materials without a date stamp may not be posted.
- 5. Once posting approval has been received, materials must only be posted in authorized locations.

### **C. Length of Posting and Removal**

- 1. Posted materials may be posted for up to 14 calendar days and must be removed within 24 hours or the next business day after the event or date stamp expires.
- 2. Approval may be granted to post materials for a period longer than described herein where there is a sufficient rationale for the posted materials to remain in place for a longer period.
- 3. Decisions to prohibit extended periods may not be based on the content of the posted material but may be based on reasonable time, place and manner restrictions.

### **D. Requirements for Advertisements or Posted Materials**

- 1. General Requirements for Postings at all SLCC locations:
  - a. A posting or advertisement must clearly identify the sponsoring entity on the advertisement or posting.
  - b. A visible expiration date shall be stamped by the college on all posted materials.
  - c. Posted materials shall be affixed in designated locations in a manner appropriate to the display space.
  - d. Duplicate postings on the same board or in the same designated area are not allowed and may be removed.
  - e. Advertised or posted materials must not:

## Advertisement and Posting Materials Policy

- (1) interfere with classes or scheduled meetings;
  - (2) damage college property;
  - (3) create litter or clutter on college property;
  - (4) block doorway glass;
  - (5) obstruct normal pedestrian or vehicular traffic; or
  - (6) when posting on fence lines or campus entry or exit points to College property may not block or obstruct line-of-sight for drivers or pedestrians.
- f. Due to limited available designated posting and advertising space, the size of a particular posted material or advertisement and the number of posted materials or advertisements permitted may be limited, taking into consideration the aggregate number of signs requested by all posters.
  - g. All advertised and posted materials must comply with applicable laws, including laws protecting intellectual property such as copyrights and trademarks.
2. Indoor Posting Requirements for all Buildings on all Campuses
- a. After approval, an entity may post non-commercial materials on indoor bulletin boards kiosks, tack strips, plastic sign holders or other areas specifically designated for such usage.
  - b. Except for designated locations, no advertised or posted materials are allowed on any wall, door, floor, mirror, side-light or window.
  - c. Helium balloons are not allowed in many college buildings, due to beam detector fire alarms that can be set off by an errant or straying balloon. These prohibited building locations are:
    - (1) Taylorsville Redwood Campus: Lifetime Activities Center, Science and Industry Building, and the Student Center;
    - (2) South City Campus: Main Building, Center for Arts and Media, and Innovations High School;
    - (3) Jordan Campus: Health Sciences Building and the High-Tech Center; and
    - (4) Miller Campus: Miller Automotive Trades Building.
3. Outdoor Posting Requirements for all Campuses
- a. After approval, an entity may post non-commercial materials on outdoor bulletin boards, kiosks, display racks, or other areas designated for such usage provided

## Advertisement and Posting Materials Policy

that easily removed painter's tape is used to affix the advertisement or posted material. These other areas are as follows:

- (1) Lamp posts
  - (2) Fences – signs must be lightweight and not larger than 4 feet by 8 feet.
  - (3) Garbage Cans
  - (4) Recycling Bins
  - (5) Within tree rings and shrub bed
  - (6) Grass and Lawn areas subject to the requirements outlined in Section IV.E.3.d of this policy and procedures.
  - (7) Freestanding signage (e.g., a-frame or portable upright signs) must be placed in an approved location.
- b. Materials or advertisements may not be placed on the following:
- (1) automobiles;
  - (2) newspapers racks;  
Commercial signs affixed to a newspaper rack where the rack owner or college have been paid for the right to advertise on the rack are allowed.
  - (3) artwork or sculpture;
  - (4) marquees or canopy located at the entrance of any campus building; and
  - (5) existing college signage or banners.
- c. Sidewalk chalk may be used on walkways with approval.
- d. Special Rules for Advertisements or Posted Materials on Lawn or Grass
- (1) All stakes must be no more than two feet from sidewalks.
  - (2) No stakes may be used in grass strips between double sidewalks.
  - (3) No laminated posters are allowed on the ground.
  - (4) No rebar stakes or solid metal posts are allowed.
- e. Helium balloons may be used in outside areas instead of posted materials or advertisements.

## **Advertisement and Posting Materials Policy**

4. Special Rules for Free-Standing Signage.
  - a. After approval, an entity using free-standing signage must comply with the following requirements:
    - (1) The department, organization or person must display name and contact information on the signage.
    - (2) It must clearly display the date of an event and expiration date stamp.
    - (3) It must not block or obstruct a walkway, entrance, or exit of a building.
    - (4) It must be removed within 24 hours after the event. Signage erected for a weekend event must be removed on the following Monday or next regular business day.
5. Commercial Materials
  - a. Any commercial materials or advertisements must be displayed in accordance with this policy and the college's Sales and Sponsorship policies [<http://www.slcc.edu/policies/docs/c2s10-11.pdf>].
  - b. Any non-college entity which seeks to advertise a publication using a physically placed rack or another such container for the publication on college property must execute a contract regarding such distribution.
6. Remedies or Redress for Violation-Assessment of Reasonable Cost of Cleanup or Repair of Damage
  - a. Any member of the college community has the authority to remove materials not properly approved or posted consistent with this policy.
  - b. The college has the authority to enforce this policy and collect reasonable costs related to damages of college property, litter collection expenses, or cost for cleanup of abandoned materials in violation of this policy. The college may recover these reasonable costs by:
    - (1) withholding monies budgeted;
    - (2) withholding money due to a responsible individual or entity; or
    - (3) seeking restitution through civil or criminal judicial proceedings.
  - c. The college may also pursue disciplinary proceedings under the Code of Student of Rights and Responsibilities for students or student organizations who violate this policy.

## **Advertisement and Posting Materials Policy**

- d. The college may pursue corrective action against faculty or staff who violate this policy.
7. Exceptions to the Policy
- a. Exceptions to this policy may only be made upon approval by the vice president for Student Affairs and Enrollment Management. Any exceptions and the reasons for the exception will be documented in writing.



## I. POLICY

Salt Lake Community College (SLCC) creates and maintains computing, networking, and information resources to conduct and support the instructional, research, and administrative activities of students, faculty, staff, and the college community. This policy ensures the proper use of resources in accordance with the mission of SLCC and protects the college community and college property. Every user of SLCC resources is required to know and follow this policy.

## II. REFERENCES

- A. Utah Code 53B-6-102-Standardized Systems Prescribed by the Board
- B. Utah Regents Policy R341-Computing Systems Program
- C. Utah Regents Policy R343-Information Management
- D. Utah Regents Policy R345-Information Technology Resource Security
- E. Utah Regents Policy R840-Institutional Business Communications

## III. DEFINITIONS

- A. **Authentication Credentials:** user ID and PIN, username and password, or other secrets or keys used to gain access to a restricted resource.
- B. **Enterprise Email Service:** The email system which SLCC uses to engages in official business, such as @slcc.edu. This definition does not include a separate, affiliated email service SLCC may offer to alumni or other groups.
- C. **Incidental Use:** Authorized personal use of a restricted resource resulting in an insignificant private gain. This use does not include external business transactions of a personal nature.
- D. **Institutional Business Email Communications:** Email communications sent by an employee or another authorized individual on behalf of SLCC as part of their duties, and other email communications the college has designated as business communications.
- E. **Political Purposes:** Any act done with the intent to influence any person to vote or refrain from voting for or against a candidate, judge, ballot measure, ballot proposition, or to solicit campaign contributions.
- F. **Resource:** Any electronic hardware or software that makes the storage or use of information possible.
- G. **Restricted Resource:** Resources available only to individuals in particular roles within the college community.

- H. **Standards and Best Practices:** Computer device maintenance that includes operating system and application patching, anti-virus and malware protection, firmware updates, peer-to-peer networks, etc.
- I. **User:** Faculty, staff, students, and members of the college community who access college resources.

#### IV. PROCEDURES

##### A. General Use

1. The office of Information Technology is responsible for administering, maintaining and monitoring the college's computing resources.
2. SLCC computing, networking, and information resources are provided as a service for use by faculty, staff, students, and the college community in a responsible manner that is within the capacity of the resource and consistent with the mission of the college and public trust.
3. Individual departments have the discretion to establish reasonable and appropriate conditions of use of resources. Departmental conditions of use must be consistent with this policy, although they may provide additional detail, guidelines, or restrictions.
4. User-owned equipment connected to the college network must be properly registered and managed in compliance with standards and best practices to protect against technical vulnerabilities that could allow outsiders to gain access to resources.

##### B. Credentials

1. Authentication credentials are assigned as an access privilege for restricted resources that are relevant to the role of the user.
2. Users must maintain credentials that are compliant with college requirements and best practices as described in [\[link\]](#).
3. Credentials must be protected from use by anyone other than the assigned individuals. Users are prohibited from sharing credentials with anyone.
4. SLCC's office of information technology may revoke credentials to protect resources.

##### C. User Responsibilities

1. Use of college resources must not disrupt, distract from, or interfere with college business.
2. Users are responsible for activity originating from their resources which the user can reasonably control.

3. Users must obey relevant federal, state, and local laws with special attention to copyright, defamation, harassment, obscenity, child pornography, privacy, and government property laws. SLCC will cooperate with law enforcement agencies when allegations of violations are made.
4. Users must treat college data and information maintained by other users as confidential unless otherwise classified under a federal or state law, statute, regulation, or college policy.
5. Users must protect the integrity of the resource and the confidentiality of stored and transmitted data by following directions specific to the resource being used and the data being accessed.
6. Users must report the theft or misuse of college computer and technology resources to the college's department of Public Safety and the college's office of Information Technology.

#### D. Prohibited User Activities

1. Users must not:
  - a. access or attempt to access computer systems using college resources without authorization;
  - b. use college resources in a way that would violate any college policy;
  - c. damage or attempt to damage college resources;
  - d. deliberately or recklessly create or disseminate malicious programs which would harm the integrity of college resources;
  - e. release confidential, private, controlled, or proprietary information without authorization;
  - f. monitor or attempt to monitor the use of college resources without authorization;
  - g. use college resources in a manner that interferes with the ability of other users to access college resources;
  - h. knowingly falsely identifying themselves on college resources;
  - i. use unauthorized applications designed to obfuscate the nature of web traffic, unless the use is for a legitimate educational purpose;
  - j. engage in illegal activities while using college resources; or
  - k. engage in any other activity that damages the college's reputation.

#### E. Email

1. When conducting college business, users must use only the college's enterprise email system.
2. Users are prohibited from using any private or non-enterprise email service for institutional business email communications.
3. Users are prohibited from sending unauthorized, unsolicited email communications, including spam or other advertising material, to users who did not specifically request such communications.
4. Users are prohibited from using email for political purposes.

#### F. Social Media

1. Users who post to social media from the college's enterprise email system (@slcc.edu) must include a disclaimer stating the user's opinions or statements are strictly the user's own unless the user is authorized to represent the college on social media.
2. Users are personally responsible for user-generated content published to social media.
3. Users are prohibited from publishing information to social media that violates federal, state, or local laws, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), Utah's Government Records Access Management Act (GRAMA), and copyright and trademark protections.

#### G. Incidental Personal Use

1. Users must use college issued restricted resources for purposes consistent with their particular role within the college community.
2. Users may use a college issued restricted resource for incidental personal use provided that the use is lawful and that each of the following conditions are met:
  - (a) There is no additional accrued cost to the College as a result of the use;
  - (b) The use does not interrupt nor interfere with College operations; and
  - (c) The use is not for substantial personal profit, gain or for the promotion of non-college sponsored commercial ventures.

#### H. Privacy

1. College resources are the sole property of the college, and all data and information may be accessed by the college at any time. By using college resources, users agree they have no right or expectation of privacy in those resources.

2. College resources owned and managed by SLCC are as secure as the college can make them. Users should take extra precaution to protect their own privacy, ensure confidentiality of their personal identifying information, and guard against the loss or destruction of their intellectual property.
3. The college reserves the right to monitor any aspects of its resources at any time without notice and user's permission.
4. Records identified on college resources may be subject to the [Government Records Access Management Act](#).

#### H. Enforcement

1. SLCC may take any action reasonably related to the performance of college business or the protection of college resources, college property, or users, including disconnecting devices; revoking or prohibiting access to resources; or monitoring, examining, or disclosing data or information.
2. Corrective action or academic sanctions for violations of this policy will follow the college's [Corrective Action policy](#) for college employees and [Code of Student Rights and Responsibilities](#) for students.
3. Users who are not faculty, staff, or students of the college may have their access to resources revoked for violations of this policy.

#### I. Warranties

1. SLCC makes no warranties of any kind concerning resources.
2. SLCC is not responsible for damages resulting from the use or misuse of college resources, including loss of data, hacking, or service interruptions.

# 2019-20 Report on SLCC Financial Aid

Below is a summary of key federal, state and institutional financial aid disbursement as of October 24, 2019. Funds that existed in 2018-19 have comparison amounts above the 2019-20 amounts. This report also shows that the institution plans to distribute \$1,859,960 in new financial aid for 2019-20.

Financial Aid Fund Type	Aid Year	\$ Offered	# Offered	\$ % Increase Over 18-19
<b>Pell Grant</b>	2018-19	\$17,392,643	4,157	27%
	2019-20	\$22,136,585	5,542	
<b>Concurrent Enrollment Transition Tuition Waivers</b>	2018-19	\$12,500	2,360	420%
	2019-20	\$65,000	2,362	
<b>Continuing Student Tuition Waiver</b>	2018-19	\$236,450	91	160%
	2019-20	\$614,919	182	
<b>SLCC Promise</b>	Fall 2018	\$367,848	225	-33%
	Fall 2019	\$247,651	210	
<b>Foundation Scholarships</b>	2018-19	\$733,498	459	22%
	2019-20	\$893,330	202	
<b>New Financial Aid Fund Type for Fiscal Year 2019-20</b>				
<b>Need Based Waivers (new for 2019-20)</b>	2019-20	\$1,000,000	435	(Total Resident Waivers \$3,810,750)
<b>CTE Scholarships</b>	2019-20	\$126,560	10	New
<b>T.H. Bell Scholarship (Teacher Scholarship)</b>	2019-20	\$25,000	2	Transition from SBR
<b>Teacher Education Initiative Scholarship (New 18-19)</b>	2018-19	\$75,000	32	80% increase
	2019-20	\$135,000	33	
<b>Utah Access Promise Scholarship</b>	2019-20	\$338,600		New (beginning awarding)
<b>Follett Bookstore Scholarship</b>	2019-20	\$15,000	46	New in 18-19: \$300 textbook scholarships
<b>Talent Development Incentive Loan Program</b>	2019-20	\$144,800	3	New
<b>Total New Aid</b>	2019-20	\$1,859,960		

Prepared by: Ryan Farley, AVP Enrollment Management; Cristi Millard, Director of Financial Aid; and Darren Marshall, AVP of Budget Services and Planning  
 Date: October 28, 2019

## 2019-2020 Financial Aid Report

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Federal Supplemental Educational Opportunity Grant (FSEOG)</b>	Federal	Assist the most needy students with additional grant money.	<ol style="list-style-type: none"> <li>1. Must be a U.S. citizen or eligible non-citizen</li> <li>2. Be Pell eligible</li> <li>3. Have EFC (expected family contribution) of \$0</li> <li>4. Be maintaining Satisfactory Academic Progress (SAP)</li> </ol>	Funds are offered as students complete required documentation. However, we have more students qualify than funds available.	Offered: \$636,402  Paid: \$266,360
<b>Pell Grant</b>	Federal	Assist needy students in paying educational expenses.	<ol style="list-style-type: none"> <li>1. Must be a U.S. citizen or eligible non-citizen</li> <li>2. Must demonstrate financial need</li> <li>3. Be maintaining Satisfactory Academic Progress (SAP)</li> </ol>	Funds are offered as students complete required documentation.	Offered: \$25,048,680  Paid: \$10,669,700
<b>Higher Education Student Stipend (HESSP)</b>	State	To supplement federal grants for needy students.	<ol style="list-style-type: none"> <li>1. Must be Utah resident</li> <li>2. Must be enrolled at least 6 credit hours or in an eligible clock hour/CBE program.</li> <li>3. Must have filed a FAFSA and demonstrate and demonstrate financial need</li> <li>4. Be maintaining Satisfactory Academic Progress (SAP)</li> </ol>	Funds have been offered to students currently enrolled in credit or clock hour programs. Funds are offered randomly through the automated packaging process.	\$250,050
<b>Utah Educationally Disadvantaged Grant</b>	State	Assist students who still have need after Pell grants have been awarded.	<ol style="list-style-type: none"> <li>1. Must be a U.S. citizen or eligible non-citizen</li> <li>2. Must demonstrate financial need</li> <li>3. Be maintaining Satisfactory Academic Progress (SAP)</li> </ol>	Funds are offered as students complete required documentation.	Offered: \$178,860  Paid: \$73,159

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Need-Based Grants for Middle-Income Students</b> (\$1 million in waivers)	Institutional	Assist middle-income students who do not qualify for the Pell Grant with funds to help pay their tuition.  There were two funds set up for this program – one through Award Springs and one based on FAFSA applications.	Requirements for AwardSpring applicants: <ol style="list-style-type: none"> <li>1. Submit an application through AwardSpring</li> <li>2. Show financial need</li> <li>3. Be registered for at least 6 credit hours</li> </ol> Requirements for FAFSA applicants: <ol style="list-style-type: none"> <li>1. No additional application required</li> <li>2. Must have filed a FAFSA, but is not eligible for a Pell Grant</li> <li>3. Must be enrolled at least 6 credit hours</li> </ol>	Funds have been offered to students based on their enrollment. Funds will not be credited to a student's account until after the add/drop period is over. Funds will then be based on the number of credit hours for which the student is currently enrolled.	\$1,000,000
<b>CTE Scholarship</b>	State	Allow student enrolled in SAT programs the opportunity to apply for cash scholarships.	<ol style="list-style-type: none"> <li>1. Must be enrolled in a program of study through the School of Applied Technology</li> <li>2. Must complete an application form (submitted to Franz Feierbach)</li> </ol>	The application is currently available to students. Selections for the scholarship are made by the SAT. Funds will be awarded by OFAS. A copy of the letter awarding the scholarship is sent to the student and to the OFAS. Funds are awarded based on the length of the student's program – part now and part after 50% of the program is completed. The SAT will determine the amount to be awarded.	\$126,560
<b>Regents Scholarship</b>	State	To recognize students who have completed a rigorous high school curriculum.	<ol style="list-style-type: none"> <li>1. Must be Utah resident</li> <li>2. Must be enrolled full-time (12-15 credit hours if graduating in 2019 or after. 15 credit hours if graduated in 2018 or prior.)</li> <li>3. Other aid (federal, state or institutional) offered and/or paid could reduce the amount of the Regents Scholarship.</li> </ol>	SLCC is notified by State Board of Regents of those students who qualify and the amount of base/supplemental awards. 2019 graduates may receive Regent funds up to the cost of tuition, fees, books and supplies and housing. 2020 graduates may receive only the amount needed for tuition and fees.	\$173,338 (year to date)



Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>T.H. Bell Scholarship</b> (formerly T.H. Bell Loan Incentive Program)	State	To encourage student to teach in Utah schools by awarding funds to help pay for their education.	<ol style="list-style-type: none"> <li>1. Must be Utah resident</li> <li>2. Must have a 3.00 cumulative GPA</li> <li>3. Must intend to teach in K-12 grades</li> </ol>	The applications are done through AwardSpring. Completed applications are forwarded to the Education Department (Dale Smith) for selection. Selected applicants are notified by the Office of Financial Aid & Scholarships.	\$25,000
<b>Teacher Education Initiative (TEI) Scholarship</b>	State	The goal of the Teacher Education Initiative (TEI) Scholarship is to provide support for SLCC Education students seeking to become teachers. With the impending teacher shortage, the scholarship will give priority to students preparing to teach in the areas of math, science, (pre-K to 3); early childhood education, elementary education, and special education.	<ol style="list-style-type: none"> <li>1. Must maintain a GPA of 3.0 or higher.</li> <li>2. Must be pursuing an Associate of Science Degree.</li> <li>3. Must be an Education or Family and Human Studies major.</li> <li>4. Must be a Utah or permanent resident.</li> <li>5. Must participate in a weekly scholarship class.</li> <li>6. Second year students must have completed: FHS 1500, EDU 1010, ENGL 1010 and a minimum of Math 980 to continue receiving award.</li> <li>7. Incoming Freshman must provide ACT or SLCC Accuplacer test scores.</li> <li>8. Must accept terms and conditions of offer.</li> <li>9. Cannot result in a cash payment to the student.</li> <li>10. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> </ol>	Current students and individuals planning to enroll are directed to the application for the Teacher Education Initiative Scholarship on the AwardSpring website. The new cohort for the 2019-2020 award year was selected and awarded. The continuing student cohort was also evaluated to determine continued eligibility and awards were placed on their accounts.	<b>Total awarded:</b> \$61,752.00  <b>Disbursed as of 10/16/19:</b> \$18,376.00

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Utah Access Promise Scholarship</b>	State	Help students who are lower income and do not receive enough grant aid to cover tuition and fees. These funds are to be the last in, so students who currently qualify for SLCC Promise are not eligible for this program.	<ol style="list-style-type: none"> <li>1. Student must be enrolled for 6-11 credit hours.</li> <li>2. Students must be eligible for a Pell Grant, but not SLCC Promise.</li> <li>3. Students must maintain satisfactory academic progress.</li> </ol>	After the drop period is over, the Office of Financial Aid & Scholarships (OFAS) will generate a report listing all students who are enrolled between 6 and 11 hours, whose Pell Grant is insufficient to cover tuition and fees. Students will be sent an application form to be submitted to the OFAS. Students will be awarded the amount of tuition and fees not covered by the Pell Grant.	\$338,600
<b>Teacher Recruitment Scholarship for Diverse Students (TRS)</b>	State/ Institutional/ School District	The Teacher Recruitment Scholarship is designed to support diverse high school graduates from the Canyons, Davis, Granite, Park City, and Salt Lake School Districts who are interested in becoming a teacher. The goal of the Teacher Recruitment Scholarship is to increase the ethnic diversity of teachers in Wasatch Front schools. Recipients will be encouraged to return to their communities as educational leaders and mentors for future generations after completing their teaching degree.	<ol style="list-style-type: none"> <li>1. Must be enrolled in at least 15 credit hours.</li> <li>2. Required to enroll in EDU 2900.</li> <li>3. Maintain a 2.5 GPA.</li> <li>4. Must be pursuing an Education Major in one of the following fields: elementary, secondary, or special education.</li> <li>5. Must provide ACT or SLCC Accuplacer test score.</li> <li>6. Must be a resident to receive the tuition waiver portion of the award.</li> <li>7. Must accept terms and conditions of offer.</li> <li>8. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> <li>9. Cannot result in a cash payment to student.</li> </ol>	Current students and individuals planning to enroll are directed to the application for the Teacher Recruitment Scholarship for Diverse Students on the AwardSpring website. The new cohort for the 2019-2020 award year was selected and awarded. The continuing student cohort was also evaluated to determine continued eligibility and awards were placed on their accounts.	<b>Total Awarded:</b> \$70,916.50  <b>Disbursed as of 10/16/19:</b> \$21,087.25  <b>Books &amp; Fees:</b> up to \$23,000.00 once districts have paid

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Follett Bookstore Scholarship</b>	SLCC Bookstore/ Follett	Assist students with books and supplies.	<ol style="list-style-type: none"> <li>1. Available to all students</li> <li>2. Must complete application through AwardSpring</li> </ol>	Offered \$15,000 for Fall 2019 in the form of \$300 gift cards. An additional \$15,000 will be offered for Spring 2020 in the form of accounts at the bookstore.	\$15,000 (annual)
<b>SLCC Foundation Scholarships</b>	Donor	The overall goal of foundation scholarship aid is to help students fund their educations and successfully complete their degrees. Specific goals vary based upon donor agreements signed with the Salt Lake Community College (SLCC) Foundation.	<ol style="list-style-type: none"> <li>1. Complete general application and other follow-up requirements via AwardSpring.</li> <li>2. Must meet specific opportunity requirement as outlined by each donor agreement and displayed during the application process.</li> <li>3. Must accept terms and conditions specific to each scholarship offer (determined by the donor agreement).</li> <li>4. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> </ol>	Scholarships offered by the SLCC Foundation that were applied for during the Fall 2019 application cycle have been applied to student accounts. Awards are reviewed periodically to confirm student enrollment for awards with credit hour stipulations and adjustments are made as needed.	<b>Total Awarded:</b> \$898,330.00  <b>Disbursed as of 10/16/19:</b> \$457,623.29
<b>Resident Tuition Waivers</b>	State/ Institutional	The goal of resident tuition waivers is to help students and individuals planning to enroll at or who are enrolled at Salt Lake Community college with partial or full tuition assistance to help facilitate their attendance and course completion.	<ol style="list-style-type: none"> <li>1. Must be a Utah or permanent resident.</li> <li>2. Enrollment requirements vary based on individual waiver program.</li> <li>3. Must accept terms and conditions of offer.</li> <li>4. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> <li>5. Cannot result in a cash payment to the student.</li> </ol>	Resident tuition waivers that are offered based on Fall/Spring enrollment have been awarded and disbursed for Fall 2019 with pending Spring 2020 disbursements. Awards are reviewed periodically to confirm student enrollment and adjustments are made as needed.	<b>Total Awarded:</b> \$1,501,385  <b>Disbursed as of 10/16/19:</b> \$659,087

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Need-Based Resident Tuition Waivers</b>	State/ Institutional	The intention of the need based resident tuition waivers is to provide partial or full tuition assistance to students who fully demonstrate financial hardship and to help facilitate their attendance and course completion.	<ol style="list-style-type: none"> <li>1. Must be a Utah or permanent resident.</li> <li>2. Demonstrate financial need through the FAFSA application, exceptional circumstances as determined by a committee, and/or the need-based questions on the general application within AwardSpring.</li> <li>3. Enrollment requirement varies based on individual waiver program.</li> <li>4. Must accept terms and conditions of offer.</li> <li>5. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> <li>6. Cannot result in a cash payment to the student.</li> </ol>	A portion of need-based resident tuition waivers are awarded on an on-going basis as needed. The remainder of the need based resident tuition waivers have been awarded and disbursed for Fall 2019 with pending Spring 2020 disbursements. Awards are reviewed periodically to confirm student enrollment and adjustments are made as needed.	<b>Total Awarded:</b> \$971,481.00  <b>Disbursed as of 10/16/19:</b> \$385,096.00
<b>Non-resident Tuition Waivers</b>	State/ Institutional	The goal of non-resident tuition waivers is to help students and individuals who are not residents or permanent residents of Utah who are planning to enroll with or who are enrolled at Salt Lake Community college with partial or full tuition assistance to help facilitate their attendance and course completion.	<ol style="list-style-type: none"> <li>1. Cannot be a Utah resident or permanent resident.</li> <li>2. Awards determined on a case-by-case basis by the Associate Vice President of Enrollment management.</li> <li>3. Must accept terms and conditions of award.</li> <li>4. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> <li>5. Cannot result in a cash payment to the student.</li> </ol>	No non-resident tuition waivers have been awarded for the 2019-2020 award year.	<b>Total Awarded:</b> \$0.00  <b>Disbursed as of 10/16/19:</b> \$0.00

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Need-Based Non-Resident Tuition Waivers</b>	State/ Institutional	The goal of need based non-resident tuition waivers is to help students and individuals who are not residents or permanent residents of Utah who are planning to enroll with or who are enrolled at Salt Lake Community college with partial or full tuition assistance to help facilitate their attendance and course completion.	<ol style="list-style-type: none"> <li>1. Cannot be a Utah resident or permanent resident.</li> <li>2. Awards determined on a case-by-case basis by the Associate Vice President of Enrollment Management.</li> <li>3. Must accept terms and conditions of award.</li> <li>4. Must fit within student's budgeted cost of attendance as determined by the FAFSA.</li> <li>5. Cannot result in a cash payment to the student.</li> </ol>	No need-based non-resident tuition waivers have been awarded for the 2019-2020 award year.	<b>Total Awarded:</b> \$0.00  <b>Disbursed as of 10/16/19:</b> \$0.00
<b>International Diplomacy Tuition Waiver</b>	State/ Institutional	The overall goal of the International Diplomacy tuition waiver is to help international students gain an education by providing students with the opportunity to be involved in an inclusive learning environment while having a portion of their tuition and fees compensated.	<ol style="list-style-type: none"> <li>1. Must be enrolled in at least 12 credit hours.</li> <li>2. Must maintain a cumulative GPA of 2.0 or higher.</li> <li>3. Fulfill a minimum of 15 service hours/week in the International Student Services Office.</li> </ol>	The International Diplomacy tuition waiver has been awarded and disbursed for Fall 2019 with pending Spring 2020 disbursements.	<b>Total Awarded:</b> \$17,063.00  <b>Disbursed as of 10/16/19:</b> \$8,531.50

Type of Aid	Source	Purpose of Aid	Requirements	Current Status	Amount
<b>Direct Student Loans</b> (Subsidized/ Unsubsidized)	Federal	Assist students who still have need after grants and Federal Work-Study have been offered.	<ol style="list-style-type: none"> <li>1. Must be a U.S. citizen or eligible non-citizen</li> <li>2. Must demonstrate financial need (subsidized) or unable to pay educational expenses (unsubsidized)</li> <li>3. Be maintaining Satisfactory Academic Progress (SAP)</li> </ol>	Offered to students when requested.	<b>Subsidized:</b> <b>Offered:</b> \$12,174,045 <b>Paid:</b> \$3,394,862  <b>Unsubsidized:</b> <b>Offered:</b> \$4,524,525 <b>Paid:</b> \$1,673,037
<b>Talent Development Incentive (TDI) Loan Program</b>	State	Encourage students to participate in computer science programs	<ol style="list-style-type: none"> <li>1. Must have completed at least 12 credit hours at SLCC</li> <li>2. Must be enrolled full-time</li> <li>3. Must be enrolled in one of the following programs of study:               <ul style="list-style-type: none"> <li>- Computer Science &amp; Information Systems</li> <li>- Networking Systems</li> <li>- Business &amp; Personal Computing</li> </ul> </li> <li>4. Must sign a promissory agreement to complete program and work for the same number of years for which the loan is received</li> </ol>	Information concerning the program, with a link to the application, will be emailed to all students in currently enrolled in the required programs of study this week. We anticipate beginning to offer funds in the next 1-2 weeks.	\$144,800

10/24/2019

# Tab K

## Utah System of Higher Education



### FORM S-6: INSTITUTIONAL DISCRETIONARY FUNDS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

2019

	Actual 2018-19	Budget 2019-20	Estimate 2020-21	Period of Obligation
<b>I. SOURCES OF INSTITUTIONAL DISCRETIONARY FUNDS</b>				
A. Carryforward	\$358,550	\$347,548	\$0	
B. Current Funds Interest	\$3,236,318	\$2,200,000	\$2,000,000	
C. Unrestricted Gifts and Grants				
D. TOTAL AVAILABLE (A+B+C)	\$3,594,868	\$2,547,548	\$2,000,000	
<b>II. EXPENDITURES BY CATEGORY AND PROJECT</b>				
A. Academic Program Enrichment				
(1) High Impact Practices/Student Internships	\$48,566	\$100,000	\$75,000	
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10) SUBTOTAL	\$48,566	\$100,000	\$75,000	
B. Cultural Enrichment				
(1) Memberships	\$0	\$3,000	\$3,000	
(2) Convocation	\$15,037	\$15,000	\$15,000	
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10) SUBTOTAL	\$15,037	\$18,000	\$18,000	
C. Scholarships, Fellowships, and Student Aid				
(1) Federal Financial Aid Matching	\$0	\$30,000	\$30,000	
(2) Quasi Endowment Scholarships	\$0	\$8,000	\$8,000	
(3) Student Scholarships	\$131,477	\$200,000	\$0	
(4) Student Employment	\$0	\$250,000	\$0	
(5)				
(6)				
(7)				
(8)				
(9)				
(10) SUBTOTAL	\$131,477	\$488,000	\$38,000	

# Utah System of Higher Education



## FORM S-6: INSTITUTIONAL DISCRETIONARY FUNDS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

2019

	Actual 2018-19	Budget 2019-20	Estimate 2020-21	Period of Obligation
<b>D. Faculty Development and Recognition</b>				
(1) Program Development	\$0	\$16,000	\$10,000	
(2) Leadership Academy	\$10,260	\$12,000	\$12,000	
(3) Professional Development Day	\$11,837	\$12,000	\$12,000	
(4) Employee Recognition/Service Awards	\$46,690	\$45,000	\$45,000	
(5) Faculty & Staff Development	\$4,129	\$6,500	\$6,000	
(6) Educational Reimbursement	\$104,323	\$78,000	\$78,000	
(7) Divisional Activities and Support	\$38,107	\$50,000	\$50,000	
(8) Staff Association Awards	\$4,914	\$6,000	\$6,000	
(9)				
(10) SUBTOTAL	\$220,260	\$225,500	\$219,000	
<b>E. Campus Development</b>				
(1) Community Awareness/Poet Laureate	\$21,142	\$19,000	\$19,000	
(2) Software Maintenance - Ellucian	\$9,191	\$9,500	\$9,500	
(3)				
(4) SUBTOTAL	\$30,333	\$28,500	\$28,500	
<b>F. Seed Money for Program Grants and Contracts</b>				
(1) Consulting	\$112,500	\$112,500	\$115,000	
(2)				
(3)				
(4) SUBTOTAL	\$112,500	\$112,500	\$115,000	
<b>G. Fund Raising and Institutional Development</b>				
(1)				
(2)				
(3)				
(4) SUBTOTAL	\$0	\$0	\$0	
<b>H. Supplemental Library Support</b>				
(1)				
(2)				
(3)				
(4) SUBTOTAL	\$0	\$0	\$0	



# Utah System of Higher Education



## FORM S-6: INSTITUTIONAL DISCRETIONARY FUNDS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

2019

	Actual 2018-19	Budget 2019-20	Estimate 2020-21	Period of Obligation
<b>I. Equipment Acquisitions</b>				
(1)				
(2)				
(3)				
(4) SUBTOTAL	\$0	\$0	\$0	
<b>J. Other Education and General Current Operating Support*</b>				
(1) Auditing & Regents Support	\$0	\$75,000	\$75,000	
(2) Business Office Staff Support	\$994	\$0	\$0	
(3) Athletics Staff Support	\$0	\$190,644	\$190,644	
(4) Sponsored Projects Staff Support	\$0	\$135,609	\$135,609	
(5) Sponsored Projects Operating Support	\$0	\$10,000	\$0	
(6) Development Office Staff Support	\$0	\$181,295	\$181,295	
(7) LHM Entrepreneur Center O&M	\$50,459	\$97,000	\$83,452	
(8) Bank Service/Credit Card Charges	\$0	\$750,000	\$750,000	
(9) Sustainability Program	\$0	\$45,000	\$0	
(10) Utah Transit Authority Contract	\$85,008	\$85,000	\$85,000	
(11) Dennis Klaus Honorary Art Award	\$0	\$500	\$500	
(12) Miscellaneous	\$0	\$5,000	\$5,000	
(13) SUBTOTAL	\$136,461	\$1,575,048	\$1,506,500	
*Other Category should not include single listings of over \$50,000 in value.				
<b>III. TRANSFERS TO OTHER FUNDS BY PROGRAM AND PURPOSE</b>				
A. Loan Funds				
B. Plant Funds	\$2,454,087			
C. Intercollegiate Athletics				
D. Other Auxiliary Enterprises				
E. Quasi-Endowment Funds	\$98,599			
F. Other Funds				
G. SUBTOTAL OF ALL TRANSFERS	\$2,552,686	\$0	\$0	
<b>IV. GRAND TOTAL</b>	\$3,247,320	\$2,547,548	\$2,000,000	
<b>V. CARRYFORWARD (I-D minus IV)</b>	\$347,548	\$0	\$0	

# Tab L

## Utah System of Higher Education



### FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

Auxiliary Enterprise Category: SLCC-Combined Auxiliaries

2019

	Actual 2018-19	Budget 2019-20
<b>I. BEGINNING AUXILIARY BALANCE</b>	1,078,126	1,077,919
<b>II. SUMMARY OF AUXILIARY OPERATIONS</b>		
A. Revenues	4,905,401	3,270,000
B. Expenditures	4,629,505	3,169,121
C. Net Operating Income	275,896	100,879
D. Transfers		
1. Mandatory	-	-
2. Net Non-Mandatory	276,102	250,000
E. Net Change in Fund Balance	(206)	(149,121)
<b>III. ENDING AUXILIARY BALANCE</b>	1,077,920	928,798
<b>IV. BEGINNING BOND SYSTEM RESERVES</b>		
<b>V. SUMMARY OF BOND SYSTEM RESERVE CHANGES</b>		
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	-	-
<b>VI. ENDING BOND SYSTEM RESERVES</b>		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
<b>VII. NOTES AND COMMENTS</b>		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

# Utah System of Higher Education



## FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

Auxiliary Enterprise Category: SLCC Bookstore

2019

	Actual 2018-19	Budget 2019-20
<b>I. BEGINNING AUXILIARY BALANCE</b>	814,269	827,905
<b>II. SUMMARY OF AUXILIARY OPERATIONS</b>		
A. Revenues	2,101,328	500,000
B. Expenditures	1,844,821	250,000
C. Net Operating Income	256,507	250,000
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory	242,871	250,000
E. Net Change in Fund Balance	13,636	-
<b>III. ENDING AUXILIARY BALANCE</b>	827,905	827,905
<b>IV. BEGINNING BOND SYSTEM RESERVES</b>		
<b>V. SUMMARY OF BOND SYSTEM RESERVE CHANGES</b>		
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	-	-
<b>VI. ENDING BOND SYSTEM RESERVES</b>		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
<b>VII. NOTES AND COMMENTS</b>		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

# Utah System of Higher Education



## FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

Auxiliary Enterprise Category: SLCC-Student Center

2019

	Actual 2018-19	Budget 2019-20
<b>I. BEGINNING AUXILIARY BALANCE</b>	218,271	176,261
<b>II. SUMMARY OF AUXILIARY OPERATIONS</b>		
A. Revenues	1,590,425	1,590,000
B. Expenditures	1,599,204	1,766,261
C. Net Operating Income	(8,779)	(176,261)
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory	33,231	
E. Net Change in Fund Balance	(42,010)	(176,261)
<b>III. ENDING AUXILIARY BALANCE</b>	176,261	-
<b>IV. BEGINNING BOND SYSTEM RESERVES</b>		
<b>V. SUMMARY OF BOND SYSTEM RESERVE CHANGES</b>		
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	-	-
<b>VI. ENDING BOND SYSTEM RESERVES</b>		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
<b>VII. NOTES AND COMMENTS</b>		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

# Utah System of Higher Education



## FORM S-8: AUXILIARY ENTERPRISE OPERATIONS

Institution: Salt Lake Community College

Prepared by: Travis Kartchner

Due Date: October 17, 2019

Submission Date: October 17, 2019

Auxiliary Enterprise Category: SLCC-Food Service

2019

	Actual 2018-19	Budget 2019-20
<b>I. BEGINNING AUXILIARY BALANCE</b>	45,585	73,753
<b>II. SUMMARY OF AUXILIARY OPERATIONS</b>		
A. Revenues	1,213,648	1,180,000
B. Expenditures	1,185,480	1,152,860
C. Net Operating Income	28,168	27,140
D. Transfers		
1. Mandatory		
2. Net Non-Mandatory		
E. Net Change in Fund Balance	28,168	27,140
<b>III. ENDING AUXILIARY BALANCE</b>	73,753	100,893
<b>IV. BEGINNING BOND SYSTEM RESERVES</b>		
<b>V. SUMMARY OF BOND SYSTEM RESERVE CHANGES</b>		
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	-	-
<b>VI. ENDING BOND SYSTEM RESERVES</b>		
A. Reserve Minimum per Covenants		
B. Held for Retirement of Bonds		
C. Available for Other Purposes		
<b>VII. NOTES AND COMMENTS</b>		
A: Net Non-Mandatory Transfers were used for:		
B: Transfers of Bond Reserves were used for:		

# Tab M

## Salt Lake Community College Quasi Endowment - Veterans Students Support June 30, 2019

<b>Original Corpus Established November 2017</b>	<b>1,124,747</b>
FY18 Interest Earnings	17,566
Less FY18 Interest Use	-
June 30, 2018 Quasi Endowment Balance	<u>1,142,313</u>
FY19 Beginning Balance	1,142,313
FY19 Interest Earnings	28,532
Less FY19 Interest Use	(40)
<b>June 30, 2019 Quasi Endowment Balance</b>	<b><u><u>1,170,805</u></u></b>

*\*Information provided by the Controller's Office*

# Tab N



## Utah System of Higher Education

### FORM S-7: SERVICE ENTERPRISES

Institution: Salt Lake Community College

Prepared by: Tyler Hoskins

Due Date: October 17, 2019

Submission Date: October 17, 2019

2019

Actual

SERVICE ENTERPRISES	2018-19					
	Beginning Balance	Revenues	Total Available	Expenditures	Transfers	Ending Balance
A. Printing Services	\$498,936	\$1,206,397	\$1,705,333	\$636,026	\$550,091	\$519,217
B. Motor Pool	\$17,671	\$53,407	\$71,077	\$53,266		\$17,811
C. Stores and Receiving	\$0	\$0	\$0	\$0		\$0
D. Mailing Bureau	\$97,671	\$136,758	\$234,429	\$110,938		\$123,492
E. Administrative Data Processing	\$0	\$0	\$0	\$0		\$0
F. Academic Computing	\$0	\$0	\$0	\$0		\$0
G. Parking Services	\$2,957,797	\$1,253,700	\$4,211,497	\$1,160,805	\$65,915	\$2,984,777
H. Other:						
ACF Events	\$2,712	\$4,300	\$7,012	\$982		\$6,029
Lifetime Activities Center	\$11,570	\$69,032	\$80,602	\$113,108	(\$37,502)	\$4,995
Telephone Services	\$1,270,167	\$117,873	\$1,388,041	\$127,318	(\$53,297)	\$1,314,020
Child Care Services	\$133,319	\$629,698	\$763,017	\$290,625	\$274,017	\$198,375
Electrical Services	\$57,750	\$0	\$57,750	\$4,251		\$53,499
Facility Keys & Key Projects	\$1,045	\$0	\$1,045	(\$2,230)		\$3,275
Media Production Services	\$477	\$0	\$477	\$0		\$477
Athletic Bus	\$0	\$21,842	\$21,842	\$18,787		\$3,055
Signage	\$10,012	\$0	\$10,012	\$0		\$10,012
Vehicle Maintenance	\$48,823	\$123,772	\$172,595	\$127,623		\$44,972
Central Repair	\$764	\$0	\$764	\$0		\$764
Desktop Services	\$474	\$0	\$474	\$0		\$474
<b>Total:</b>	<b>\$5,109,188</b>	<b>\$3,616,779</b>	<b>\$8,725,967</b>	<b>\$2,641,501</b>	<b>\$799,224</b>	<b>\$5,285,242</b>

**Salt Lake Community College**

**FY19**

**Annual**

**Motor Pool Report**



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# AGENCY RESPONSIBILITY MASTER LIST - FY2019

Equip No	Asset #	Assigned	LICENSE	Year	Manufacturer	Model	Serial No
SLCCMV133	33940	KEY OFFICE; TEMP LOAN	61005EX	1994	FORD	E250 VAN	1FTHE24H9RHB89469
SLCCMV138	34836	BUILDING CONST/CONSTRUCTION MG	53035EX	1995	FORD	F700	1FDNF70J8SVA60275
SLCCMV167	41001	GRAND THEATRE CONTROL	69951EX	1998	FORD	F250 PICKUP	1FTPF2760WKB62839
SLCCMV169	40512	DIESEL SYSTEMS TECHNOLOGY	69306EX	1998	THOMAS	BUS	1T7HR2B22W1163421
SLCCMV170	41983	ELECTRICIANS	72326EX	1998	GMC	T-C6H042 (BUCKET TRUCK)	1GDJ6H1C6WJ515741
SLCCMV206	48092	HEATING PLANT	85136EX	2002	FORD	RANGER	1FTYR10E92PB25017
SLCCMV207	48093	SURPLUS	85391EX	2002	FORD	F550 CC DRW	1FDAF56S92ED13140
SLCCMV208	48469	BUILDING CONST/CONSTRUCTION MG	86821EX	2003	DODGE	RAM 2500 QUAD	3D7KA28D53G750881
SLCCMV210	48844	PAINTERS	89333EX	2003	FORD	E250 VAN	1FTNS24L53HB63085
SLCCMV212	48842	FLEET MAINTENANCE	89765EX	2003	FORD	F250	3FTNX20S33MB49311
SLCCMV217	50297	HEAT PLANT- SCC	92261EX	2004	CHEVROLET	PICKUP	1GCCS196748205259
SLCCMV221	51618	DIESEL SYSTEMS TECHNOLOGY	BACKINGVEHIC	2000	FREIGHTLINER	CONVENTIONAL	1FUYSSEB7YLF46643
SLCCMV222	51841	HEAT PLANT	95000EX	2005	CHEVROLET	COLORADO	1GCCS148858262788
SLCCMV223	51932	INSTITUTE OF PUBLIC SAFETY	95313EX	2003	TOYOTA	CAMRY	4T1BE32K53U676995
SLCCMV224	51933	INSTITUTE OF PUBLIC SAFETY	95314EX	2003	TOYOTA	CAMRY	4T1BE32K03U693932
SLCCMV225	51840	INSTITUTE OF PUBLIC SAFETY	95315EX	2003	TOYOTA	CAMRY	4T1BE32K13U691624
SLCCMV226	51903	CHIEF INFORMATION OFFICER	95554EX	2005	CHEVROLET	EXPRESS	1GCHG35V351248149
SLCCMV229	52737	CARPENTERS - CARP. EXTRA	97767EX	2006	FORD	F250	1FTNF20596ED27908
SLCCMV230	52736	BUILDING CONST/CONSTRUCTION MG	97766EX	2006	FORD	F250	1FTSW21P76ED27909
SLCCMV231	52937	MOTOR POOL	98221EX	2006	FREIGHTLINER	SPRINTER 2500	WDRPD744565865597
SLCCMV233	52791	LHM FACILITIES O&M	98437EX	2006	FORD	F350 PICKUP	1FTWX31Y26ED65139
SLCCMV235	53341	SURPLUS WAREHOUSE	99746EX	2007	FORD	FREESTAR	2FMZA52287BA18170
SLCCMV240	N/A	INSTITUTE OF PUBLIC SAFETY	101024EX	2000	FORD	CROWN VICTORIA	2FAFP71WXYX127164
SLCCMV241	N/A	INSTITUTE OF PUBLIC SAFETY	101023EX	1999	FORD	CROWN VICTORIA	2FAFP71W5XX108343
SLCCMV244	N/A	INSTITUTE OF PUBLIC SAFETY	101852EX	2000	FORD	CROWN VICTORIA	2FAFP71W9YX127172
SLCCMV246	55051	ELECTRICIANS	102815EX	2007	FORD	ECONOLINE VAN	1FTNE24L17DB41900
SLCCMV249	55454	PAINTERS	103100EX	2008	FORD	CARGO VAN CNG	1FTNE24L68DA12424
SLCCMV251	55737	PLUMBERS	501758EX	2008	FORD	F250	1FDNF20568EC09622
SLCCMV252	56716	LOCK SMITH	503941EX	2008	FORD	E250 VAN CNG	1FTNE24L98DB33738
SLCCMV254	56830	CUSTODIAL	504500EX	2008	FORD	E350 VAN	1FDWE35L08DB38508
SLCCMV256	56845	COPY CENTER	203838EX	2008	FORD	CARGO VAN	1FTNE24L38DB55833
SLCCMV257	56735	ELECTRICIANS	505021EX	2009	FORD	E250 GARGO VAN	1FTNE24L99DA07218
SLCCMV258	57399	CUSTODIAL SERVICES	505020EX	2008	FORD	F350 PICKUP CREW CAB	1FTWW31YX8EE59548
SLCCMV259	57461	HEAT PLANT - JORDAN	505305EX	2009	CHEVROLET	COLORADO	1GCCS149X98132249
SLCCMV260	57462	HEAT PLANT -RWD	505304EX	2009	CHEVROLET	COLORADO	1GCCS149698133186
SLCCMV262	56038	UTILITIES	504598EX	2009	GMC	C4500 PICKUP	1GDE4E1G19F406457
SLCCMV266	58419	SURPLUS WAREHOUSE -REDWOOD ROAD	506385EX	2005	INTERNATIONAL	4300 SERIES	1HTMMAAMX5H119313
SLCCMV270	58409	MOTOR POOL	205329EX	2009	DIAMOND COACH	SHUTTLE BUS-21	1FDFE45S79DA24813
SLCCMV271	58132	PROJECT MANAGERS -- MALCOLM TASK	205457EX	2010	TOYOTA	PRIUS	JTDKN3DU6A0056700
SLCCMV273	57861	GROUNDS	205458EX	2010	TOYOTA	TUNDRA	5TFKW5F19AX003766
SLCCMV275	58761	PROJECT MANAGERS	507296EX	2010	FORD	RANGER PICKUP	1FTKR4EE2APA05803
SLCCMV276	59004	BUILDING CONST/CONSTRUCTION MG	205753EX	2009	DODGE	SPRINTER 2500	WDWPE7AC795426069
SLCCMV277	59020	CAMPUS SAFETY	210740EX	2009	DODGE	CHARGER	2B3LA43T19H608935
SLCCMV279	60212	INSTITUTE OF PUBLIC SAFETY	508278EX	2000	FORD	CROWN VICTORIA	2FAFP71W9YX127169
SLCCMV280	60405	PROFESSIONAL DRIVING SC	206140EX	2007	PETERBILT	TRACTOR	1XP7DB9X87D653823
SLCCMV281	60461	CARPENTERS - Rusty Fulks SCC	206154EX	2011	FORD	F250 4X2 SUPERCAB	1FT7X2A62BEA80044
SLCCMV282	59245	CARPENTER - Kipp Zaugg	206159EX	2010	FORD	E250 CARGO VAN	1FTNE2EL2ADA98724
SLCCMV285	60198	FOOD SERVICES -LHM	508925EX	2011	FORD	F450 4X2 SUPERCAB	1FD9W4GYXBEB25937
SLCCMV286	60404	MOTOR POOL	508926EX	2010	DODGE	GRAND CARAVAN	2D4RN5DX8AR487083
SLCCMV287	60393	DIESEL SYSTEMS TECHNOLOGY	508833EX	2011	WESTERN STAR	CONVENTIONAL	5KJUALDR1BPAZ4854
SLCCMV288	59848	DISTRIBUTION/MDC	508991EX	2010	FORD	TRANSIT CONNECT	NM0KS9BN9B045498
SLCCMV289	59280	CUSTODIAL SERVICES	509016EX	2011	FORD	F350 PICKUP CREW CAB	1FTW73B68BEB91060
SLCCMV295	61010	WASTE / RECYCLING	510588EX	2011	CHEVROLET	G2500 CARGO VAN	1GCWGF7B7B1168818
SLCCMV296	61011	WASTE / RECYCLING	510587EX	2011	CHEVROLET	G2500 CARGO VAN	1GCWGF7B7B1169175
SLCCMV297	61028	ELECTRICIAN - Russ Mackey	510586EX	2011	FORD	F250 PICKUP	1FDBF2A6XBED11944
SLCCMV298	60989	PAINTERS - REDWOOD	511077EX	2011	FORD	E250 CARGO VAN	1FTNE2EL1BDB31584
SLCCMV299	60990	CABINET MAKERS - REDWOOD	511078EX	2011	FORD	E250 CARGO VAN	1FTNE2EL4BDB29294
SLCCMV300	61283	PLUMBERS - REDWOOD	511079EX	2012	FORD	F250 PICKUP	1FDBF2A67CEA13059
SLCCMV301	61284	DISTRIBUTION/MDC	511130EX	2012	CHEVROLET	G2500 CARGO VAN	1GCWGF7B9C1101171
SLCCMV302	62380	FOOD SERVICES - LHM CAMPUS	511131EX	2012	FORD	F450 4X2 SUPERCAB	1FD9X4GY5CEA73504

# AGENCY RESPONSIBILITY MASTER LIST - FY2019

Equip No	Asset #	Assigned	LICENSE	Year	Manufacturer	Model	Serial No
SLCCMV303	61166	UTILITIES - Redwood Campus	207855EX	2012	PETERBILT	CONVENTIONAL	1NPVH27X9CD160123
SLCCMV304	NA	LINE POLE PROGRAM - LHM Campus	207438EX	1993	GMC	CONVENTIONAL	1GDM7H1J0P508715
SLCCMV306	63131	FIRE MARSHALL	512148EX	2012	CHEVROLET	COLORADO	1GCCSBF94C8103288
SLCCMV307	63132	PROJECT MANAGERS	209102EX	2013	TOYOTA	TACOMA PICKUP 4X2	5FTTU4GN8DX029317
SLCCMV308	63133	Project Managers / Temp Loan from Heat Plant	209101EX	2013	TOYOTA	TACOMA PICKUP 4X2	5FTTU4GN2DX029233
SLCCMV309	63140	PLUMBERS - JORDAN-RogerMackey	207900EX	2013	CHEVROLET	SILVERADO C2500 HD	1GB2CVCG1DZ131465
SLCCMV310	63244	WASTE / RECYCLING	208568EX	2013	PETERBILT	CONVENTIONAL	1NPSK28X9DD199752
SLCCMV311	63237	CUSTODIAL SERVICES -- JORDAN	209033EX	2012	FORD	F350 SUPERDUTY CREW CAB	1FD7W3F63CEC96256
SLCCMV312	63245	PAINTERS	209042EX	2013	FORD	TRANSIT CONNECT	NM0LS6BNXDT130517
SLCCMV313	63130	LOCK SMITH	209716EX	2013	CHEVROLET	EXPRESS 2500 VAN	1GCWGFBC5D1101766
SLCCMV314	63828	PARKING SERVICES/CSO'S	209241EX	2012	HONDA	CIVIC -- CNG	19XFB5F53CE003877
SLCCMV315	63827	PARKING SERVICES/CSO'S	209240EX	2012	HONDA	CIVIC -- CNG	19XFB5F54CE003743
SLCCMV316	64203	PROJECT MANAGER	209735EX	2012	HONDA	CIVIC -- CNG	19XFB5F54CE003869
SLCCMV317	64204	PROJECT MANAGER	209736EX	2012	HONDA	CIVIC -- CNG	19XFB5F55CE003900
SLCCMV319	64696	GROUNDS	210116EX	2014	FORD	F450 4X2 SUPERCAB	1FDUF4HT4EEA35314
SLCCMV320	64697	HEATING PLANT	210122EX	2014	FORD	F450 4X4 SUPERCAB	1FD0W4HT8EEA35315
SLCCMV321	64698	CRAFTS - Brynden Hansen	207257EX	2014	FORD	E350 VAN	1FTSE3EL4EDA04048
SLCCMV322	64699	CRAFTS - Paul Laursen	207259EX	2014	FORD	E350 VAN	1FTSE3EL6EDA04049
SLCCMV323	64427	PROJECT MANAGER / MOTOR POOL	207258EX	2014	TOYOTA	TACOMA PICKUP 4X2	5FTTU4GN8EX052565
SLCCMV324	65030	HEATING PLANT	209062EX	2014	TOYOTA	TACOMA PICKUP 4X2	5FTFNX4CN5EX035051
SLCCMV325	65193	CRAFTS	209099EX	2013	FORD	TRANSIT CONNECT	NM0LS6BN6DT168147
SLCCMV326	64245	STUDENT SERVICES	210284EX	2014	FREIGHTLINER	SPRINTER 2500	WDPPF4CCXE5851560
SLCCMV328	66053	ONE CARD OFFICE	210589EX	2014	FORD	TRANSIT CONNECT	NM0GE9F78E1152275
SLCCMV329	66132	PROFESSIONAL DRIVING SC	210535EX	2014	FREIGHTLINER	CASCADIA 125 SEMI TRUCK	3AKJGLD56ESFM3771
SLCCMV330	66334	SECURITY SERVICES	D879MR	2015	FORD	EXPLORER POLICE INTERCEPT	1FM5K8AR6FGA94344
SLCCMV331	66721	CRAFTS - Eric Fisher	211479EX	2015	FORD	F250 SUPERDUTY	1FT7X2A65FEB82041
SLCCMV332	66054	CRAFTS-Ron Giles	211856EX	2015	FORD	TRANSIT 250 VAN	1FTNR1CM8FKA27783
SLCCMV333	66055	CRAFTS	211854EX	2015	FORD	TRANSIT 250 VAN	1FTNR1YM9FKA27784
SLCCMV334	66768	GROUNDS- SCC	216152EX	2015	CHEVROLET	SILVERADO 2500 BI-FUEL	1GC2KUEB1FZ507496
SLCCMV335	66696	WASTE / RECYCLING	211575EX	2015	PETERBILT	REFUSE TRUCK 250	3BPZL20X3FF285715
SLCCMV336	66797	GROUNDS	211573EX	2015	CHEVROLET	SILVERADO 2500 BI-FUEL	1GC2KUEB9FZ507150
SLCCMV337	66798	GROUNDS-Jordan	211574EX	2015	CHEVROLET	SILVERADO 2500 BI-FUEL	1GC2KUEB1FZ507076
SLCCMV338	66799	CRAFTS @ JORDAN	211916EX	2015	CHEVROLET	SILVERADO 2500 BI-FUEL	1GC2KUEB9FZ507228
SLCCMV339	66258	CRAFTS-Kelly Lund	211908EX	2015	CHEVROLET	COLORADO	1GCHSAE32F1155903
SLCCMV341	67050	MOTOR POOL	212252EX	2015	NISSAN	LEAF	1N4A20CPXF319373
SLCCMV342	67051	SUSTAINABILITY	212251EX	2015	NISSAN	LEAF	1N4A20CP7F319850
SLCCMV343	67530	INSTITUTE OF PUBLIC SAFETY	212507EX	2008	FORD	F-450 AMBULANCE	1FDXF46R08EA86396
SLCCMV344	67563	MOTOR POOL	212276EX	2016	TOYOTA	CAMRY HYBRID XLE	4T1BD1FK7GU177610
SLCCMV345	67562	MOTOR POOL -- LHM	212277EX	2016	TOYOTA	CAMRY HYBRID XLE	4T1BD1FK8GU177860
SLCCMV346	67564	MOTOR POOL	212278EX	2016	TOYOTA	CAMRY HYBRID XLE	4T1BD1FK7GU178286
SLCCMV347	67547	CRAFTS - JOSH OVIATT	213103EX	2016	FORD	TRANSIT VAN	1FTYR1YM4GKA21177
SLCCMV348	67548	CRAFTS - Frank DiSera	213102EX	2016	FORD	TRANSIT VAN	1FTYR1YM2GKA21176
SLCCMV349	67561	UTILITIES	213131EX	2016	FORD	F-450 SUPERDUTY	1FD0X4HY6GEB26269
SLCCMV350	67519	GROUNDS	213544EX	2016	FREIGHTLINER	114SD HOOK TRUCK	1FVAG3DX4GHGZ3022
SLCCMV351	68319	STUDENT SERVICES	213903EX	2016	FORD	EXPEDITION XLT EL 4X4	1FMJK1JT2GEF44697
SLCCMV352	68750	INSTRUCTIONAL MEDIA	213797EX	2016	FORD	TRANSIT 250 VAN	1FTYR2CG5GKA28968
SLCCMV353	68317	MOTOR POOL - PROJECT MANAGERS	213885EX	2016	CHEVROLET	COLORADO 2WD WT EXT CAB	1GCHSBE14G1331131
SLCCMV354	68318	HEAT PLANT	215086EX	2016	CHEVROLET	COLORADO 2WD WT EXT CAB	1GCHSBE17G1329907
SLCCMV355	68827	PROFESSIONAL DRIVING SC	214562EX	2016	FREIGHTLINER	EVOLUTION/CA125SLP	3AKJGLD58GSGX0265
SLCCMV356	68837	CUSTODIAL	214418EX	2017	FORD	F-550 UTILITY BED	1FDUF5GTXHEB30231
SLCCMV357	69459	DIESEL SYSTEM TECHNOLOGY	214435EX	2013	PETERBILT	CONVENTIONAL 587 SEMI	1XP4D49X7DD181754
SLCCMV358	68480	GROUNDS	214446EX	2016	FORD	F-150	1FTMF1EF4GKF34085
SLCCMV359	68481	GROUNDS-SCC	215087EX	2016	FORD	F-150	1FTMF1EF6GKF34086
SLCCMV360	NA	INSTITUTE OF PUBLIC SAFETY	214437EX	2007	CHEVROLET	IMPALA	2G1WS55R179197133
SLCCMV361	NA	INSTITUTE OF PUBLIC SAFETY	214436EX	2006	CHEVROLET	IMPALA	2G1WS551469388358
SLCCMV362	68838	GROUNDS	214441EX	2017	FREIGHTLINER	M2-TYMCO SWEEPER PKG	1FVAC4DX7HHJ5502
SLCCMV363	69441	DIESEL SYSTEM TECHNOLOGY	214981EX	2017	FREIGHTLINER	CASCADIA 125 SEMI TRUCK	3AKJGLDR6HSHJ0702
SLCCMV364	99750	PARKING SERVICES/CSO'S	203024EX	2017	CHEVROLET	COLORADO	1GCHSBEA8H1264762
SLCCMV365	70422	ATHLETICS/MOTOR POOL	215844EX	2009	SETRA	MOTOR COACH	WKKA34DH393000825
SLCCMV366	70481	INSTITUTE OF PUBLIC SAFETY	216654EX	2011	CHEVROLET	IMPALA	2G1WF5EK2B1230185

# AGENCY RESPONSIBILITY MASTER LIST - FY2019

Equip No	Asset #	Assigned	LICENSE	Year	Manufacturer	Model	Serial No
SLCCMV367	70479	INSTITUTE OF PUBLIC SAFETY	216650EX	2017	FORD	F-350 EXT CAB	1FT8X3BT9HEE18661
SLCCMV368	70379	PLUMBERS VAN @ SCC	216651EX	2018	FORD	TRANSIT VAN 250	1FTYR1YM3JKA04135
SLCCMV369	70380	MOTOR POOL	216385EX	2018	FORD	TRANSIT 350 15PASS VAN	1FBAX2CM4JKA04136
SLCCMV370	70740	LINE POLE PROGRAM - LHM Campus	217075EX	2007	INTERNATIONAL	4300 BUCKET TRUCK	1HTMMAAN87H474816
SLCCMV371	69514	LINE POLE PROGRAM - LHM Campus	217076EX	2009	INTERNATIONAL	DM47-TR DIGGER DERRIK	1HTMMAAN89H052841
SLCCMV372	71138	INSTITUTE OF PUBLIC SAFETY	217263EX	2013	DODGE	DURANGO	1C4SDJFT2DC658041
SLCCMV373	70437	PROFESSIONAL DRIVING SC	217280EX	2018	FREIGHTLINER	CASCADIA 125 SEMI TRUCK	3AKJHHR8J8JY8560
SLCCMV374	70824	PARKING SERVICES / Enforcers	217116EX	2018	FORD	ESCAPE	1FMCU9GD9JUC62782
SLCCMV375	70825	PARKING SERVICES / Enforcers	217117EX	2018	FORD	ESCAPE	1FMCU9GD0JUC62783
SLCCMV376	71652/71653	CRAFTS - Brock Whetman	217752EX	2017	FORD (Diesel)	F-250 REG CAB 4X4 SRW	1FTBF2BT7HED31909
SLCCMV377	71986	PARKING	218255EX	2018	DODGE	RAM 1500 ST 4X4	1C6RR7FG2JS270046
SLCCMV378	71954	PUBLIC SAFETY	F438HM	2019	DODGE	DURANGO AWD PURSUIT	1C4RDJFG5KC645525
SLCCMV379	72477	MOTOR POOL	218486EX	2019	FORD	TRANSIT 350XLT	1FBVU4XG8KKA46630
SLCCMV380	72914	MOTOR POOL	219204EX	2019	HONDA	ACCORD HYBRID	1HGCV3F1XKA001462
SLCCMV381	72915	MOTOR POOL	219076EX	2019	TOYOTA	PRIUS LE AWD-E HYBRID	JTDL9RFU8K3005708
SLCCMV382	72916	MOTOR POOL-Bob Askerlund	219077EX	2019	TOYOTA	PRIUS XLE HYBRID	JTDKARFU5K3089005
SLCCMV383	73208	MOTOR POOL	218861EX	2017	STARCRAFT	Allstar XL Exec. Shuttle 34 PASSE	5WEASC8P0HH514717
SLCCMV384	73305	STUDENT SERVICES	218871EX	2019	FORD	TRANSIT CONNECT	NM0GE9F22K1411018

MV Totals 139 Units

CURRENT AS OF October 2019

green = equipment entered into Fleet Focus

blue = surplus not sold status

2019/2020

Vehicle Type by Fuel # of Vehicles in SLCC Fleet

BIFUEL	9	6.5%
CNG	16	11.5%
ELECTRIC	3	2.2%
FFV	6	4.3%
HWY DIESEL	29	20.9%
HYBRID	7	5.0%
UNLEADED	69	49.6%
<b>Grand Total</b>	<b>139</b>	<b>100.0%</b>

Vehicle Deffinitions

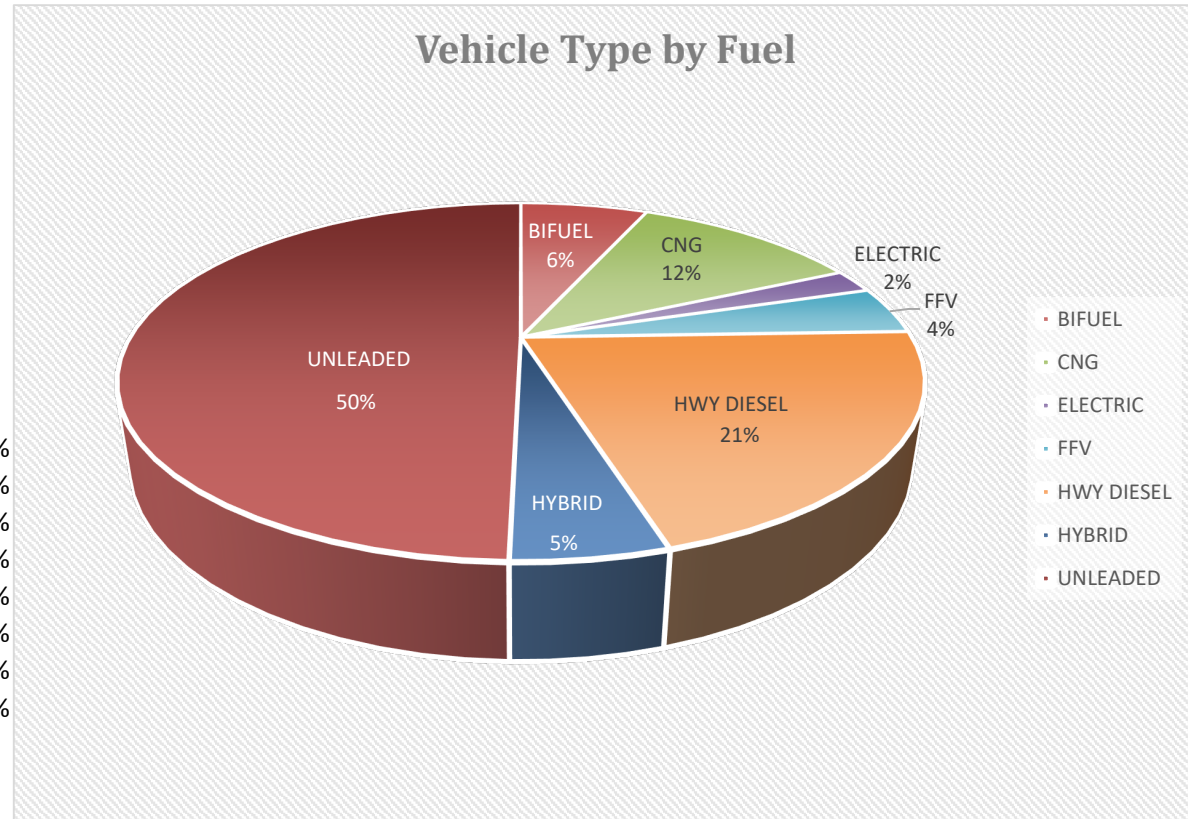
CNG = Compressed Natural Gas

FFV = Flex Fuel Vehicles; operating on E85 (a gasoline-ethanol blend containing 51% to 83% ethanol, depending on geography and seanson), or a mix of Unleaded.

Bi-Fuel = Vehicle that have both CNG & Reg Unleaded fuel tanks

Electric = 100% Electrical energy stored in batteries or another energy stroage device

Hybrid = Vehicle has a traditional internal -combustion engine and fuel tank, as well as one or more electric motor and battery pack.



## List of Employees with Commute Privilege

### Employees with Authorized Commute Privilege

Shane Crabtree, Executive Director of Public Safety

**Total Employees with Commute Privilege = 1**

Note: we will be adding one additional employee to this # starting December 1, 2019. Assistant Director of Public Safety.

# Motor Pool Revenues and Expenses

## Motor Pool Summary for FY19

Revenues from July 1, 2018 through June 30, 2019	Actual Revenue (2018-2019)
<b>Revenue ( July 1, 2018 through June 30, 2019)</b>	<b>\$53,406.67</b>
College Utilization Reimbursement	\$33,549.41
Facilities Project Manager Utilization Reimbursement	\$7,022.10
Vehicle Maintenance	\$12,835.16
<b>Other Revenue: (excluding E&amp;G or grants)</b>	<b>\$0.00</b>
<b>Carry forward from prior year 2017 - 2018</b>	<b>\$17,670.62</b>
<b>Total Revenue Summary July 1, 2018 through June 30, 2019</b>	
Revenue	\$53,406.67
Other Revenue	\$0.00
Carry Forward	\$17,670.62
<b>Total Actual Revenue:</b>	<b>\$71,077.29</b>

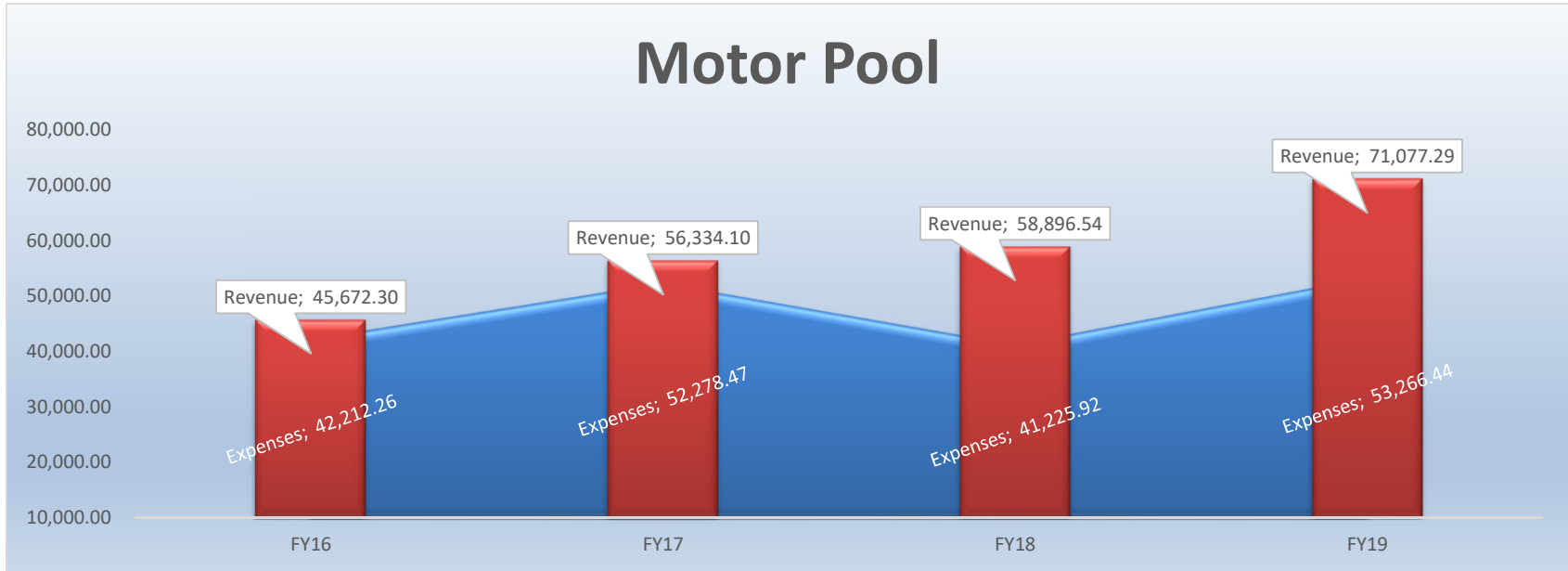
Expenditures from July 1, 2018 through June 30, 2019	Actual (2018-2019)
<b>Salary (+ benefits)</b>	<b>\$0.00</b>
Salary	\$0.00
Benefits	\$0.00
<b>Hourly (+ benefits)</b>	<b>\$0.00</b>
Hourly	\$0.00
Benefits	\$0.00
<b>Current Expense</b>	<b>\$53,260.56</b>
Vehicle Maintenance	\$30,347.46
Insurance Premium	\$3,975.20
Gas	\$13,926.40
Misc. Expenses (Office,Printing, etc.)	\$61.50
Telematics	\$4,950.00
<b>Travel</b>	<b>\$5.88</b>
Motor Pool Charges	\$5.88
<b>Other</b>	<b>\$0.00</b>
<b>Total Expenditures Summary July 1, 2018 through June 30, 2019</b>	
Salary (+ benefits)	\$0.00
Hourly (+ benefits)	\$0.00
Current Expense	\$53,260.56
Travel	\$5.88
Other	\$0.00
<b>Total Expenditures:</b>	<b>\$53,266.44</b>

Carry Forward from end of FY 2018- 2019 for 2019 -2020

**\$17,810.85**

**Motor Pool**

	FY16	FY17	FY18	FY19
Expenses	42,212.26	52,278.47	41,225.92	53,266.44
Revenue	45,672.30	56,334.10	58,896.54	71,077.29





# Vehicle Rates and Charges

## Salt Lake Community College Motor Pool Guides and Rates

### Scheduling Motor Pool Vehicles

If the vehicle is not picked up within one-half hour of the scheduled time, it can be re-assigned to another person. Failure to cancel a previously scheduled vehicle can incur a "no show" fee. Remember that return times are very important; at times, another person is waiting to take the vehicle you have.

### Miscellaneous fees will be charged to users when applicable

No show	\$25.00	Improper odometer reading	\$25.00 (imposed by motor pool)	
Service (Clean/Refuel)	\$25.00	Information research	\$25.00	Late return (per day) \$25.00

### Definitions

#### No Show Fee

Vehicle is not picked up and there was no cancellation notice one hour prior. This inconveniences other people who may have been waiting for a vehicle.

#### Service fee

The vehicle was not refueled upon return or the fuel level was below ¾ of a tank full. The vehicle was left extremely dirty. We would like each person to be given a clean, fully-fueled vehicle.

#### Late return fee

Vehicle was not returned by its scheduled return time (30-minute grace period given). Late returns inconvenience other drivers who may have been scheduled to take that vehicle right after it's returned.

#### Information research fee

Motor Pool Vehicle Use Record form was not filled out completely. The purpose of the form is to ensure accurate billing.

#### Improper Odometer Reading fee

Upon refueling, the odometer reading was entered incorrectly and there was no evidence of providing the correct odometer reading to the Motor Pool. This fee can be imposed from the State and passed on the customer.

### Refueling

We make every attempt to give you a clean car with a full tank of gas. However, we do ask for your help: If the fuel level is less than ¾ full upon return, please be sure to refuel the vehicle and remove all your belongings and trash. Failure to do so will incur a "cleaning/refuel" fee. If refueling is needed, please do so right before the vehicle is returned so that the next driver has a full tank of gas. Fuel rates are subject to change.

### External Fuel Tickets

Please be sure to use the provided Gascard located in the vehicle packet. (If your trip requires more than one vehicle, please be sure not to mix up the Gascards). Each gascard is specifically assigned to that vehicle. If a situation occurs and you cannot refuel with the Gascard (i.e. card not working), call the 800 number in the packet; *\*Or you can use your own personal card and Motor Pool will reimburse you\**. We still need to enter the fueling information into our system so please jot down the following information and give it to the Motor Pool Secretary: *MV# (aka Motor Vehicle number) you are using, Transaction Date, Odometer Reading, Fuel Type, Fuel Quantity, Fuel Cost, Your Name, and any other pertinent information.*

### Odometer

Upon refueling, please be sure to enter the correct odometer reading when prompted. Once the odometer reading is entered it cannot be changed. After entering the odometer reading, please double check the odometer reading in the vehicle with the odometer reading printed on the gas receipt. If the odometer reading is improperly entered, please be sure to write down the correct odometer reading in the Comments/Problems field on the *Motor Pool Use Record* so Motor Pool can notify the State of Utah to correct the error. If no effort is made to correct the odometer reading, or the incorrect odometer reading is left unnoticed, Motor Pool can charge a \$50.00 Improper Odometer Reading fee. If this error is not noticed by Motor Pool or the vehicle user, the state of Utah's Fleet Operations Department will impose a \$50.00 Improper Odometer Reading fee that will be billed to the vehicle user's index code. Correct odometer readings are important since the State of Utah uses that information to track the Gascard history and the miles per gallon of the vehicle.

### After hours fueling stations

To find the nearest Fuelman station; Download the Fuelman Mobile Locator application on your smart phone, or go to their website: <http://sitelocator.fleetcor.com/Site/Index?network=fuelman>



### After Hours Return

Each packet contains a gate opener, which allows for 24/7 access into the Facilities Compound. Use this to return your motor pool vehicle after hours and/or on weekends. Access to the gated area is either from 2200 West or from 4445 South (across from tennis courts). Please do not leave the packet or keys locked inside the vehicle. For your convenience there is a black drop box located next to the east entrance of the Gundersen Facilities Building.

### User Fees - (As a reminder the user fees and rates are subject to change)

All Sedans	\$3.00 per hour (\$36 maximum per day) plus \$0.36/mi.	(3-4 passengers plus driver)
Mini Van/Cargo Van	\$3.00 per hour (\$36 maximum per day) plus \$0.36/mi.	(3-6 passengers plus driver)
Small Truck	\$3.00 per hour (\$36 maximum per day) plus \$0.36/mi.	(1 passenger plus driver)
HOV 12 Occupancy	\$4.00 per hour (\$48 maximum per day) plus \$0.75/mi.	(11-14 pass. plus driver)
HOV 22 Occupancy	\$4.00 per hour (\$48 maximum per day) plus \$0.98/mi.	(21 passengers plus driver)
Bus (52 Passenger)	\$120.00 per day and \$1.70/mi. plus Driver Fee (based on current rate) \$100 cleaning fee may apply.	(52 passengers plus driver)

## Vehicle Utilization Summary and Rates

Date	
From	Jul 01, 2018
To	Jun 30, 2019
Days	365

Distance Unit	Miles
---------------	-------

Name	Utilization %	Drive Time	Total Miles	Days Driven
COPY 256	87.14%	366:54	9068	8
CRW 235	79.66%	306:49	7101	9
PARKING 374	78.88%	505:49	4329	8
CRW 288	75.77%	285:34	6424	9
PARKING 375	73.77%	434:31	4218	8
LOCK 313	73.58%	290:41	6746	8
CUST 289	71.81%	284:54	6368	8
CSO 314	71.06%	273:57	6360	8
MP 346	70.88%	135:13	7789	9
SETRA BUS 365	70.80%	167:49	7184	9
PAINT 298	70.64%	267:02	5361	9
CRW 278	69.14%	241:34	5411	9
PM 307	67.39%	218:50	5341	9
PARKING 315	66.91%	265:32	6388	7
MOVE 356	66.38%	295:48	4695	8
CSO 277	65.34%	239:54	5413	8
PARKING 364	65.20%	412:52	3282	7
GROUND 358	64.21%	244:19	4021	9
MP 369	63.59%	139:21	5734	9
ELEC 246	61.54%	170:16	4622	9
MOVE 262 Tow	59.92%	231:02	4099	8
PLUM 309	59.23%	171:42	3966	9
ELEC 257	58.02%	175:40	3568	9
PM 323	57.68%	165:36	3655	9
PM 308	57.19%	165:50	3518	9
ELEC 333	57.06%	161:09	3565	9
ELEC 348	57.03%	162:43	3530	9
PLUM 300	54.50%	158:01	2925	9
HEAT 222	54.47%	143:17	3181	9
MOTOR CYCLE 367	54.35%	105:44	4830	8
MP 265	54.26%	119:44	3548	9
HVAC 320	54.16%	153:50	2908	9
GROUND 336	54.08%	205:59	2959	8
GROUND JC 337	53.23%	195:38	2913	8
CARP 321	52.54%	137:49	2753	9
RECYC 295	52.14%	180:06	2896	8
HEAT 324	52.03%	146:02	3476	8
LOCK 252	51.67%	124:41	2754	9
PAINT 210	51.41%	123:12	2709	9
ELEC 325	51.37%	128:56	2596	9
HEAT 354	51.14%	147:51	3201	8
CRW 301	50.75%	146:21	3122	8
GROUND 359	50.73%	144:13	2148	9
JC CRAFT 338	50.71%	159:18	2880	8
MP 270 MINI BUS	50.66%	77:04	3331	9
GROUND 334 SCC	50.30%	142:53	2053	9
PAINT 249	50.30%	125:32	2364	9
HEAT 206	49.49%	110:29	2413	9
PM 344	49.47%	87:17	2825	9
PAINT 312	49.22%	114:27	2271	9
CARP 331	49.12%	111:52	2289	9
CARP 376	48.96%	142:46	2698	8
MP 272	48.64%	60:22	3083	9
CARP 322	48.53%	111:24	2135	9
HEAT 217	47.80%	100:25	2135	9
CARP 347	47.35%	116:24	2734	8
HEAT 260	46.68%	79:42	2203	9

OIT 226	46.34%	99:16	2766	8
PM 353	46.31%	81:55	2061	9
MP 269 MINI BUS	45.62%	59:07	2284	9
CARP 332	45.59%	86:36	1782	9
CARP 282	45.33%	84:19	1752	9
MP 286	45.23%	66:18	2047	9
CUST 311	44.98%	95:42	2460	8
PLUM 368 SCC	44.89%	102:05	1313	9
GROUND 273 RWD	44.75%	121:39	1931	8
RECYC 296	44.63%	82:18	1599	9
ELEC 297	44.29%	82:11	1508	9
MP 239	44.22%	57:17	1934	9
GROUND 319 RWD	43.72%	121:12	1661	8
MOVE 349	42.20%	93:25	1745	8
FLEET 212	42.17%	106:00	2520	7
FIREMARSHAL 306	42.08%	75:41	2029	8
LHM O&M 233	41.90%	79:12	1919	8
CABINET 299	40.71%	51:15	1088	9
MP 271- LHM	40.13%	62:48	1731	8
MP 345 LHM	39.66%	45:52	1907	8
BLDG CONST 208	39.35%	38:17	950	9
STC 351	39.19%	50:51	1690	8
PM 342	38.54%	79:52	2000	7
BLDG CONST 276	38.08%	48:56	1423	8
CATERING 285	38.05%	60:47	1201	8
HEAT 259	37.75%	82:05	1744	7
PLUM 251	37.63%	62:48	1050	8
CARP 339	37.54%	25:56	679	9
MP 263	37.27%	24:47	626	9
PM 275	36.83%	21:06	572	9
MP 316	36.04%	17:36	421	9
CARP 229	35.72%	33:44	1052	8
MP 231	34.91%	11:08	228	9
CATERING 302	33.79%	28:53	613	8
STC 274	33.56%	16:50	768	8
PM 341	33.44%	24:34	596	8
MEDIA 352	33.20%	23:56	543	8
GRTHEATER 167	32.84%	26:48	391	8
CRW 207	32.76%	48:44	986	7
ONECARD 328	32.45%	16:02	480	8
CARP 281	32.34%	20:47	365	8
MP 290	30.91%	9:11	184	8
STC 326	30.77%	23:47	892	7
BLDG CONST 230	28.31%	13:48	400	7
CSO 377	27.87%	65:28	1371	5
CUST 254	26.90%	31:08	715	6
CSO 192	21.70%	49:18	990	4
CUST 258	21.23%	22:08	342	5
CUST TRLR045	11.42%	2:59	30	3
CUST TRLR036	11.41%	2:57	28	3
MP379	9.83%	27:16	1177	1
TRASH 335	3.71%	0:01	1	1
PM381	3.71%	0:01	0	1
PM382	3.70%	0:00	0	1
<b>Grand Total</b>	<b>5207.40%</b>	<b>13350:07</b>	<b>288632</b>	<b>882</b>

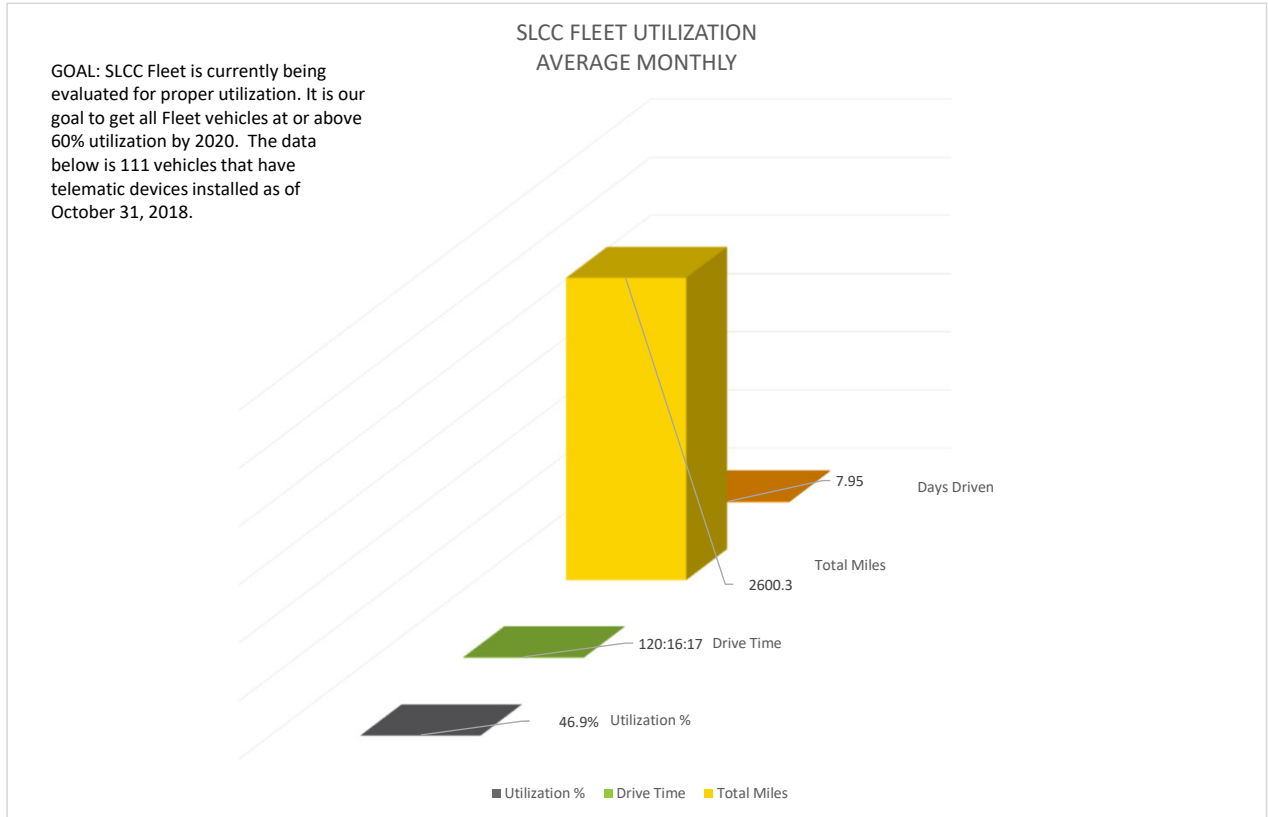
**Most Utilized Vehicles**

	Vehicle	Drive Time	Vehicle	Mileage
1	PARKING 374	505:49:41	COPY 256	9068.05
2	PARKING 375	434:31:16	MP 346	7789.10
3	PARKING 364	412:52:15	SETRA BUS 365	7183.82
4	COPY 256	366:54:52	CRW 235	7101.15
5	CRW 235	306:49:07	LOCK 313	6745.69
6	MOVE 356	295:48:10	CRW 288	6424.00
7	LOCK 313	290:41:44	PARKING 315	6388.28
8	CRW 288	285:34:21	CUST 289	6368.05
9	CUST 289	284:54:28	CSO 314	6360.10
10	CSO 314	273:57:52	MP 369	5733.79

**Least Utilized Vehicles**

	Vehicle	Drive Time	Vehicle	Mileage
1	PM382	00:00:36	PM382	0.02
2	TRASH 335	00:01:09	PM381	0.31
3	PM381	00:01:17	TRASH 335	0.65
4	CUST TRLR036	02:57:27	CUST TRLR036	27.78
5	CUST TRLR045	02:59:55	CUST TRLR045	29.91
6	MP 290	09:11:42	MP 290	184.08
7	MP 231	11:08:34	MP 231	228.34
8	BLDG CONST 230	13:48:45	CUST 258	341.96
9	ONECARD 328	16:02:23	CARP 281	365.33
10	STC 274	16:50:19	GRTHEATER 167	391.34

NOTE: The above data is from SLCC's GeoTab devices that were installed into our Fleet Vehicles, \*Not all vehicles will show up in the data\* Educational vehicles are excluded from telematic devices.





**Tab P**



**UTAH OPEN & PUBLIC MEETINGS ACT**  
**UTAH CODE ANN. §52-4-101 et seq.**

# INTRODUCTION

1. What does the Open Meetings Act do?
2. Does SLCC's Board of Trustees have to follow the Open Meetings Act?
3. What is a meeting under the Open Meetings Act?
4. Can the Board hold a meeting by conference call or video conference?
5. Can a meeting be closed to the public? If so, when?
6. Is there a required process to close a meeting?
7. What cannot be addressed during a closed meeting?
8. Can Trustees email each other about College business without violating Open Meetings Act?

# What does the Open Meetings Act do?

Utah Code Ann. §52-4-102

“It requires government to  
**take actions openly.**”

“Ensures deliberations allow for an  
**open public process.**”

# Does SLCC's Board of Trustees have to follow the Open Meetings Act?

Utah Code Ann. § 52-4-103 defines “**public body**” as:

1. An administrative, advisory, executive or legislative **body of the state or its subdivisions;**
2. Was **created by the Utah** Constitution, statute, rule, ordinance or resolution;
3. Consist of **two or more persons;**
4. Spends, distributes or is supported by **tax money;** and
5. Has **authority to make decisions** about the public's business.



# What is a meeting under the Open Meetings Act?

Utah Code Ann. §52-4-103(5) (a) defines “meeting” as:

1. **Convening** of a public body,
2. Meeting requires **quorum** to be present,
  - a) including a workshop or an executive session
  - b) includes meeting in person or by means of electronic communications
3. Meeting held for the **purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power.**
4. Chance meeting, social meeting are **not included** in definition of meeting.

# Can the Board hold a meeting by conference call or video conference?

Utah Code Ann §52-4-207 allows conference calls or video conferencing of meetings, provided that:

1. All participants can **hear and observe** communication;
2. The public body must **adopt resolution**, rule or ordinance allowing for electronic meeting;
3. Public notice of meeting required; and
4. **Public** must have means to **attend and participate**.

# Can a meeting be closed to the public?

Utah Code Ann. §52-4-201, 204 and 205 allows meeting to be closed for:

1. Discussing an **individual's character, professional competence, or physical or mental health;**
2. Strategy sessions to discuss **collective bargaining;**
3. Strategy sessions to discuss **pending or reasonably imminent litigation;**
4. Discussions regarding **security personnel, devices or systems;** and
5. Investigative proceedings regarding **allegations of criminal misconduct;**
6. Strategy sessions to discuss the **purchase, exchange, lease or sale of real property or water rights.**

# Is there a required process to close a meeting?

Utah Code Ann. §52-4-204 requires:

1. A **Quorum** must be present.
2. **Two-thirds** of the members present must vote to close the meeting.
3. The body must first hold an **open public meeting** with **proper notice** before entering into the closed meeting.
4. The body must publicly disclose:
  - a) The vote by **name of each member** for or against entering into the closed meeting;
  - b) The **reasons** for holding the closed meeting; and
  - c) **Location** of the closed meeting

# What cannot be addressed during a Closed Meeting?

1. Cannot approve any ordinance, resolution, rule, regulation, contract or appointment
2. Take final action
3. Final votes must be open and on the record

## Do emails between Trustees violate Open and Public Meetings Act?

Utah Code Ann. §52-4-210 states the Open and Public Meetings Act **does not restrict members** of a public body from **transmitting an electronic messages** to other members of the public body when the body has not **in an open meeting**.

Questions?