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### SLCC Board of Trustees 2019-10-09: Meeting Minutes

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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:</b> Maria Farrington, Chair	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.
<p>D. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell</p> <p>1. Summary of Mission Fulfillment Assessment</p>	<p>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 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>	

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 November 13, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.	
D. <b><u>Personnel Report for August, 2019</u></b>	
E. <b><u>Government Funding Report—Major Grants Requested/Received</u></b>	
PRESIDENT’S REPORT: Dr. Deneece Huftalin, President	President Huftalin thanked those who attended the Tanner Forum on Ethics with Dr. Talithia Williams.
A. Student Life & Leadership Report – Trustee Mason Bancroft	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.
B. Academic Affairs Report – Provost Clifton Sanders 1. <b>ACTION:</b> Academic Curriculum Change: Name Change - English Department to Department of English, Linguistics, and Writing Studies	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>
C. Finance & Administration Report – VP Jeff West 1. <b>ACTION:</b> Parking Services Policy (2 <sup>nd</sup> Reading)	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

<ol style="list-style-type: none"> <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>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. 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. VP West explained the Banking Services and Investment policies help govern proper investments, adherence to laws, and integrity with banking partners. Trustee Chillingworth moved to approve the Banking Services Policy as submitted. The motion was seconded by Trustee Boyer and carried unanimously. Trustee Southwick asked for clarification 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. Trustee Boyer moved to approve the Investment Policy as submitted. Trustee Wilson seconded the motion. The motion carried unanimously. 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</p>	<p>Dr. Lepper explained that historically, the college has had multiple processes for reserving space at the different campuses. This College Facilities Use</p>

<p>1. <b>ACTION:</b> College Facilities Use Policy (2<sup>nd</sup> Reading)</p>	<p>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</p> <p>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 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:</p> <p>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</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</p>

<p>property as permitted by Utah Code §52-4-204(1)(d) and §52-4-204(1)(e)</p>	<p>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>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.</p> <p>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.</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><u>II. ADJOURNMENT:</u></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>

*Approved at the November 13, 2019 SLCC Board of Trustee Meeting.*

November 13, 2019  
date

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