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### SLCC Board of Trustees 2019-08-14: Meeting Minutes

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August 14, 2019

Taylorsville/Redwood Campus  
Room AAB 428

8:00 a.m.

**Attendance:** Trustees: Vice-Chair Jim Wall, Nate Boyer, Lori Chillingworth, Mary Flanagan, Linda Luchetti, Shawn Newell, Brady Southwick, Kim Wilson and President Denece Huftalin

**Excused:** Trustee Chair Maria Farrington, Trustee Coralie Alder

**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

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, Debra Glenn–Controller/Asst. VP, Darren Marshall–Asst. VP for Budget Services & Financial Planning, Bob Askerlund–Assoc. VP of Facilities and Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees

Lauralea Edwards, Sara Reed, Craig Gardner, Lea Lani Kinikini, Corinne Anderson and students

Guy Douros and Will Pollard-Technical Support

Agenda	Discussion Summary and Action
<b>I. <u>BOARD BUSINESS:</u> Jim Wall, Vice-Chair</b>	Vice-Chair Wall called the meeting to order at 8:00 a.m. He thanked and welcomed everyone for attending.
A. Oath of Office for New Trustee Nate Boyer	Vice-Chair Wall administered the Oath of Office for new Trustee Nate Boyer.
B. Introduce and Welcome new Staff Association President, Sean Crossland	Vice-Chair Wall introduced the new Staff Association President, Sean Crossland and asked him to provide some background information about himself.
C. Confirm Committee Assignments	Vice-Chair Wall asked if any board members had questions or concerns about the responsibilities associated with committee assignments.
D. Report on Joint BOR/BOT Meetings in Cedar City	Vice-Chair Wall asked trustees who attended the joint BOR/BOT meetings in Cedar City to share their thoughts. Trustees Wilson reported that it was his first opportunity to attend. He felt the audit committee training was a useful review of the scope of responsibilities and he looks forward to the task force report due out soon. Trustee Flanagan appreciated being able to have discussions with other trustees and regents concerning various issues faced in higher ed throughout the state and she loves being able to advocate for the student voice. Trustee Southwick said the audit committee training will be very helpful for him as the new chair of that committee. He

	<p>thought the board of trustees training was also insightful and found the discussion about being an advocate for not only the institution but for higher education in general interesting. He learned how other states' education systems operate and he said the training helped him understand his role. Discussions overall about strategy for the state were interesting and important, especially about projected growth rates. President Huftalin added that the growth rate conversation allowed her the opportunity to talk about the Herriman site and how important it would be to have it up and running to relieve some of the pressure in Utah County. She hopes the conversations helped regents understand how important the Herriman site could be considering projected growth to that area. Vice Chair Wall concluded the report saying there is still tension between regents and trustees as it relates to the approval of degrees. He perceived a lot of concern about the proliferation and best use of resources. There are good arguments on both sides but as trustees and administrators, it may be best to focus on what is best for SLCC students. The other issue he is interested in is the legislature's work on tax reform which could greatly affect funding for higher ed and education in general. He finished by saying that the relationship between President Huftalin and the University of Utah's president helps create an incredible effort of cooperation but there is still much work regarding articulation to be done. President Huftalin commended Provost Sanders and the University of Utah's Marti Bradley who were instrumental in pulling together a very successful transfer summit with over 200 people. USHE is also forming a transfer council which hopefully will provide a channel for regents to take authority over transfer issues and in identifying recommendations and expectations moving forward.</p>
E. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko	<p>VP McFarlane provided an update on the status of the capital campaign. \$15.38 million has been raised toward the campaign goal which is 38% of the overall goal. \$4.3 million was raised in FY19. She explained restructuring in the Development office which will help tremendously with campaign efforts. She also thanked trustees for their involvement and reminded everyone about different events they can attend. Ms. Michalko provided an update on upcoming golf tournament where they hope to clear \$250,000.</p>
F. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	<p>Trustee Newell began the mission fulfillment report saying the committee has been meeting regularly, looking at good ideas and considerations to move forward. VP Aird continued the report explaining that part of the trustee role is to monitor institutional performance to gauge how the College is fulfilling its mission. He reminded board members of the core themes and objectives and asked trustees to complete surveys, based</p>

	<p>on metrics he explained, to assess how well they feel the College is doing with access and success. Trustees discussed different causes that affect higher ed enrollment numbers. More time will be dedicated to mission fulfillment at the retreat in September. The Mission Fulfillment Committee and a representative from the College's accrediting body, NWCCU, will also be presenting at the annual ACCT conference in October.</p>
G. Audit Committee Report, Trustee Brady Southwick and Vice-Chair Jim Wall	<p>Trustee Southwick and Trustee Vice Chair Wall both commented previously on the audit committee training provided at the joint BOR/BOT meeting in Cedar City and had nothing further to report.</p>
<p><b>II. CONSENT CALENDAR:</b> It is the recommendation of the Vice-Chair that the Board approve the following items on the Consent Calendar:</p>	<p>Vice Chair Wall called for a motion to approve the Consent Calendar items. Trustee Newell motioned to accept the consent calendar as submitted; the motion was seconded by Trustee Wilson and carried unanimously.</p>
A. <u>Investment Report for May and June, 2019</u>	
B. <u>Minutes of Previous Meeting, June 12, 2019</u>	
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 October 9, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.	
D. <u>Personnel Report for June and July, 2019</u>	
E. <u>Government Funding Report—Major Grants Requested/Received</u>	
<p><b>III. PRESIDENT'S REPORT:</b> Dr. Deneece Huftalin, President</p>	
<p>A. President Huftalin</p> <ol style="list-style-type: none"> <li>1. <b>INFORMATION:</b> BOT Retreat</li> <li>2. <b>INFORMATION:</b> Convocation Update</li> <li>3. <b>INFORMATION:</b> Report on India Study Abroad Trip (Trustee Chillingworth)</li> </ol>	<p>President Huftalin explained the process for hiring the new Special Assistant to the President for Inclusivity and Equity, CDO Dr. Lea Lani Kinikini. She read Dr. Kinikini's bio and asked her to share a bit of background information with trustees. Dr. Kinikini will begin working at the College on August 16.</p> <p>President Huftalin asked trustees to hold time on their calendars for the BOT Retreat scheduled for September 11. She also invited trustees to attend any portion of Convocation they would like on August 20.</p> <p>President Huftalin reported that Trustee Lori Chillingworth just returned from a study abroad trip with our students to India. Trustee Chillingworth expressed thanks for having the amazing opportunity to be able to go with the faculty and students. The experience was far beyond her expectations. She introduced Assistant</p>

	<p>Professor in Accounting, Corinne Anderson and praised her efforts in organizing the trip. She also commended and introduced Assistant Professor of Communications, Marcie Cancio for her work. Two students were invited to the meeting, Noah Lewis who is studying journalism and media, is the Globe's editor-in-chief and who plans to continue to law school after leaving SLCC and Bhawishna Bhawna, a pre-med health sciences major who also speaks Hindi. Assistant Professor Anderson reviewed the areas the group visited and experiences in each area highlighting key successful outcomes. She said she witnessed the students growing in their leadership and adaptability skills, and in becoming better global citizens overall. Student Bhawna said it was an amazing experience for her personally being part Indian. Knowing the language was a great advantage helping her to connect to the people more closely and in building relationships. She shared her favorite experience, working with the women's group saying the change in the women from when they started to finish was remarkable. Assistant Professor Marcie Young Cancio explained the origin of how she and journalism student Lewis were able to participate and go on the study abroad trip. She said opportunities like this provide such a rich learning experience for students to tell the SLCC story. She thanked everyone for the support. Student Lewis added that the trip was a chance for him to cover content for SLCC and will also help establish curriculum for future journalism students to have similar experiences. One of his most valuable lessons from the trip was how to manage his own workflow in a foreign environment and overcoming obstacles. He shared a presentation with photos of the trip. President Huftalin thanked all of them for sharing their experiences.</p>
B. Student Life & Leadership Report – Trustee Flanagan	<p>Trustee Flanagan reported that student leaders recently attended a week-long conference to enhance leadership skills and to prepare for the upcoming year. She was elected to be the President of the Utah Student Association that is comprised of all student body presidents in Utah who meet monthly. One area they plan to focus on is civic engagement through voter registration and putting power back into the students' hands.</p>
<p>C. Student Affairs Report – VP Chuck Lepper</p> <ol style="list-style-type: none"> <li>1. <b>INFORMATION:</b> College Facilities Use Policy (1<sup>st</sup> Reading)</li> <li>2. <b>INFORMATION:</b> Advertisement &amp; Posting Materials Policy (1<sup>st</sup> Reading)</li> </ol>	<p>VP Lepper asked to strike the Advertising and Posting policy for now. New information has come forward that requires more review. He explained the Facilities Use Policy and procedure that establishes a process for reserving space college-wide. This is a 1<sup>st</sup> reading; the 2<sup>nd</sup> reading and approval will be at the October 9 meeting.</p>
D. Institutional Advancement Report – VP Alison McFarlane	<p>VP McFarlane provided the trustee scholarship report with a thank you note from a scholarship recipient. She next provided information about community outreach</p>



<ol style="list-style-type: none"> <li>1. <b>INFORMATION:</b> Trustee Scholarship Fund Report</li> <li>2. <b>INFORMATION:</b> Junior Achievement Kiosk</li> <li>3. <b>INFORMATION:</b> Naming College Facilities and Programs Policy (1<sup>st</sup> Reading)</li> </ol>	<p>efforts that include a kiosk at the Junior Achievement City (JA City) at the Gateway for 5<sup>th</sup> grade students to interact with. Approximately 200 5<sup>th</sup> graders per day for the school year will visit. The kiosk will be ready October 7 with a ribbon cutting on October 22<sup>nd</sup> that trustees are invited to. She explained in more detail what the experience will involve. President Huftalin thanked VP McFarlane, Bob Askerlund and all the staff involved for their great work. VP McFarlane closed her report saying that the Naming College Facilities and Programs policy has not been updated for several years and is also a 1<sup>st</sup> reading. She asked trustees to review it and the 2<sup>nd</sup> reading and approval will be at the October 9 meeting.</p>
<p>E. Business Services Report – VP Jeffrey West</p> <ol style="list-style-type: none"> <li>1. <b>ACTION:</b> Motor Vehicle Policy (2<sup>nd</sup> Reading)</li> <li>2. <b>ACTION:</b> Shipping &amp; Receiving, Mail Services and Courier Policy (2<sup>nd</sup> Reading)</li> <li>3. <b>INFORMATION:</b> Parking Services Policy (1<sup>st</sup> Reading)</li> <li>4. <b>INFORMATION:</b> Annual Budget Review (Guest: Darren Marshall)</li> <li>5. <b>INFORMATION:</b> Bad Debt Report (Guest: Debra Glenn)</li> <li>6. <b>INFORMATION:</b> Capital Improvement Projects in Excess of \$100,000 Report (Guest: Bob Askerlund)</li> </ol>	<p>VP West reported that trustees will be voting on two policies that were first reviewed at the June 12 meeting – the Motor Vehicle Policy and the Shipping &amp; Receiving, Mail Services and Courier Policy. Trustee Chillingworth moved to approve both policies as submitted. The motion was seconded by Trustee Southwick and carried unanimously. Next, VP West explained that trustees have been provided with the Parking Services Policy for a 1<sup>st</sup> reading. The 2<sup>nd</sup> reading will happen at the October 9 meeting. He then asked Darren Marshall, Assistant VP for Planning and Budgeting, Debra Glenn, Assistant VP and Controller and Bob Askerlund, Associate VP for Facilities to provide the annual budget review, the bad debt report and the capital improvement projects in excess of \$100,000 report respectively. Mr. Marshall began explaining the Total Operating, Triple I, Auxiliaries, and Surplus Property budgets. Ms. Glenn provided the Student A/R Write-off Report for FY2015-2019. Last, Mr. Askerlund provided the report on capital improvement projects in excess of \$100,000. He explained the funding process for capital improvement projects with more information about several projects specifically. Vice Chair Wall assured trustees that all these reports and information are reviewed in-depth with the audit committee.</p>
<p>F. Institutional Effectiveness Report – VP Jeff Aird</p> <ol style="list-style-type: none"> <li>1. <b>ACTION:</b> FLSA Overtime Policy (2<sup>nd</sup> Reading)</li> <li>2. <b>ACTION:</b> Staff Overload Policy (2<sup>nd</sup> Reading)</li> </ol>	<p>VP Aird explained two policies for trustee approval as 2<sup>nd</sup> readings - the FLSA Overtime and the Staff Overload policies. Seeing and hearing no questions, Trustee Boyer moved to approve the FLSA Overtime Policy. Trustee Newell seconded the motion that carried unanimously. Trustee Wilson moved to approve the Staff Overload policy as submitted. The motion was seconded by Trustee Chillingworth and carried unanimously.</p>
<p>G. Campus-based &amp; Constituents Reports:</p> <ol style="list-style-type: none"> <li>1. <b>INFORMATION:</b> Faculty Senate and Faculty Association Reports</li> </ol>	<p>Faculty Association President Justice Morath explained that the Faculty Association focuses on workplace issues, representing and supporting faculty in employment, compensation, work conditions, etc. As the new association president, he explained some key issues he would like to work on including faculty participation,</p>

	partnering with staff association and continued partnering with faculty senate. Faculty Senate President Katerina Salini explained that the senate is representative of faculty across every discipline at the College and provides a place to talk with each other about issues of academic policy to provide the best opportunities for students. They are looking at processes to improve effectiveness of meeting time, examining matters that have meaning in students' lives, tenure, academic freedom and curriculum recommendations.
<u>IV. ADJOURNMENT:</u>	Trustee Luchetti moved to adjourn the meeting at 9:53 a.m.; Trustee Flanagan seconded the motion. The motion carried unanimously.

*Approved at the October 9, 2019 SLCC Board of Trustee Meeting.*

Oct. 9, 2019  
date

  
Sandra Lehman, Executive Assistant to  
President Deneece G. Huftalin