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2019-03-13

### SLCC Board of Trustees 2019-03-13: Agenda

Salt Lake Community College

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**Board of Trustees – March 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 Clint Ensign, Chair

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

I.	<b>BOARD BUSINESS: Clint Ensign, Chair</b>		
	A. <b>Action:</b> Trustee Bylaws	<b>TAB A</b>	
	B. Information: Board of Regents Breakfast Meeting (March 29, 2019)	<b>TAB B</b>	
	C. Information: Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko		
	D. Information: Audit Committee Report, Chair Ensign		
II.	<b>CONSENT CALENDAR:</b> It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:		
	A. <u><b>Investment Report for January 31, 2019</b></u>	<b>TAB C</b>	
	B. <u><b>Minutes of Previous Meeting, February 13, 2019</b></u>	<b>TAB D</b>	
	C. <u><b>Executive Session:</b></u> Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held April 10, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.		
	D. <u><b>Personnel Report for February, 2019</b></u>	<b>TAB E</b>	
	E. <u><b>Government Funding Report—Major Grants Requested/Received</b></u>	<b>TAB F</b>	
III.	<b>PRESIDENT'S REPORT: Dr. Deneece Huftalin, President</b>		
	A. President Huftalin		
	1. Information: Staff Development Leave, Kathie Campbell		
	2. Information: Distinguished Alumni 2019		
	B. Student Life & Leadership Report – Trustee Martinez		
	C. Governmental Relations Report – VP Sheehan		
	1. Information: Legislative Update		
	D. Academic Affairs Report – Provost Sanders		
	1. <b>Action:</b> Sabbatical Leave Policy (2 <sup>nd</sup> Reading)	<b>TAB G</b>	
	E. Student Affairs Report – VP Lepper		
	1. <b>Action:</b> Student Affairs Alcohol, Tobacco and Other Drug Policy (2 <sup>nd</sup> Reading)	<b>TAB H</b>	
	2. <b>Action:</b> Student Complaint Policy (2 <sup>nd</sup> Reading)	<b>TAB I</b>	
	F. Business Services Report –		
	1. <b>Action:</b> Public Hearing to consider Student Tuition and Student Fee Changes	<b>TAB J</b>	
	G. Institutional Effectiveness Report – VP Jeff Aird		
	1. Information: Enrollment Report/Update	<b>TAB K</b>	
	H. Campus-based & Constituents Reports:		
	1. Information: Faculty Senate – Ed Engh, Faculty Senate President		

	2. Information: Faculty Association – Craig Ferrin, Faculty Association President		
IV.	<b><u>ADJOURNMENT:</u></b>		

**Dates to Remember** (for Trustees):

SLCC Host Board of Regents	March 28-29, 2019 (Breakfast 29 <sup>th</sup> at 8am)	SLCC Miller Campus
Board of Trustee Meeting	April 10, 2019 8am	SLCC Taylorsville/Redwood Campus AAB 428
Evening of Honor	May 1, 2019 evening	SL Country Club
Commencement	May 3, 2019 8:00am	Maverik Center
Joint Board of Regents / Board of Trustees Meeting	August 1-2, 2019	Southern Utah University – Cedar City, Utah
Gail Miller Leadership Golf Tournament	September 9, 2019	Hidden Valley Country Club

*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.*

**BY-LAWS  
OF  
THE SALT LAKE COMMUNITY COLLEGE  
BOARD OF TRUSTEES**



**Membership:**

1A. The membership of the SLCC Board of Trustees consists of ten persons, eight (8) of whom shall be appointed by the Governor and approved by the Senate of the State of Utah, and two (2) of whom shall become Trustees by virtue of their position (ex-officio)\*: the president of the College's alumni association and the president of the College's associated students. Cite Code(\*Note: *Ex Officio* means "by virtue of office or position" and is not related to voting rights.)

1B. The eight appointed members shall serve four-year terms commencing on July 1 of the year of appointment. Typically members are appointed during an odd numbered year and may be reappointed at the conclusion of their four year term. Vacancies occurring before the expiration of a term will be filled by appointment for the remainder of the unexpired term. An appointed member holds office until a successor is appointed and qualified. Ex officio members serve for the same period as they serve as presidents and until their successors have been named. Cite code

1C. Any Trustee may resign his or her office at any time, such resignation to be made in writing

1D. Trustee Emeriti. Based on established criteria, outgoing Trustees may be considered for appointment as Trustee Emeritus.

- a. The role of the Trustee Emeriti will be ad hoc in nature and multi-faceted dependent on the skills and talents offered by the former Trustee as well as the needs of the College. Examples include:
  - i. Serve as a legislative or philanthropic champion for the College;
  - ii. Serve as a member on Board of Trustees sub-committees; or
  - iii. Provide counsel to the President and/or Board of Trustees members.
- b. Trustee Emeriti will serve between one and three years at the discretion of the current Board of Trustees. A second term may be approved.
- c. Appointment process. A former Trustee may be nominated for emeriti status at any time during the academic year by any current member of the Board of Trustees. The nominating Trustee will distribute the nomination in advance to the entire Board for their review and a vote will be called for at the subsequent Board meeting. The nomination should outline the specific roles the Trustee Emeritus is being asked to perform. The vote will follow all Board voting guidelines.

**Functions and Responsibilities:**

2A. the Board of Trustees may act on behalf of the College in performing duties, responsibilities, and functions as established by law, and/or delegated to the Board by the Utah State Board of

Regents, College policies and such other powers not specifically denied by the State Board of Regents or by law and as may be necessary and proper to ensure the effective and efficient administration of the College.

2B. The Board is a policy making body, while the College administration, under the direction of the President of the College, establishes rules and regulations to carry out all such policies and controls and manages the affairs and business of the College.

2C. The Board of Trustees has the following powers and duties:

- a. To facilitate communication between the College and the community;
- b. To assist in planning, implementing, and executing fund raising and development projects aimed at supplementing and strengthening College resources;
- c. To perpetuate and strengthen alumni and community identification and affinity with the College's mission and goals;
- d. To select recipients of honorary degrees;
- e. To approve institutional policies and processes, as prescribed by the President of the College, including those related to:
  - 1) faculty, student, and employee organizations,
  - 2) institutional and departmental processes, and
  - 3) the instruction, examination, admission, and classification of students;
- f. To approve all candidates for earned degrees and diplomas as recommended by the President of the College and the faculty, as authorized by the Board of Regents;
- g. To monitor, review, and report, as appropriate, specific delegated areas of responsibility as set forth by the Board of Regents.
- h. To conduct themselves in accordance with the Board of Trustees Conflict of Interest policies.

### **Meetings:**

3A. Unless otherwise provided for by a majority vote of the Board of Trustees, regular meetings of the Board shall be held once a month, upon appropriate notice, except for the month of July. Meetings of the Board shall be called by the chairperson, or in the chairperson's absence, the vice-chairperson, or by a majority of the Board.

3B. Special meetings of the Board may be called by the chairperson, or in the chairperson's absence, the vice-chairperson, or by a majority of the Board.

3C. Committees of the Board may meet as needed and as called by the committee chair or by the majority of the members.

3D. All meetings of the Board of Trustees (and of the Executive Committee when acting on behalf of the full Board) shall be in compliance with The Utah Open and Public Meetings Act. All committee meetings (other than the Executive Committee when acting on behalf of the full Board) are advisory only and are not subject to the requirements of the Utah Open and Public Meetings Act.

3E. Notice of all regular and special meetings of the Board shall be served upon each Trustee, at least one week prior to the date of such meeting, specifying the time and place of the meeting and enclosing a copy of the agenda indicating the nature of the business under review. The agenda of each meeting will be approved in advance by the Executive Committee and will be focused on the

business of the College. Agenda items may be requested by Board members or by the President's cabinet.

3F. A quorum for conducting business of the Board shall consist of six members, whether present in person or present by electronic means. At all Board meetings, each Trustee shall have one (1) vote. All matters submitted to the Board for its approval shall be decided by a majority vote of those in attendance. Proxy voting shall not be permitted at any meetings of the Board or its committees.

#### **Compensation and Reimbursements:**

4A. In accordance with law, Trustees will receive an honorarium for services for attending meeting of the Board. Board members may also be paid the actual expenses incurred in attending to the business of the Board, if payment has been authorized and approved by the Regents.

#### **Officers /Elections:**

5A. The officers of the Board shall be a chairperson, a vice-chairperson and a secretary. The chair and vice chair shall hold office for two years or until their successor is elected and qualified.

5B. The chairperson and vice-chairperson shall be elected pursuant to the following procedures:

- a. The chairperson shall appoint a nomination committee consisting of members of the Board.
- b. The nomination committee shall prepare a recommendation for the office of chairperson and vice-chairperson to be submitted to the full Board for the meeting at which the election shall occur.
- c. The chairperson shall ask the Board if there are additional nominations for either office.
- d. When the nomination process is complete, the chairperson shall call for a vote for the new chairperson and vice chairperson. Elections will be conducted by secret ballot and will be announced by the secretary.

5C. The secretary will be appointed by the Chair of the Board at the recommendation of the President of the College.

5D. An officer elected or appointed by the Board may be removed, either with or without cause, by a majority vote of the Board when in the Board's judgment, it would be in the best interests of the College. Such removal shall be without prejudice to the contract rights, if any, of the persons so removed.

5E. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board for the unexpired portion of the term of such office.

5F. The duties and power of the officers of the Board shall be as follows:

- a. The chairperson shall preside at all meetings of the Board and, as directed by the Board, shall have such duties and responsibilities as are assigned by the Board;
- b. The vice-chairperson shall have such duties as are assigned by the Chairperson and shall preside at Board meetings in the absence of the Chairperson; and
- c. The secretary shall keep minutes of all meetings, and shall perform such other duties as the Governing Board may direct.

**COMMITTEES:**

6A. The Board may establish an Executive Committee. The committee shall have full authority of the Board to act upon routine matters during the interim period between meetings of the Board. The Executive Committee may act on non-routine matters only under extraordinary and emergency circumstances. The Executive Committee shall report its activities to the Board at its next regular meeting following any action taken.

6B. The Board may establish other advisory committees as the Board may determine appropriate. Each committee shall serve at the pleasure of and include members of the Board. The chairperson shall assign members of the Board to the following College committees including but not limited to:

- a. Investment Committee—one or two members of the Governing Board, at the discretion of the chairperson;
- b. Salt Lake Community College Foundation Board—one or two members of the Governing Board, at the discretion of the chairperson;
- c. Audit Committee—at least three members of the Governing Board, at the discretion of the chairperson;
- d. Legislative Committee—one or two members of the Governing Board, at the discretion of the chairperson; and
- e. Public Image/Relations Committee—one or two members of the Governing Board, at the discretion of the chairperson.
- f. Board Development Committee—one or two members of the Governing Board, at the discretion of the chairperson.



BREAKFAST MEETING – STATE BOARD OF REGENTS  
AND SALT LAKE COMMUNITY COLLEGE BOARD OF TRUSTEES  
LOCATION TO BE DETERMINED

MARCH 29, 2019

8:00 – 9:20 AM (Time can change to 7:30 – 8:50)

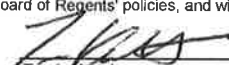
AGENDA

1. Welcome and Introductions – Regent Vice Chair Nina R. Barnes
2. Salt Lake Community College Update – President Deneece Huftalin
3. Salt Lake Community College Board of Trustees Update – Trustee Chair \_\_\_\_\_
4. Salt Lake Community College Student Body President – \_\_\_\_\_
5. Open Discussion
6. State Issues – Commissioner David L Buhler
7. Comments – Regent Chair Harris H. Simmons
8. Executive Session – Regents and Trustees



TO: CLINT ENSIGN, 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 Karchner  
Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE  
MONEY MANAGEMENT INVESTMENTS  
INVESTMENT PORTFOLIO AT 1-31-2019

Description	Rate of Return	Settlement Date	Maturity Date	Cost	Market Value
AIA Group					
Medium Term Note Floater	3.22%	09/20/18	09/20/21	2,004,154.00	1,992,178.00
American Express					
Medium Term Note Floater	2.98%	01/25/18	10/30/20	2,002,327.32	1,997,690.00
Medium Term Note Floater	3.34%	01/24/19	05/17/21	999,228.57	999,080.00
Medium Term Note Floater	3.13%	11/06/18	11/05/21	2,003,100.18	2,004,028.00
American Honda Finance					
Medium Term Note Floater	3.27%	01/25/19	12/10/21	994,560.00	994,919.00
Athene Global Funding					
Medium Term Note Floater	3.12%	01/29/18	04/20/20	1,513,579.28	1,508,491.50
Medium Term Note Floater	3.31%	01/25/19	04/20/20	1,530,461.25	1,528,604.72
Barclays Bank					
Medium Term Note Floater	3.39%	06/16/17	06/16/20	2,000,000.00	1,998,002.00
Medium Term Note Floater	2.92%	01/25/18	08/07/20	1,003,954.16	997,831.00
Medium Term Note Floater	3.29%	09/15/17	09/15/20	2,000,000.00	1,990,612.00
BMW U.S. Capital LLC					
Medium Term Note Floater	3.38%	01/30/19	08/13/21	1,993,963.23	1,990,394.00
Capital One					
Medium Term Note Floater	3.27%	04/04/17	09/13/19	2,003,445.66	2,003,382.00
Citigroup Inc					
Medium Term Note	2.37%	01/25/18	04/08/19	1,000,277.29	999,781.00
Medium Term Note Floater	3.71%	12/10/18	12/08/21	2,006,611.12	2,020,896.00
Commonwealth Bank					
Medium Term Note Floater	3.57%	06/23/16	05/24/19	1,100,382.26	1,102,159.30
Daimler Finance					
Medium Term Note Floater	3.25%	11/08/16	10/30/19	1,000,855.00	1,000,784.00
Medium Term Note Floater	2.90%	01/25/18	10/30/19	2,005,927.65	2,001,568.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,988,502.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	1,981,140.00
US Agency	1.87%	08/09/17	04/01/21	2,000,000.00	1,971,580.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,986,980.00
US Agency	2.26%	04/06/17	04/06/22	1,999,366.74	1,983,904.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,971,088.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,963,804.00
US Agency	1.85%	08/17/17	03/15/21	1,999,586.38	1,971,014.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,957,986.00
US Agency	1.93%	09/08/17	12/06/21	2,000,000.00	1,964,854.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	1,500,000.00	1,486,494.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,958,972.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,957,460.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,970,334.00
US Agency	2.15%	08/30/17	08/26/22	2,000,000.00	1,958,440.00
US Agency	2.15%	09/26/17	09/26/22	2,000,000.00	1,960,984.00
US Agency	2.35%	10/19/17	10/19/22	2,000,000.00	1,966,446.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Mutual Funds - Bruin Club					
Fidelity Janus Strategic Value Fund	-0.01%	Various	Open	35,000.00	96,118.11
Janus Forty Fund	-0.07%	Various	Open	41,250.00	101,531.89
The Vanguard 500 Index Fund	1.00%	Various	Open	43,750.00	127,054.58
Mutual Funds - Alumni Office					
Janus Research Fund	0.38%	Various	Open	26,500.00	45,699.68
Janus Enterprise Fund	2.86%	Various	Open	31,500.00	63,974.55
The Vanguard 500 Index Fund	1.00%	Various	Open	27,000.00	75,594.20
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	1.62%	12/26/06	Open	95,717.01	147,319.54
Utah State Treasurer					
Public Treasurers' Investment Fund	2.87%	01/31/19	Open	34,492,158.58	34,492,158.58
Zions First National Bank					
Sweep Account	0.40%	01/31/19	Open	4,141,516.20	4,141,516.20
Total Investment Portfolio				<u>154,990,053.13</u>	<u>154,372,499.96</u>

#### **2018 Revenue Bond Holdings**

Utah State Treasurer					
Public Treasurers' Investment Fund	2.87%	01/31/19	Open	14,646,911.80	14,646,911.80

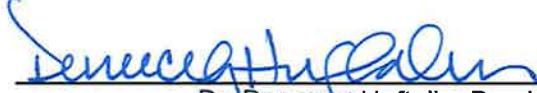
SALT LAKE COMMUNITY COLLEGE  
INVESTMENT TRANSACTIONS  
January 2019

Description	Interest	Settlement Date	Maturity Date	Cost
<b>Investments - December 31, 2018</b>				143,656,420.46
<b><u>PURCHASES</u></b>				
Morgan Stanley Medium Term Note Floater	3.61%	01/22/19	01/20/22	2,013,624.00
Toyota Motor Credit Corporation Medium Term Note Floater	3.34%	01/22/19	01/11/22	2,363,814.77
American Express Medium Term Note Floater	3.34%	01/24/19	05/17/21	999,200.00
American Honda Finance Medium Term Note Floater	3.27%	01/25/19	12/10/21	994,400.00
Athene Global Funding Medium Term Note Floater	3.31%	01/25/19	04/20/20	1,531,208.48
BMW U.S. Capital Medium Term Note Floater	3.38%	01/30/19	08/13/21	1,993,762.00
Utah State Treasurer Public Treasurers' Investment Fund	2.87%	Various	Various	34,762,832.48
Zions First National Bank Sweep Account	0.40%	Various	Various	<u>29,286,543.79</u>
Total Purchases				73,945,385.52
<b><u>SALES / MATURITIES / CALLS</u></b>				
Net Premium/Discount Amortization				13,830.37
Bank of America Medium Term Note Floater	3.43%	01/21/16	01/15/19	2,000,000.00
Bank of America Medium Term Note Floater	3.54%	02/25/16	01/15/19	2,000,000.00
Morgan Stanley Medium Term Note Floater	3.30%	06/17/16	01/24/19	2,000,000.00
Utah State Treasurer Public Treasurers' Investment Fund	2.87%	Various	Various	27,836,461.20
Zions First National Bank Sweep Account	0.40%	Various	Various	<u>28,761,461.28</u>
Total Sales				62,611,752.85
<b>Investments - January 31, 2019</b>				<u><u>154,990,053.13</u></u>

**MONEY MANAGEMENT INVESTMENTS  
SUMMARY OF INVESTMENT TRANSACTIONS  
FOR THE YEAR ENDING JUNE 30, 2019**

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2018	140,472,708.55	14,621,241.80	15,985,029.57	139,108,920.78	139,170,024.31	308,175.60	2.57%
August 2018	139,108,920.78	50,108,195.32	43,962,536.89	145,254,579.21	137,978,849.38	297,067.11	2.50%
September 2018	145,254,579.21	25,376,079.66	24,688,986.79	145,941,672.08	146,359,009.36	287,313.74	2.36%
October 2018	145,941,672.08	15,987,801.83	21,356,559.01	140,572,914.90	142,773,823.76	244,836.54	1.99%
November 2018	140,572,914.90	21,065,966.74	21,333,013.45	140,305,868.19	142,221,033.07	298,014.88	2.51%
December 2018	140,305,868.19	20,768,453.81	17,417,901.54	143,656,420.46	142,887,427.22	259,163.12	2.11%
January 2019	143,656,420.46	73,945,385.52	62,611,752.85	154,990,053.13	145,843,127.55	360,866.36	2.87%
February 2019							
March 2019							
April 2019							
May 2019							
June 2019							
		221,873,124.68	207,355,780.10		142,461,899.24 *	2,055,437.34	2.42% *

\* Based on average of months shown

  
Dr. Deneede Huftalin, President

**February 13, 2019**

**Taylorsville/Redwood Campus  
Room AAB 428**

**8:00 a.m.**

**Attendance:** Trustees: Chair Clint Ensign, Vice-Chair Maria Farrington, Jim Wall, W. Tim Miller, Shawn Newell, Linda Luchetti, Kim R. Wilson, Junior Martinez and President Denece Huftalin

**Excused:** Trustee Brady Southwick, Trustee Lori Chillingworth

**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, Dr. Roderic Land-Special Assistant to the President, CDO, Jeff Aird – VP for Institutional Effectiveness

SLCC Representatives: Ed Engh – Faculty Senate President, Dr. Craig Ferrin-Faculty Association President, David Brower–Staff Association President, Nancy Michalko-Executive Director of Development & Foundation, Michael Navarre-Assistant VP, Institutional Marketing and Communications, Chris Lacombe-General Counsel & Risk Management, Debra Glenn-Controller, Beth Colosimo-Executive Director Business Development, Ron Valcarce-Professor, Chemistry Department, Dave Richardson-Interim Dean of Humanities/Social Sciences, Craig Caldwell-Dean of Science, Math and Engineering and Sandra Lehman-Executive Assistant to President Huftalin and secretary to the Board of Trustees

Guy Douros and Will Pollard-Technical Support

<b>Agenda</b>	<b>Discussion Summary and Action</b>
<b>I. <u>BOARD BUSINESS:</u> Clint Ensign, Chair</b>	Chair Ensign opened the meeting at 8am and welcomed everyone, thanking them for attending.
A. Approval of Honorary Degree Recipients	Chair Ensign explained that he and President Huftalin visited with honorary doctorate degree nominees Jay Francis and Pat Richards. Both nominees accepted and are grateful for the honor. Trustee Wilson made a motion to approve the honorary doctorate degree awardees for 2019, Jay Francis and Pat Richards. The motion was seconded by Trustee Newell and carried unanimously.
B. Introduce Jeffrey West, new VP for Finance and Administration CFO	Chair Ensign introduced and welcomed new Vice President for Finance and Administration, CFO Jeffrey West. He gave highlights of VP West's experience. VP West thanked him and everyone for the warm welcome he has received; he is excited to be part of SLCC.
C. Comprehensive Campaign Update & Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko / Public Image Report, VP McFarlane	VP McFarlane reviewed the status of the comprehensive campaign. January saw robust numbers again although slightly lower than in December. She explained activities that are underway for Spring 2019 and reported that Amanda Covington was recently hired to work in the Development Office. She said that Amanda would be a good addition and provide a great connection to the community. Last, she thanked trustees for engaging in the trustee challenge. Trustee Farrington thanked VP

	<p>McFarlane, Nancy Michalko and their staff for their work with Sundance. Attending the films and other SLCC events is a great way to expose potential donors and contacts the trustees have to the College where she said SLCC stories speak for themselves.</p> <p>VP McFarlane reported on and showed a video for the current public image campaign focusing on economic growth and development for the state.</p>
D. Mission Fulfillment - VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell	VP Aird reported on behalf of the Mission Fulfillment Committee concentrating on the workforce core theme that collaborates with industry for specialized training. He said that the committee is looking at how the College aligns with industry needs – particularly with regard to continuing education. He shared data and information.
E. Audit Committee Report, Trustee Jim Wall	Trustee Wall reported on the audit committee work saying that the financial statement audit is complete. He commended Controller Debra Glenn and her team for the excellent work they do and said that state auditors were also very complimentary. He said that the audit was positive and the college is in a good position. The audit committee will report to the Board of Regents and a draft of the report will be sent to trustees. He also explained the risk assessment and prioritization the audit office and audit committee have performed. Discussion followed regarding campus security and student safety risks. President Huftalin said that an emergency response and safety program review was performed last year and she has asked Shane Crabtree, the Director of Public Safety to work with UHP to provide additional training that concentrates around domestic violence issues. Chair Ensign thanked Trustee Wall for the report and his work with the audit committee.
F. Review of Draft Bylaws / Formation of Board Development Committee	President Huftalin explained that a draft of amended bylaws is in the trustee meeting packets for their review, no action is required at this time. She asked that they review the bylaws and give her feedback and suggestions for the next meeting. She also explained that Trustee Chillingworth has offered to chair a board development committee.
<b>II. <u>CONSENT CALENDAR:</u></b> It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:	Trustee Miller moved to accept the Consent Calendar items as submitted. Trustee Farrington seconded the motion. The motion carried unanimously.
A. <u>Investment Report for December , 2018</u>	
B. <u>Minutes of Previous Meeting, January 16, 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 March 13, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.	
D. <u>Personnel Report for December, 2018 and January, 2019</u>	
E. <u>Government Funding Report—Major Grants Requested/Received</u>	
III. <u>PRESIDENT’S REPORT: Dr. Deneece Huftalin, President</u>	
A. President Huftalin 1. <b>Action:</b> Policy Development Policy (2nd Reading)	First President Huftalin apologized and explained that she would need to leave the meeting early to attend and present at the legislative higher ed appropriations subcommittee meeting. VP Sheehan could not attend the BOT meeting due to legislative session activities so she presented the Policy Development policy for action. Trustees were provided the policy for a first reading at the January meeting. The policy was vetted by the Executive Cabinet, legal department and college community through a 15-day review process. She asked if there were any comments or changes trustees would like to include. Chair Ensign inquired about the 15-day review process. President Huftalin said it has been 15 days for a number of years and General Counsel Chris Lacombe explained that it was recently reviewed and the decision was made to keep it at 15 days. Executive Cabinet has the authority to extend if necessary. Trustee Martinez said that the Dean of Students shares policies under review with students to make sure they are aware of and understand any changes. Trustee Newell moved to approve the policy development policy as presented. The motion was seconded by Trustee Miller and carried unanimously.
B. Student Life & Leadership Report – Trustee Martinez	Trustee Martinez reported that there would be students joining the President for her presentation at the legislature. The students are engaging with legislators to understand the process and advocate for education. SLCCSA has provided information and training for students. He explained the phenomenal learning opportunity this gives students. Campus Safety is SLCCSA’s main initiative this year that includes physical and mental health issues and sexual assault safety. When talking with legislators, students will focus mainly on these topics to advocate for more resources and awareness. President Huftalin said that part of the College’s legislative ask is for funding to strengthen services in the mental health area. USHE and Regents are also looking at safety and mental health issues closely. VP Lepper added that the institution has added a psychiatric

	<p>nurse practitioner to the Center for Health and Counseling to help fill some of the gaps. Chair Ensign said that there is no better way to support President Huftalin with her presentation today than having students attend.</p> <p>Continuing his report, Trustee Martinez said that student body elections are underway. He will have the opportunity to work with and train the next president. He also said that there would be a showing of the Black Klansman inspired by Ron Stallworth's story. Mr. Stallworth, a former faculty member at SLCC, will be visiting campus to talk about his book, the movie and his life experiences. Trustee Martinez will provide Sandra with more information about the event that she can pass on to trustees.</p>
<p>C. Academic Affairs Report – Provost Clifton Sanders</p> <ol style="list-style-type: none"> <li>1. Information: Sabbatical Leave Policy (1<sup>st</sup> Reading)</li> <li>2. Information: Miller Business Resource Center Impact Report (<i>GUEST</i>: Beth Colosimo, Executive Director, Business Development)</li> <li>3. Moment of Mission: (<i>GUEST</i>: Ron Valcarce, Chemistry Department Professor)</li> </ol>	<p>Provost Sanders reported that the Sabbatical Leave Policy is a 1st reading information item with no action required. He explained that Associate Provost for Learning Advancement David Hubert led a committee that included faculty to look at how the sabbatical leave process could be refined to work better. He also explained substantive changes to the policy. The 2<sup>nd</sup> reading and possible approval will be at the March BOT meeting.</p> <p>Provost Sanders explained differences between work Rick Bouillon at Westpointe does in continuing education that focuses primarily on the student pipeline that trains students and incumbent workers for jobs in business and industry and with work at Miller that helps meet the training and development needs of entrepreneurs and small business leaders at Miller. He introduced Beth Colosimo, the Executive Director for the Goldman Sachs 10,000 Small Business Initiative and the Miller Business Resource Center. Beth greeted Trustees and showed a presentation that helped illustrate work the Miller Business Resource Center is doing with programs such as the Everyday Entrepreneur Pathway Program, Goldman Sachs 10,000 Small Businesses. She elaborated on one of their latest initiatives to rename and rebrand the business incubator now to be called “The Mill”. She explained the change in more detail. She finished by inviting trustees to tour of the Miller campus.</p> <p>For the last part of Provost Sanders’ report, he introduced Professor Ron Valcarce with the Chemistry Department who has been with the College 25+ years. Provost Sanders praised Professor Valcarce as a true credit to the College. He also introduced Dr. David Richardson and Dr. Craig Caldwell, in attendance and who, along with Dr. Sanders are the three Deans Professor Valcarce has had during his career. Professor Valcarce provided a presentation of student achievements highlighting the</p>



	<p>American Chemical Society, the leading authority on all things related to the chemical sciences and the world's largest scientific organization founded in 1876. He provided more information and said that SLCC's ACS student affiliate was started in 1993 by him and Dr. Sanders. It is now one of the largest student affiliates in the nation with approximately 250 students participating. There are five campus clubs that fall under the ACS student affiliate of SLCC that give students the opportunity to explore chemically related fields and topics as well as providing opportunities to learn about professions in all of the five fields. SLCC ACS student affiliate has earned the Outstanding Chapter award for each of the last nine years and have received chapter awards for 17 of the 25 years in existence. The Outstanding Chapter award is the highest honor the ACS bestows on their student affiliate chapters and is based on a multi-stop assessment of mandatory chapter activities that include among other things, service to the community, college, locals schools, and professional development. He highlighted major accomplishments from the 2017/2018 school year and research students present at national conferences. Last, Dr. Valcarce reported on an outreach program to visit elementary and middle schools, afterschool programs and the Boys &amp; Girls Clubs in the Salt Lake area to provide hands-on chemical demonstrations to excite and interest young people in chemistry targeting schools with high-risk, low income, high minority populations. Provost Sanders said that the Moment of Mission is an opportunity to show trustees what faculty members do over the course of a career. Dr. Valcarce is totally invested in the mission and students of the College.</p>
<p>D. Student Affairs Report – VP Chuck Lepper</p> <ol style="list-style-type: none"> <li>1. Information: Student Affairs Alcohol, Tobacco and Other Drug Policy (1<sup>st</sup> Reading)</li> <li>2. Information: Student Complaint Policy (1<sup>st</sup> Reading)</li> </ol>	<p>VP Lepper explained two policies presented to trustees for 1<sup>st</sup> readings and therefore no action is required. Both will be brought back in March for further discussion and possible approval. He explained the policies in more detail. Both policies are to satisfy Title IX and NWCCU requirements and formalize practices already in place.</p>
<p>E. Business Services Report – VP Jeffrey West</p> <ol style="list-style-type: none"> <li>1. Information: Athletics Report</li> <li>2. Information: Motor Pool Report</li> <li>3. Information: Key Access Policy (1<sup>st</sup> Reading)</li> <li>4. <b>Action:</b> Timely Warning &amp; Clery Act Policy (2nd Reading)</li> </ol>	<p>VP West explained two information reports that fulfill USHE requirements. Debra Glenn explained both reports in more detail.</p> <p>VP West reported that the Key Access Policy is also a 1<sup>st</sup> reading and will be on the March meeting agenda for action. The Timely Warning &amp; Clery Act policy is a 2<sup>nd</sup> reading, having been to trustees first at the January meeting. DOE mandates that all institutions that receive federal funding have this policy. Seeing and hearing no further discussion or questions concerning the policy,</p>

<p>5. <b>Action:</b> Annual Financial Report (<i>GUEST:</i> Debra Glenn, Controller/Assistant VP)</p>	<p>Chair Ensign called for a motion. Trustee Farrington made a motion to approve. Trustee Newell seconded the motion. The motion carried unanimously.</p> <p>Debra Glenn provided the annual financial report to trustees. She said that even with the Jordan Student Center remodel and the acquisition of the Westpointe Facility, the College is fiscally sound and the overall fund balance increased. She thanked VP McFarlane and her team for helping update the look of the financial reports. Trustee Wilson moved to accept the report as presented; Trustee Miller seconded the motion. The motion carried unanimously.</p>
<p>IV. <b><u>ADJOURNMENT:</u></b></p>	<p>Trustee Miller moved to adjourn the meeting at 9:40am; the motion was seconded by Trustee Martinez and carried unanimously.</p>

Draft--Pending Approval

**SALT LAKE COMMUNITY COLLEGE  
PERSONNEL HIRING REPORT**

February 1 - 28, 2019

**TAB E**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Date</b>
<b>ADMINISTRATION</b>			
Jeffrey West	Vice President, Finance & Administration, CFO	Finance and Administration	February 1, 2019
Jessica Winitzky-Stephens	Director, Strategic Analysis & Accreditation	Institutional Strategy and Analysis	February 16, 2019
<b>FACULTY</b>			
None			
<b>STAFF--EXEMPT</b>			
Brandon Ostrander	Buyer 2	BOF-Purchasing Office-3B1	February 1, 2019
Philip Howland	Family Nurse Practitioner 2	Center for Health and Counseling	February 1, 2019
Adrienne Howell	Advisor 2, College Adult Outreach & Recruitment	Admissions Office	February 1, 2019
Alyshia Jenkins	Advisor 2, Career Services	Office of Career Services	February 1, 2019
Ray Taylor	Advisor 2, Career Services	Office of Career Services	February 1, 2019
Trina Polta	Manager 1, Marketing	Institutional Marketing	February 1, 2019
Courtney Wood	Coordinator 3, DegreeWorks & Catalog Records	Catalog & Scheduling	February 19, 2019
<b>STAFF--NON-EXEMPT</b>			
Janhun Yu	Network Engineer II	Information Technology	February 1, 2019
Elicia Parrish	Administrative Assistant II, Dean of School of Applied Technology & Technical Specialties	School of Applied Tech & Technical Spec-2N4	February 1, 2019
Angela Clark	Custodian 2	Facilities, Custodial	February 1, 2019
Virgina Tsosie	Custodian 2	Facilities, Custodial	February 1, 2019
Welton McGrath	Medical Assistant	Center for Health and Counseling	February 1, 2019
Mohammad Behrouz	Accounting Technicain 2, Accounts Recievable	Student Loans & Receivables	February 19, 2019
Teneisa Lincoln	Specialist 1, STEM Success	Mathematics	February 19, 2019
Stefani Barahona	Accounting Technicain 2, Cashiering	BOF-Cashiering	February 19, 2019
Ashley Noble	Specialist 3, Faculty & Site Support	Student Services South Region	February 19, 2019

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

**TAB F**

<b>NEW FUNDING ACTION</b>							
<b>Funding Agency: Project Name</b>	<b>Date Submitted</b>	<b>Amount Requested</b>	<b>Receipt of Award</b>	<b>Status</b>	<b>Amount Funded</b>	<b>Period of Performance</b>	<b>Program Administration</b>
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
<b>ON-GOING FUNDING ACTIVITY</b>							
<b>Funding Agency: Project Name</b>	<b>Date Submitted</b>	<b>Amount Requested</b>	<b>Receipt of Award</b>	<b>Status</b>	<b>Amount Funded</b>	<b>Period of Performance</b>	<b>Program Administration</b>
NSF: Community College Supplement (Applied Biosensors)	2/19/19	\$30,000		Under Consideration		4/1/19-8/1/19	School of Science, Math and Engineering
Laura and John Arnold Foundation: Faculty Guild	1/31/19	\$50,000		Under Consideration			Institutional Effectiveness
NSF: Nanotechnology Workshop	2/1/19	\$28,000		Under Consideration			School of Science, Math and Engineering
NEH: Dialogues of War	11/15/2018	100,000		Under Consideration		5/1/19-4/30/21	School of Humanities and Social Science
American Cncl of Learned Societies: Comm College Faculty Fellowships	9/26/18	\$40,000		Under Consideration		7/1/19-12/31/20	School of Humanities and Social Science
NSF: ATE Pathways, Gaming Industry	10/15/18	\$1,500		Under Consideration		7/1/19-6/30/22	School of Arts, Communication and Media
DOL: Utah Computing Apprenticeship Consortium	9/30/18	\$403,147		Under Consideration		1/19/19-12/31/22	School of Business
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
National AHEC Organization: CDC Training	10/31/18	\$10,000	12/15/2018	Awarded	\$10,000	10/1/18-9/30/19	Health Sciences
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	\$24,533	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
Lumina Foundation: Racial Justice and Equity	2/26/18	\$100,000	5/17/2018	Awarded	\$25,000	7/1/18-4/30/19	Special Assistant to the President
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	\$996,500	6/30/17	Awarded	\$996,500	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
<b>Total funding requests under consideration:</b>		<b>\$652,647</b>					
<b>Total funding for active awards:</b>					<b>\$14,944,045</b>		

**ACADEMIC AFFAIRS**

**SABBATICAL LEAVE** Board of Trustees Approval: 00/00/0000

**CHAPTER 4**

**POLICY 1.02** Page 1 of 1

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**I. POLICY**

Salt Lake Community College (SLCC) will provide an opportunity for eligible faculty members to take sabbatical leave. Sabbatical leave provides faculty members the opportunity to periodically renew and update professional qualifications, improve skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities.

**ACADEMIC AFFAIRS**  
**SABBATICAL LEAVE**  
CHAPTER 4  
PROCEDURE FOR POLICY 1.02

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**I. REFERENCES**

- A. Academic Policy, Chapter 4, Section 1.01, "Academic Freedom, Professional Responsibility, and Tenure."
- B. Personnel Policy, Chapter 2, Section 2.01, "Employee Definitions and Categories."
- C. Personnel Policy, Chapter 2, Section 4.07, "Vacation Leave, Sick Leave, Family Medical Leave, Sick Leave Pool."
- D. Current Guidelines for Professorial Rank Requirements found in *The Academic Guide*.

**II. DEFINITIONS**

- A. Annual Base Salary: Remuneration faculty receive for Fall and Spring semesters, or 30 instructional units, not including the monetary value of benefits.
  - B. College Sabbatical Committee: An annually constituted ad hoc committee comprised of the Associate Provost for Learning Advancement, the chair of the Faculty Senate's Professional Growth and Faculty Development subcommittee, and one tenured faculty from each academic school. The Faculty Senate President shall appoint Faculty members of the College Sabbatical Committee.
  - C. Faculty members: Those appointed to full-time teaching for a nine or more- month annual appointment, or others designated as faculty members appointed to fill temporary special assignments. Faculty members in such special assignments come from teaching and return to teaching. Some faculty members are tenured, some are in departmental tenure-track positions, and others are in non-tenure-track positions.
  - D. Sabbatical leave: A paid leave of absence for one appointment year, or portion of one appointment year, to full-time faculty members to permit them to renew and update their qualifications, improve their skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the college.
  - E. Satisfactory service: Demonstrated acceptable performance as documented through the College's current performance evaluation system.
  - F. Tenure: The status achieved following the appropriate review period and following a
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**ACADEMIC AFFAIRS**  
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prescribed evaluation that shows that the faculty member fully meets professional standards and is competent in the discipline, competent as a teacher, and competent as a colleague.

### **III. PROCEDURES**

#### **A. Eligibility for Sabbatical Leave**

1. To be eligible for sabbatical leave, a faculty member must meet the following criteria:
    - a. The faculty member must hold a full-time faculty contract of nine or more months per year that includes teaching, professional, or administrative contract duties.
    - b. At the commencement of the sabbatical leave, the faculty member must have completed six continuous years of satisfactory service as a full-time faculty member at SLCC or six years of satisfactory service as a full-time faculty member since any previously awarded sabbatical leave.
    - c. If a sabbatical cannot be granted with six years of satisfactory service due to institutional needs, any additional years of service before the faculty member is granted a sabbatical will count toward eligibility for a subsequent sabbatical.
  2. The time spent on sabbatical leave is excluded from the six-year requirement.
  3. If a faculty member is approved for only a one-semester sabbatical, the faculty member may reapply for the remaining semester of the sabbatical in the academic year immediately following the year. If the faculty member does not apply for the remaining semester in the following academic year, the faculty member becomes ineligible to apply for additional sabbatical leave until the completion of an additional six-year period of service at SLCC.
  4. The total number of sabbatical leaves granted in any given academic year shall not exceed 2.5% of the total number of faculty members at the College.
  5. The total number of sabbatical leaves granted in any given academic year to the faculty members within a single division/department shall not exceed 14% of the total number of the faculty members in the division/department. Regardless of the number of faculty members, at least one faculty member in each department or division shall be eligible for sabbatical leave each year as long as those
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PROCEDURE FOR POLICY 1.02

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faculty members are eligible under this policy.

6. When calculating percentages, all rounding shall be to the next whole number.
7. Members of the College Sabbatical Committee may not apply for sabbatical while serving on the Committee.
8. Sabbatical leave is not a right. It is within the College's sole discretion to grant sabbatical leave.

**B. Application**

1. Applications for sabbatical leave must be made in writing to the College Sabbatical Committee via the office of the Associate Provost for Learning Advancement and contain the following:
    - a. A detailed description of the proposed sabbatical activity to include:
      - (1) the manner in which the activity supports SLCC's mission, vision, and goals; and
      - (2) the manner in which the project will benefit the College, the faculty member's academic department, other departments, or students.
    - b. A clear and realistic timeline demonstrating that the project can be accomplished in the allotted time and that the project requires the allotted time.
    - c. A plan to recount the sabbatical experience with faculty members, colleagues, students, and the wider community as appropriate.
    - d. Endorsement letters from faculty colleagues. (Optional)
  2. The judgments of the Associate Dean and Dean will be considered by the Provost and the President.
  3. The College solicits applications that correspond with one or more of the following purposes:
    - a. Credentialing: A sabbatical designed to enhance the faculty member's academic or professionally-recognized credentials. Such enhancements to credentials benefit students, the faculty member's department, or other
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**ACADEMIC AFFAIRS**  
**SABBATICAL LEAVE**  
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PROCEDURE FOR POLICY 1.02

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departments at SLCC. Applications in this category should:

- (1) describe the credentials to be received or progressed toward;
- (2) the institutions involved;
- (3) the subject areas to be studied;
- (4) a description of the manner in which the sabbatical is in line with actual credential improvement; and
- (5) what will be accomplished during the sabbatical.

Examples of sabbatical leave for credentialing purposes include starting a Ph.D. program or writing a dissertation.

Faculty should be aware that the *Faculty Handbook* (6.1.4) stipulates that enhanced credentialing must be directly pertinent to one's departmental teaching assignment in order to be used for pay advancement.

- b. Knowledge/Skill Development: This type of sabbatical improves the faculty member's knowledge base and skill set, though it does not enhance credentials. Enhanced development of a faculty member's skills benefits students, the faculty member's department, or other departments at SLCC. Applications in this category should:

- (1) describe the knowledge, or skills, or both to be developed;
- (2) the plan to ensure knowledge, or skills, or both are developed; and
- (3) the mechanisms involved.

This type of sabbatical should inform and enhance teaching.

- c. Pedagogically-Centered Projects: During a faculty member's pedagogically-centered sabbatical leave, the member will complete at least one pedagogically-centered project. Such projects should be directly related to the improvement of teaching and learning at SLCC and have a clear and direct benefit to students. Examples of sabbatical leave for pedagogically-centered projects include:
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- (1) the improvement of a specific course or courses;
  - (2) the creation of open educational resources;
  - (3) the development of a high-impact practice; or
  - (4) the completion of a scholarship of teaching and learning project.
- d. Creative or Scholarly Production: A sabbatical leave during which the faculty member produces a significant and substantial corpus that either showcases the faculty's creativity or engagement with a scholarly field. Projects in this category should enhance the reputation of the individual faculty member. As a result, the faculty member's department and the College are enhanced. This type of sabbatical should inform and enhance teaching.
  - e. Scholarship of Engagement and Application: During this sabbatical, a faculty member engages with the community. Using their talents and discipline knowledge, the faculty member addresses social problems, and advances economic, social, and cultural opportunities. Such projects should enhance the reputation of the faculty, the department, or the College. This type of sabbatical should inform and enhance teaching.
  - f. Hybrid: Projects that combine elements of more than one type of sabbatical leave.

C. Application Timeline

- 1. On the last day of spring term, the Associate Provost for Learning Advancement issues a call for sabbatical applications for the following year.
  - 2. On or before the second Friday of September, the faculty member must submit the sabbatical proposal to the Dean and Associate Dean.
  - 3. On or before the third Friday of September, the faculty member shall submit a completed application to the Associate Provost for Learning Advancement. If the Dean or Associate Dean wishes to send a letter to the Provost, it must be submitted to the Associate Provost for Learning Advancement by this date.
  - 4. The College Sabbatical Committee has until the third Friday of October to make recommendations to the Provost regarding the sabbatical applications.
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5. On or before the second Friday of November, the Provost will review the applications and submit recommendations to the President of the College.
  6. The President will review the applications and submit a decision to the Provost by the second Friday of December. The Provost will communicate the decision to the Associate Provost for Learning Advancement.
  7. By the third Friday of December, the Associate Provost for Learning Advancement will send written notices of the final decisions to the applicants.

**D. Criteria for Review of Applications**

1. The College Sabbatical Committee shall consider the following in reviewing sabbatical proposals:
    - a. The overall quality and clarity of the proposal, including supporting documentation.
    - b. The degree to which the proposed sabbatical supports department goals, the individual's goals, and professional development.
    - c. The degree to which the proposed sabbatical supports the mission, and values of the College.
    - d. The degree to which the proposed sabbatical promises to improve teaching and learning at the College.
    - e. The prospect that the sabbatical will successfully achieve its goals.
    - f. The potential effectiveness of the plan to share the sabbatical experience with faculty, colleagues, students, and the community.
  2. The President and Provost shall consider the factors listed in III. D. 1. above, and also the following:
    - a. dates of employment;
    - b. previous sabbatical leaves granted (considered when more applications have been received than the College can support); and
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c. letters of endorsement or opposition from the relevant Dean or Associate Dean.

E. Compensation

1. Compensation while on sabbatical leave shall be 75% of a faculty member's base salary whether for one or two semesters.
2. Remuneration shall be made in semi-monthly payments with appropriate deductions made for all benefits to which the faculty member would ordinarily be entitled.
3. Sick leave shall accrue as per the Sick Leave Policy.

- F. Faculty members who are on sabbatical leave may accept outside compensation without restraint.

G. Sabbatical Agreement

1. Acceptance of a sabbatical leave by the faculty member means the faculty member will complete the goals of the sabbatical as approved.
  2. If the purpose of the sabbatical leave changes while on sabbatical, the faculty member will request approval of modifications from the Dean and Associate Dean. If approved, the faculty member will communicate modifications to the sabbatical leave of the Associate Provost for Learning Advancement.
  3. Upon completion of a sabbatical, a faculty member must submit a substantive report to the Associate Provost for Learning Advancement. Such report should include:
    - a. the faculty member's relevant activities while on sabbatical leave; and
    - b. supplementary materials, such as transcripts, creative or scholarly pieces produced, or open educational resources. The Associate Provost will distribute the report to the President, the Provost, and the relevant Dean and Associate Dean.
  4. By the end of the first semester in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate departmental or college-wide venue. The presentation may be in the
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form of a workshop or seminar and should detail the educational and professional impact of the sabbatical leave.

5. The faculty member must return to the College upon the expiration of the leave and complete one appointment year or partial appointment year, in accordance with the terms of the sabbatical leave. Should the faculty member not return to the College at the conclusion of the sabbatical leave, the compensation received from the College while on sabbatical leave shall be repaid immediately.
6. The Provost will submit a sabbatical leave summary report to the Board of Trustees.
7. The President, with input from the Associate Dean, the Dean, the Associate Provost, and the Provost, may determine that a faculty member has not fulfilled the goals of a sabbatical. Failure to complete the goals of the sabbatical as approved or failure to fulfill the post-sabbatical duties will result in a referral to the Provost for corrective action. Corrective action may include repayment to the College the compensation provided during the sabbatical.

**H. Delaying Sabbatical Leave**

1. A sabbatical proposal may be delayed upon recommendation by the Provost for a period of up to one year provided such delay does not result in the loss of the sabbatical opportunity. Written documentation explaining the reasons for the delay must be provided to the faculty member. Documentation of a request for a delay and the results will become part of the faculty member's sabbatical leave application. A sabbatical application that is recommended for delay will be considered to have completed the review process.
2. The final decision regarding the delay of any approved sabbatical is at the sole discretion of the President.

**I. Faculty Member Requests Postponement of Sabbatical**

1. A faculty member may request to postpone a sabbatical leave for one year due to extraordinary circumstances beyond the faculty member's control.
  2. A request for postponement must be made in writing and to the Provost, Dean
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and Associate Dean. Copies will also be sent to the Budget Office, the Assistant Vice President of Human Resources, and the Associate Provost for Learning Advancement.

3. The request for postponement must include the dates of the revised sabbatical plan.
4. Approval of such postponement must not be withheld unreasonably.
5. The year of postponement will not count as a year of service toward a future sabbatical leave.

**J. Faculty Member Requests Cancellation of Sabbatical**

1. A faculty member may elect to cancel an approved sabbatical leave within ten working days after receipts of the sabbatical contract.
2. Applications for cancellation must be made in writing to the Provost, Dean and Associate Dean. Copies will also be sent to the Budget Office, the Assistant Vice President of Human Resources, and the Associate Provost for Learning Advancement.
3. A faculty member who elects to cancel an approved sabbatical request may submit a new sabbatical application by following the procedure outlined in this policy.
4. Cancellation of a sabbatical leave must not prejudice future sabbatical leave applications.

**K. Communication While On Sabbatical**

While on sabbatical leave, a faculty member will communicate with the member's respective department. Individual departments will determine to what extent and in what form that communication will occur.

**L. Family Medical Leave Act**

If, while on sabbatical, a faculty member applies for and is granted leave under the federal Family Medical Leave Act ("FMLA"), the faculty member is entitled to interrupt the sabbatical leave for the eligible FMLA term in accordance with the College FMLA policy. Sabbatical leave may then resume as though there were no interruption. Application, use of sick time, and continuation of benefits are outlined

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in College policy and procedure Chapter 2, Section 4.13, “Family and Medical Leave Act.”

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**STUDENT AFFAIRS**

**ALCOHOL, TOBACCO, AND OTHER DRUG CAMPUS POLICY**

**CHAPTER 3**

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**PROCEDURE FOR POLICY 2.0X**

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**I. POLICY**

Salt Lake Community College strives to provide an educational and professional environment that allows individuals to engage in their daily activities in a safe, healthy, and secure manner. As part of these efforts, the College offers an alcohol/drug free campus and prohibits providing or possessing alcohol/drugs contrary to law. We encourage everyone to be informed of the laws governing and risks associated with the use of alcohol, tobacco, and other drugs.

**II. REFERENCES**

- A. Drug-Free Schools and Communities Act Amendments of 1989
- B. Salt Lake Community College Code of Student Rights and Responsibilities
- C. Salt Lake Community College Drug Free Workplace policy

**III. PROCEDURES**

- A. The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that Salt Lake Community College submit certification that it has adopted and implemented a drug prevention program.
- B. Pursuant to the above-referenced requirement, Salt Lake Community College provides the following in an annual written distribution to each employee and student:
  - 1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by employees and students on its property or as part of its activities;
  - 2. A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of drugs and alcohol;
  - 3. A description of health risks associated with the use of drugs and the abuse of alcohol;
  - 4. A description of [available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs;](#)

**STUDENT AFFAIRS**

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5. A clear statement of the disciplinary sanctions that SLCC will impose on employees and students and a description of termination of employment and referral for prosecution for the unlawful possession, use, or distribution of drugs and alcohol. Disciplinary sanctions may also include completing an appropriate rehabilitation program.
  6. A biennial review by SLCC of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.
- C. This policy is intended to supplement and not limit the provisions of the Drug Free Workplace policy applicable to SLCC employees.

**STUDENT SERVICES – VP STUDENT AFFAIRS**  
**RECORD OF STUDENT COMPLAINTS**  
**CHAPTER 3**  
**POLICY 1.0X**

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## **I. POLICY**

Salt Lake Community College is committed to addressing student concerns in a timely and appropriate manner. The College has developed a series of policies and procedures that provide students the opportunity to file complaints within the College. These include policies and procedures related to harassment, discrimination, student misconduct, grade, and other academic appeals. If students determine that these policies cannot address their specific concerns, students may follow the steps outlined in this policy to resolve their grievances.

## **II. REFERENCES**

- A. [34 CFR 602.16](#) – Accreditation and Preaccreditation Standards
- B. The [Northwest Commission on Colleges and Universities](#) Record of Student Complaints Policy
- C. [Utah Division of Consumer Protection](#)
- D. [Utah State Archives](#)

## **III. PROCEDURES**

- A. Students may make a complaint about violations of either the Code of Student Rights and Responsibilities or the Student Sexual Misconduct Policy online at <http://www.slcc.edu/deanofstudents/forms.aspx>
- B. A student may file a complaint at the following internal links:
  - 1. Discrimination or harassment: [Equal Employment Opportunity Office](#) (EEO).
  - 2. Sex or gender-based harassment or discrimination: [EEO Office](#) and [Title IX Coordinator](#).
  - 3. Complaints about a faculty member: [The appropriate Dean or Associate Dean](#).
  - 4. Academic grievances: Follow the procedure outlined in section V. B. of the [Code of Student Rights and Responsibilities](#).

5. Fraud, corruption, conflict of interest, or other improper or unethical activities: [Ethics and Compliance Hotline](#).
  6. A college policy that directly affects a student's civil liberty: Follow the procedure outlined in [U.C.A 53B-27-303, Complaint Process - Reporting](#).
- C. A student may file a complaint at the following external (non-college) links:
1. Complaints relating to fraud, false advertising, or other deceptive practices by the College: <http://www.dcp.utah.gov/complaints/index.html>.
  2. The College's application of Title IX, VAWA, and the Clery Act, any of the following: [clery@ed.gov](mailto:clery@ed.gov); [info@eeoc.gov](mailto:info@eeoc.gov), or [ocrcas.ed.gov](http://ocrcas.ed.gov)
  3. Students with distance and correspondence education complaints can file a complaint with their state's enforcement authority, Department of Commerce, [Division of Consumer Protection](#) or the National Council for State Authorization Reciprocity Agreements.
  4. Complaints regarding the College's quality of education or accreditation issues: the Northwest Commission on Colleges and Universities [www.nwccu.org](http://www.nwccu.org).
- D. A student with a complaint not covered under another SLCC policy and procedure may submit a complaint through the Dean of Students office. The Dean of Students office will transfer a complaint to the appropriate college department if another college policy governs the complaint.
1. Students should discuss the matter in question with the appropriate SLCC department or employee most directly involved as a first step.
  2. A student with a complaint against an SLCC department, employee, contractual employee, or a third party must complete the [Student Complaint Form](#) within ten business days of the action or inaction.
    - a. A student may request assistance in preparing the student complaint form by contacting the Dean of Students Office.
    - b. The time frame for filing a complaint may be extended for a good cause, to be determined by the Dean of Students.
  3. The Dean of Students shall meet with the student within ten business days following receipt of the student complaint form to attempt to achieve resolution of the complaint and to obtain any additional information necessary to achieve such resolution.

- a. A student may have an advisor attend any meeting with the Dean of Students if the meeting relates to a complaint addressed under this policy and procedure.
- 4. The Dean of Students shall investigate the issues raised by the student. The process may include gathering evidence from SLCC employees and other students, including statements of any witnesses. The Dean of Students shall complete this process within thirty business days of meeting with the student.
  - a. The Dean of Students will provide notice regarding the determination within ten business days of the conclusion of the investigation.
  - b. If the investigation alleges misconduct on the part of any SLCC employee, the Dean of Students shall provide a copy of the complaint record to the appropriate supervisor for additional investigation in consultation with the Human Resources Office.

#### E. Record Keeping

- 1. The Dean of Students Office will maintain a record of all complaints and outcomes and complaints shall be maintained according to the Utah State Archives record retention guidelines.
- 2. At the end of each academic year, the Dean of Students will submit an electronic copy of a log of student complaints made under this policy to the Vice President for Student Affairs and Enrollment Management.

**NOTICE OF PUBLIC HEARING**

Salt Lake Community College is considering a proposed increase to student tuition rates. This would be an increase of 0% - 3.5%, which is an increase of \$0 - \$60 per semester for a full-time resident undergraduate student. All concerned students and citizens are invited to a public hearing on the proposal to be held at the Salt Lake Community College Taylorsville/Redwood Campus, 4600 South Redwood Road, Taylorsville, Utah in Room AAB 428 at 8:00 a.m. or as soon thereafter as reasonably feasible on March 13, 2019.

March 2019

Regent policy, *R220, Delegation of Responsibilities to the President and Board of Trustees*, requires that the Board of Trustees reviews and approves tuition and general student fee adjustment recommendations, prior to being submitted to the Board of Regents for final consideration. The Board of Regents will meet on March 28-29<sup>th</sup> at Salt Lake Community College's Miller Campus to take final action on all tuition and fee increases for 2019-20.

### **FY 2020 Proposed Tuition Increase**

The College hosted its Annual Tuition Review meeting with students and other members of the campus community on March 7, 2019. At this meeting students were advised of the proposed tuition increase range of 0% to 3.5%, or \$0 to \$58.95 per semester for a full-time resident undergraduate student, depending on the appropriation outcomes of the legislative session. Tuition increases help to cover the required legislative appropriation matches for new compensation, health insurance increases, legal services, and state risk insurance increases. Additional information will be provided at the Trustees' meeting including student feedback from the Annual Tuition Review meeting.

**Trustee Action:** *The Trustees are asked to review and approve a tuition increase in the range of 0% to 3.5% depending on the legislative funding outcomes for FY 2020. Trustees will receive a follow-up report regarding the final tuition increase during its next scheduled meeting.*

### **Proposed Student Fee Increase**

Regent Policy, *R516 General Student Fees*, requires that all general student fee adjustments be reviewed and approved. General student fees typically relate to Student Life & Leadership, athletics, transportation, health and wellness programs, technology fees, and approved student union building bond fees.

The College has a Student Fee Advisory Board, as required by Regents Policy, whose purpose is to oversee the creation, review, and maintenance of general student fees and must include student representation. The advisory board provides valuable feedback on recommendations for the determination and allocation of student fees. The advisory board's final recommendation was to increase student fees a total of \$9.00, or 3.8%, for students enrolled for 6 credit hours or more per semester. The fee changes are as follows:

- ❖ Increase the Athletics Fee by \$2.00
- ❖ Increase the Center for Health & Counseling Fee by \$3.75
- ❖ Increase the Community Service Fee by \$0.50
- ❖ Increase the Child Care & Family Services Fee by \$1.00
- ❖ Increase the Transportation Fee by \$0.50
- ❖ New Gender & Sexuality Student Resource Center Fee of \$2.00
- ❖ Decrease the Student Center Operations Fee by \$0.50
- ❖ Decrease the Arts and Cultural Event Fee by \$0.25
  
- ❖ Total Change: \$9.00

**Trustee Action:** *The Trustees are asked to review and approve the general student fee adjustments as outlined.*



# SLCC 2019-20 PER SEMESTER TUITION, FEE, AND BOOK COSTS

<b>Tuition, Fees, and Books</b>	<b>2018-19</b>	<b>Cost Increase</b>	<b>2019-20</b>
Tuition Cost full-time student per semester (based on 2.0% increase)	\$1,684.50	\$33.69	\$1,718.19
Student Fee Costs	\$237	\$9	\$246
Textbook Costs	\$450		\$450
<b>Total Cost</b>	<b>\$2,371.50</b>	<b>\$42.69</b>	<b>\$2,414.19</b>

Note: Textbook costs are based on SLCC's Financial Aid Office estimates; Open education resources can reduce this cost.

# SLCC 2019-20 TUITION CONSIDERATIONS

<b>Total Proposed Tuition Increases</b>	<b>1.5%</b>	<b>2.5%</b>	<b>3.5%</b>
Tuition Cost Increase for 12-18 Credit Hours per Semester	\$25.27	\$42.11	\$58.95
Anticipated Tuition Generated	\$750,000	\$1,250,000	\$1,750,000

2018-19 Budgeted Enrollment	15,000 FTE
2018-19 Funded Tuition	\$58,496,500
2018-19 Projected Enrollment	14,500 FTE

## Proposed Use of New Dollars

25% match for compensation increase  
 25% match for health insurance increase  
 37% match for Attorney General expense  
 37% match for State Risk Insurance increase  
 Campus safety  
 Student advising and support services

# USHE 2014-15 THRU 2018-19

## *TUITION INCREASE HISTORY*

	2014-15	2015-16	2016-17	2017-18	2018-19
U of U	5.8%	3.5%	3.9%	3.9%	3.9%
USU	5.5%	3.0%	3.5%	5.0%	3.9%
Weber	4.0%	3.0%	3.5%	3.5%	2.5%
SUU	4.0%	3.0%	3.5%	2.5%	1.5%
Dixie	4.0%	3.0%	5.4%	5.0%	3.5%
Snow	6.0%	3.0%	3.5%	2.5%	1.5%
UVU	4.0%	3.0%	3.5%	2.5%	1.5%
SLCC	4.0%	3.0%	3.5%	2.5%	1.5%
1 <sup>st</sup> Tier	4.0%	3.0%	3.5%	2.5%	1.5%

\*Over the past 5 years, SLCC has only increased tuition to the first-tier amount.

\*\*Starting 2019-20, there will no longer be a first-tier, uniform, tuition increase across USHE institutions

## SLCC Board of Trustees

# Enrollment Report

Spring 3rd Week 2019

Institutional Total	2018	2019	% Change	Raw Difference
Headcount	25,226	24,306	-3.6%	-920
FTE	13,507	12,860	-4.8%	-646
Budget-Related	2018	2019	% Change	Raw Difference
Headcount	21,807	20,698	-5.1%	-1109
FTE	12,336	11,621	-5.8%	-715