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2019-01-16

### SLCC Board of Trustees 2019-01-16: Agenda

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**Board of Trustees – January 16, 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 anticipated in connection with this meeting.**

I.	<b>BOARD BUSINESS: Clint Ensign, Chair</b>		
	A. Executive Session to discuss the character, professional competence, or physical or mental health of an individual Section 52-4-205 of the Utah Code.		
	B. Approve Nominees for Honorary Degrees - Trustee W. Tim Miller		
	C. Comprehensive Campaign Update & Report on Progress - Trustee Maria Farrington, VP Alison McFarlane, and Nancy Michalko		
	D. Audit Committee Report - Trustee Jim Wall		
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>Investment Report for October and November, 2018</u>	TAB A	
	B. <u>Minutes of Previous Meeting, November 14, 2018</u>	TAB B	
	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 February 13, 2019 to consider matters permitted by the Utah Open and Public Meetings Act.		
	D. <u>Personnel Report for November and December, 2018</u>	TAB C	
	E. <u>Government Funding Report—Major Grants Requested/Received</u>	TAB D	
III.	<b>PRESIDENT'S REPORT: Dr. Denece Huftalin, President</b>		
	A. President Huftalin		
	1. Information: Board Development		
	B. Student Life & Leadership Report – Trustee Martinez		
	C. Academic Affairs Report – Provost Clifton Sanders		
	1. <b>Action:</b> Academic Curriculum Program Review		
	a. Name Change for Exercise Science	TAB E	
	D. Business Services Report – Interim VP Darren Marshall		
	1. Information: Timely Warning & Clery Act Policy (1 <sup>st</sup> Reading)	TAB F	
	E. Governmental Relations Report – VP Tim Sheehan		
	1. Information: 2019 Legislative Review	TAB G	
	2. Information: Policy Development Policy (1 <sup>st</sup> Reading)	TAB H	
	F. Equity & Diversity Issues – Dr. Roderic Land		
	G. Campus-based & Constituents Reports:		
	1. Information: Staff Association Report – David Brower, Staff Association President		
IV.	<b><u>ADJOURNMENT:</u></b>		


*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.*

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 10-31-2018

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
AIA Group					
Medium Term Note Floater	2.77%	09/20/18	09/20/21	2,004,556.00	2,000,126.00
American Express					
Medium Term Note Floater	2.75%	01/25/18	10/30/20	2,002,676.40	1,999,960.00
Athene Global Funding					
Medium Term Note Floater	2.82%	01/29/18	04/20/20	1,516,489.10	1,515,234.00
Bank of America					
Medium Term Note Floater	3.43%	01/21/16	01/15/19	2,000,694.89	2,003,896.00
Medium Term Note Floater	3.54%	02/25/16	01/15/19	1,999,753.60	2,003,896.00
Barclays Bank					
Medium Term Note Floater	2.93%	06/16/17	06/16/20	2,000,000.00	1,996,638.00
Medium Term Note Floater	2.83%	09/15/17	09/15/20	2,000,000.00	1,989,156.00
Medium Term Note Floater	2.67%	01/25/18	08/07/20	1,004,613.20	1,003,785.00
Capital One					
Medium Term Note Floater	2.83%	04/04/17	09/13/19	2,004,922.35	2,008,546.00
Citigroup Inc					
Medium Term Note	1.85%	10/27/17	12/07/18	2,000,312.82	1,998,840.00
Medium Term Note	2.37%	01/25/18	04/08/19	1,000,693.30	998,661.00
Commonwealth Bank					
Medium Term Note Floater	3.20%	06/23/16	05/24/19	1,100,668.88	1,103,958.90
Daimler Finance					
Medium Term Note Floater	3.02%	11/08/16	10/30/19	1,001,140.00	1,003,921.00
Medium Term Note Floater	2.67%	01/25/18	10/30/19	2,008,150.50	2,007,842.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,981,352.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	1,974,288.00
US Agency	1.87%	08/09/17	04/01/21	2,000,000.00	1,949,838.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,953,336.00
US Agency	2.26%	04/06/17	04/06/22	1,999,316.73	1,949,070.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,954,866.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,941,220.00
US Agency	1.85%	08/17/17	03/15/21	1,999,538.65	1,947,816.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,929,064.00
US Agency	1.93%	09/08/17	12/06/21	2,000,000.00	1,935,298.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	1,500,000.00	1,476,172.50
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,933,050.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,929,226.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,936,812.00
US Agency	2.15%	08/30/17	08/26/22	2,000,000.00	1,918,714.00
US Agency	2.15%	09/26/17	09/26/22	2,000,000.00	1,924,536.00
US Agency	2.35%	10/19/17	10/19/22	2,000,000.00	1,926,330.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Federal Home Loan Mortgage Corp.					
US Agency	1.50%	08/25/16	08/25/20	2,000,000.00	1,947,614.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,942,686.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,950,446.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,939,334.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,930,880.00
US Agency	3.00%	06/28/18	06/28/22	2,000,000.00	1,983,958.00
US Agency	2.25%	07/26/17	07/26/22	2,000,000.00	2,001,096.00
US Agency	2.35%	11/22/17	11/22/22	2,000,000.00	1,931,192.00
US Agency	3.00%	07/30/18	01/30/23	2,000,000.00	1,974,998.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	1,966,830.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,946,582.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	1,946,384.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,880,852.00
US Agency	2.20%	08/23/17	08/23/22	2,000,000.00	1,918,620.00
General Electric Co					
Medium Term Note	3.13%	10/09/18	01/09/20	1,484,124.00	1,472,985.00
Goldman Sachs GP Inc					
Medium Term Note Floater	3.19%	05/20/16	11/15/18	1,000,091.17	1,000,412.00
Medium Term Note Floater	2.82%	10/27/17	09/15/20	2,026,563.41	2,027,818.00
Medium Term Note Floater	2.77%	03/16/18	02/25/21	2,067,006.32	2,054,960.00
HSBC Finance Corporation					
Medium Term Note Floater	2.75%	05/18/18	05/18/21	2,005,560.02	2,002,216.00
Medium Term Note Floater	2.92%	09/13/18	09/11/21	2,003,513.34	2,003,620.00
JP Morgan Chase & Company					
Medium Term Note Floater	3.45%	02/29/16	11/16/18	1,025,057.05	1,025,268.55
Morgan Stanley					
Medium Term Note Floater	3.30%	06/17/16	01/24/19	2,000,279.99	2,002,468.00
Medium Term Note Floater	3.42%	02/18/16	02/01/19	1,000,730.15	1,002,814.00
Medium Term Note Floater	2.89%	05/26/17	02/14/20	2,003,772.64	2,002,376.00
PNC Funding Group					
Medium Term Note	2.50%	03/15/18	06/10/19	1,023,687.04	1,022,272.00
Qualcomm Inc					
Medium Term Note Floater	2.59%	02/12/18	05/20/20	1,002,981.97	1,003,016.00
Santander UK PLC					
Medium Term Note Floater	3.51%	04/14/16	03/14/19	1,001,131.44	1,004,849.00
Medium Term Note Floater	3.44%	04/15/16	03/14/19	2,403,338.28	2,411,637.60
Medium Term Note Floater	2.84%	06/01/18	06/01/21	1,002,471.40	1,003,976.00
Standard Chartered					
Medium Term Note Floater	2.90%	08/09/17	08/19/19	2,011,013.46	2,012,496.00

<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	-7.73%	Various	Open	35,000.00	93,648.87
Janus Forty Fund	-8.96%	Various	Open	41,250.00	98,536.28
The Vanguard 500 Index Fund	0.99%	Various	Open	43,750.00	126,733.53
Mutual Funds - Alumni Office					
Janus Research Fund	-1.65%	Various	Open	26,500.00	45,348.86
Janus Enterprise Fund	-5.23%	Various	Open	31,500.00	61,825.20
The Vanguard 500 Index Fund	0.99%	Various	Open	27,000.00	75,403.29
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	-5.32%	12/26/06	Open	95,717.01	143,358.11
Utah State Treasurer					
Public Treasurers' Investment Fund	2.6123%	10/31/18	Open	27,357,382.87	27,357,382.87
Zions First National Bank					
Sweep Account	0.40%	10/31/18	Open	1,709,966.92	1,709,966.92
Total Investment Portfolio				<u>140,572,914.90</u>	<u>139,222,308.48</u>


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

Utah State Treasurer					
Public Treasurers' Investment Fund	2.6123%	10/31/18	Open	14,608,964.87	14,608,964.87

**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							
December 2018							
January 2019							
February 2019							
March 2019							
April 2019							
May 2019							
June 2019							
		106,093,318.61	105,993,112.26		141,570,426.70 *	1,137,392.99	2.35% *

\* Based on average of months shown

  
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Dr. Denece Huftalin, President

SALT LAKE COMMUNITY COLLEGE  
INVESTMENT TRANSACTIONS  
October 2018

Description	Interest	Settlement Date	Maturity Date	Cost
<b>Investments - September 30, 2018</b>				145,941,672.08
<b><u>PURCHASES</u></b>				
General Electric Medium Term note	3.13%	10/09/18	01/09/20	1,482,990.00
Utah State Treasurer Public Treasurers' Investment Fund	2.61%	Various	Various	9,586,122.10
Zions First National Bank Sweep Account	0.30%	Various	Various	<u>4,918,689.73</u>
Total Purchases				15,987,801.83
<b><u>SALES / MATURITIES / CALLS</u></b>				
Net Premium/Discount Amortization				12,867.85
Utah State Treasurer Public Treasurers' Investment Fund	2.61%	Various	Various	15,900,000.00
Zions First National Bank Sweep Account	0.30%	Various	Various	<u>5,443,691.16</u>
Total Sales				21,356,559.01
<b>Investments - October 31, 2018</b>				<u><u>140,572,914.90</u></u>



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 11-30-2018

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
AIA Group					
Medium Term Note Floater	2.77%	09/20/18	09/20/21	2,004,422.00	2,000,344.00
American Express					
Medium Term Note Floater	2.75%	01/25/18	10/30/20	2,002,560.04	1,994,050.00
Medium Term Note Floater	3.13%	11/06/18	11/05/21	2,003,288.06	1,996,760.00
Athene Global Funding					
Medium Term Note Floater	2.82%	01/29/18	04/20/20	1,515,519.16	1,511,578.50
Bank of America					
Medium Term Note Floater	3.43%	01/21/16	01/15/19	2,000,463.22	2,001,724.00
Medium Term Note Floater	3.54%	02/25/16	01/15/19	1,999,852.15	2,001,724.00
Barclays Bank					
Medium Term Note Floater	2.93%	06/16/17	06/16/20	2,000,000.00	1,997,122.00
Medium Term Note Floater	2.83%	09/15/17	09/15/20	2,000,000.00	1,989,682.00
Medium Term Note Floater	2.92%	01/25/18	08/07/20	1,004,393.52	998,878.00
Capital One					
Medium Term Note Floater	2.83%	04/04/17	09/13/19	2,004,430.12	2,005,650.00
Citigroup Inc					
Medium Term Note	1.85%	10/27/17	12/07/18	1,999,999.96	1,999,862.00
Medium Term Note	2.37%	01/25/18	04/08/19	1,000,554.63	998,552.00
Commonwealth Bank					
Medium Term Note Floater	3.57%	06/23/16	05/24/19	1,100,573.34	1,103,336.30
Daimler Finance					
Medium Term Note Floater	3.02%	11/08/16	10/30/19	1,001,045.00	1,001,947.00
Medium Term Note Floater	2.67%	01/25/18	10/30/19	2,007,409.55	2,003,894.00
Federal Agricultural Mortgage Corporation					
US Agency	1.45%	02/21/17	08/21/19	2,000,000.00	1,983,578.00
US Agency	1.64%	01/27/17	01/27/20	2,000,000.00	1,977,400.00
US Agency	1.87%	08/09/17	04/01/21	2,000,000.00	1,956,680.00
US Agency	2.28%	02/23/17	02/23/22	2,000,000.00	1,962,766.00
US Agency	2.26%	04/06/17	04/06/22	1,999,333.40	1,958,772.00
Federal Farm Credit Bank					
US Agency	1.47%	06/29/16	06/29/20	2,000,000.00	1,958,538.00
US Agency	1.55%	06/21/16	12/21/20	2,000,000.00	1,947,652.00
US Agency	1.85%	08/17/17	03/15/21	1,999,554.56	1,953,814.00
US Agency	1.73%	06/21/16	09/13/21	2,000,000.00	1,936,034.00
US Agency	1.93%	09/08/17	12/06/21	2,000,000.00	1,942,130.00
Federal Home Loan Bank					
US Agency	1.75%	02/10/17	04/27/20	1,500,000.00	1,478,307.00
US Agency	1.62%	06/23/16	06/23/21	2,000,000.00	1,938,834.00
US Agency	1.70%	10/12/16	10/12/21	2,000,000.00	1,935,294.00
US Agency	2.05%	11/28/16	11/24/21	2,000,000.00	1,944,966.00
US Agency	2.15%	08/30/17	08/26/22	2,000,000.00	1,929,626.00
US Agency	2.15%	09/26/17	09/26/22	2,000,000.00	1,935,512.00
US Agency	2.35%	10/19/17	10/19/22	2,000,000.00	1,937,408.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Federal Home Loan Mortgage Corp.					
US Agency	1.50%	08/25/16	08/25/20	2,000,000.00	1,952,010.00
US Agency	1.50%	11/10/16	11/10/20	2,000,000.00	1,947,760.00
US Agency	1.75%	12/14/16	12/14/20	2,000,000.00	1,954,854.00
US Agency	1.53%	09/30/16	12/30/20	2,000,000.00	1,944,476.00
US Agency	1.68%	08/25/16	08/25/21	2,000,000.00	1,936,476.00
US Agency	3.00%	06/28/18	06/28/22	2,000,000.00	1,993,446.00
US Agency	2.25%	07/26/17	07/26/22	2,000,000.00	2,001,096.00
US Agency	2.35%	11/22/17	11/22/22	2,000,000.00	1,942,480.00
US Agency	3.00%	07/30/18	01/30/23	2,000,000.00	1,985,820.00
Federal National Mortgage Association					
US Agency	1.75%	02/28/17	05/28/20	2,000,000.00	1,968,732.00
US Agency	1.45%	09/15/16	09/15/20	2,000,000.00	1,950,292.00
US Agency	2.00%	02/23/17	02/23/21	2,000,000.00	1,950,686.00
US Agency	1.55%	07/28/16	07/28/21	3,000,000.00	2,891,805.00
US Agency	2.20%	08/23/17	08/23/22	2,000,000.00	1,929,450.00
General Electric Co					
Medium Term Note	3.13%	10/09/18	01/09/20	1,485,258.00	1,459,179.00
Goldman Sachs GP Inc					
Medium Term Note Floater	2.82%	10/27/17	09/15/20	2,025,355.98	2,018,104.00
Medium Term Note Floater	3.13%	03/16/18	02/25/21	2,064,524.61	2,045,000.00
Medium Term Note Floater	3.40%	11/28/18	11/15/21	1,008,866.67	1,003,694.00
HSBC Finance Corporation					
Medium Term Note Floater	3.07%	05/18/18	05/18/21	2,005,374.69	1,988,400.00
Medium Term Note Floater	2.92%	09/13/18	09/11/21	2,003,410.01	1,985,150.00
Morgan Stanley					
Medium Term Note Floater	3.30%	06/17/16	01/24/19	2,000,186.66	2,001,704.00
Medium Term Note Floater	3.62%	02/18/16	02/01/19	1,000,486.77	1,001,635.00
Medium Term Note Floater	3.18%	05/26/17	02/14/20	2,003,521.12	2,000,300.00
PNC Funding Group					
Medium Term Note	2.50%	03/15/18	06/10/19	1,020,303.17	1,018,721.00
Qualcomm Inc					
Medium Term Note Floater	2.91%	02/12/18	05/20/20	1,002,816.30	1,003,645.00
Santander UK PLC					
Medium Term Note Floater	3.51%	04/14/16	03/14/19	1,000,880.01	1,003,306.00
Medium Term Note Floater	3.44%	04/15/16	03/14/19	2,402,596.44	2,407,934.40
Medium Term Note Floater	2.84%	06/01/18	06/01/21	1,002,391.68	995,730.00
Standard Chartered					
Medium Term Note Floater	3.22%	08/09/17	08/19/19	2,009,912.12	2,011,580.00

<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	-0.83%	Various	Open	35,000.00	95,794.36
Janus Forty Fund	-3.55%	Various	Open	41,250.00	100,068.86
The Vanguard 500 Index Fund	5.69%	Various	Open	43,750.00	129,311.88
Mutual Funds - Alumni Office					
Janus Research Fund	1.12%	Various	Open	26,500.00	45,813.50
Janus Enterprise Fund	1.79%	Various	Open	31,500.00	63,392.16
The Vanguard 500 Index Fund	5.69%	Various	Open	27,000.00	76,937.35
Grand Theatre					
Vanguard LifeStrategy Conservative Growth Fund	-1.93%	12/26/06	Open	95,717.01	144,770.14
Utah State Treasurer					
Public Treasurers' Investment Fund	2.7012%	11/30/18	Open	26,898,217.93	26,898,217.93
Zions First National Bank					
Sweep Account	0.40%	11/30/18	Open	927,650.31	927,650.31
Total Investment Portfolio				<u>140,305,868.19</u>	<u>139,057,836.70</u>

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

Utah State Treasurer					
Public Treasurers' Investment Fund	2.7012%	11/30/18	Open	14,579,169.00	14,579,169.00

SALT LAKE COMMUNITY COLLEGE  
INVESTMENT TRANSACTIONS  
November 2018

Description	Interest	Settlement Date	Maturity Date	Cost
<b>Investments - October 31, 2018</b>				140,572,914.90
<b><u>PURCHASES</u></b>				
American Express Medium Term Note Floater	3.13%	11/06/18	11/05/21	2,003,382.00
Goldman Sachs Medium Term Note Floater	3.40%	11/28/18	11/15/21	1,009,120.00
Utah State Treasurer Public Treasurers' Investment Fund	2.70%	Various	Various	12,818,710.47
Zions First National Bank Sweep Account	0.40%	Various	Various	<u>5,234,754.27</u>
Total Purchases				21,065,966.74
<b><u>SALES / MATURITIES / CALLS</u></b>				
Net Premium/Discount Amortization				13,067.16
Goldman Sachs Medium Term Note Floater	3.19%	05/20/16	11/15/18	1,000,000.00
JP Morgan Chase & Company Medium Term Note Floater	3.45%	02/29/16	11/16/18	1,025,000.00
Utah State Treasurer Public Treasurers' Investment Fund	2.70%	Various	Various	13,277,875.41
Zions First National Bank Sweep Account	0.40%	Various	Various	<u>6,017,070.88</u>
Total Sales				21,333,013.45
<b>Investments - November 30, 2018</b>				<u><u>140,305,868.19</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							
January 2019							
February 2019							
March 2019							
April 2019							
May 2019							
June 2019							
		127,159,285.35	127,326,125.71		141,700,547.98 *	1,435,407.87	2.39% *

\* Based on average of months shown

  
 Dr. Denece Huftalin, President

November 14, 2018	Westpointe Training & Education Center, Rooms 215 & 217	8:00 a.m.
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**Attendance:** Trustees: Chair Clint Ensign, Vice-Chair Maria Farrington, Jim Wall, Shawn Newell, Brady Southwick, Lori Chillingworth, Kim Wilson, Junior Martinez and President Deneece Huftalin

**Excused:** Trustees Tim Miller, Linda Luchetti

**Guests:** Regent Cristina Ortega, Executive Cabinet Members: Dr. Clifton Sanders-Provost for Academic Affairs, Dr. Chuck Lepper-VP for Student Affairs and Enrollment Management, Dennis Klaus-VP for Finance and Administration, CFO, Alison McFarlane-VP for Institutional Advancement, Tim Sheehan-VP for Government and Community Relations, Dr. Roderic Land-Special Assistant to the President, CDO and Jessie Winitzky-Stephens - Assistant VP for Strategy and Analysis

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-Assistant VP & Controller, Rick Bouillon-Associate VP for Workforce & Economic Development, Sandra Lehman, Executive Assistant to President Huftalin and secretary to the Board of Trustees


Guy Douros and Will Pollard-Technical Support

Agenda	Discussion Summary and Action
I. BOARD BUSINESS	Chair Ensign opened the meeting and welcomed Regent Ortega and new trustee, Kim R. Wilson. He read Mr. Wilson's bio and administered the oath of office.
A. Oath and introduction of new Trustee, Kim R. Wilson	
B. Comprehensive Campaign Update & Report on Progress	Nancy Michalko updated trustees on the comprehensive campaign fundraising status. She said that they are in the process of selecting campaign cabinet members. She also said that the new database system would help staff immensely. She shared a video and information about the employee donation campaign that has averaged approximately \$40,000 but that should increase this year. Trustee Farrington reminding everyone the large goal set for the campaign and said it is attainable. There may be a bit of a slowdown in 2019 and she asked everyone to keep that in mind and work even harder. She reiterated her personal commitment and asked trustees to renew their commitment in whatever capacity they can.
C. Mission Fulfillment	MISSION FULFILLMENT: Jessie Winitzky-Stephens reminded everyone about the information that was presented at the last meeting. She said that they are working on the industry component that they will share in the future. Trustee Southwick added that the committee has been meeting and the data is very complicated but they continue to meet and work and will report in the future.

<p>D. ACCT Conference Debrief</p> <p>E. December Trustee Retreat Agenda Items</p>	<p>Chair Ensign asked those who attended the ACCT Leadership Congress to share their thoughts. Trustee Newell said the conference was impressive and that SLCC is very progressive compared to other community colleges. It was a good experience and helpful in his role as a trustee. Trustee Chillingworth added that it was also informative in helping her to understand her role and she enjoyed the opportunity. Trustee Farrington added that she is now even more convinced in and supportive of what SLCC is doing around workforce and curriculum. She also said that there were good sessions on the progress of Latinos and how community colleges are helping to promote that. She was impressed with the session about connecting students to social and community resources available. Chair Ensign agreed that resources that may help students in other aspects of their lives also aids in their college experience. He would like more information on what SLCC can do at the retreat. VP Sheehan who also attended the conference said that he has already been meeting with VP Lepper to investigate ways to implement similar resource information for SLCC students and Dr. Lepper will present it at the retreat.</p> <p>President Huftalin reported on ideas for the retreat agenda:</p> <ol style="list-style-type: none"> <li>1. Campaign flow and movement ahead</li> <li>2. Scholarships – how allocated, where does it go</li> <li>3. Middle school outreach, how to involve families</li> <li>4. Legislative relationships</li> <li>5. Faculty vision</li> <li>6. Social services – how to help students access</li> <li>7. Faculty showcases</li> </ol> <p>She asked trustees to let her know if they have other items they wish to cover at the retreat.</p>
<p>II. CONSENT CALENDAR</p> <ol style="list-style-type: none"> <li>A. Investment Report for September, 2018</li> <li>B. Minutes of Previous Meeting, October 10, 2018</li> <li>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 January 9, 2019 to consider matters permitted by the Utah Open &amp; Public Meetings Act.</li> <li>D. Personnel Report for October, 2018</li> </ol>	<p>Trustee Southwick moved to approve the consent calendar items; the motion was seconded by Trustee Newell and carried unanimously.</p>

<p>E. Government Funding Report-Major Grants Requested/Received</p>	
<p>III. President's Report: Dr. Denece Huftalin, President</p> <p>A. President Huftalin</p> <p>1. Public Safety Report</p> <p>2. VPFA Search</p>	<p>President Huftalin invited those who have not had the opportunity to tour the Westpointe facility to do so directly following the meeting.</p> <p>She said that the recent violent tragedy at the University of Utah serves as a reminder to re-assess what we are doing regarding safety measures and to learn where we might improve. President Huftalin said that SLCC has a non-academic program review process that rotates every few years where external reviewers are engaged to assess and provide action plans regarding departmental functions. Emergency Management conducted one in 2017. She also meets with the emergency management team and Shane Crabtree to evaluate SLCC's program to train around communications, responses, and recovery. Discussion followed about what kinds of resources are available to students.</p> <p>President Huftalin announced for those who did not know yet that Vice President for Finance and Administration CFO, Dennis Klaus is retiring at the end of the year. She updated trustees on the search for his replacement. Both Chair Ensign and Vice-Chair Farrington thanked VP Klaus for the professional way he carried out his duties and VP Klaus thanked all of the trustees for the leadership they have provided over the years and for helping make SLCC such a wonderful place to work.</p>
<p>B. Student Life &amp; Leadership Report – Trustee Junior Martinez</p>	<p>Trustee Martinez reported on the First Generation celebration that was a huge success and Trustee Farrington commended them on the event and how welcome students are made to feel while attending SLCC. Trustee Martinez also reported on other upcoming events and meetings student leaders are involved in; Trustees thanked him for his leadership.</p>
<p>C. Business Services Report – VP Dennis Klaus</p> <p>1. Information: Triple I Fund Report</p> <p>2. Information: Auxiliary Enterprises Report</p> <p>3. Information: Service Enterprises Report</p>	<p>BUSINESS REPORT:</p> <ol style="list-style-type: none"> <li>1. VP Klaus presented the Triple I fund report explaining where the funds are generated from and investments that have helped it grow over the years.</li> <li>2. He explained the Auxiliary Enterprises report provided to trustees saying that losses experienced in the past have been almost eliminated with recent changes in outsourcing the bookstore and by not subsidizing food services.</li> <li>3. The Service Enterprises report is doing well and was provided to trustees.</li> </ol>



<p>D. Governmental Relations Report – VP Tim Sheehan</p> <ol style="list-style-type: none"> <li>1. Information: Herriman Project and Legislative Game Plan</li> <li>2. Information: Annual Open &amp; Public Meetings Act Training, GUEST: General Counsel, Chris Lacombe</li> </ol>	<p>VP Sheehan updated trustees on the Herriman building request and process. More information will be available by the next meeting.</p> <p>General Counsel Chris Lacombe provided training on the Open &amp; Public Meetings Act that is required of board members annually.</p>
<p>IV. ADJOURNMENT</p>	<p>ADJOURNMENT: Trustee Chillingworth moved to adjourn the meeting at 9:30 a.m.; the motion was seconded by Trustee Vice-Chair Farrington and carried unanimously.</p>
<p> TOUR of Westpointe Facility (9:10 – 9:30)</p>	

Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Coordinator 1, Health Sciences Admissions	Opened	18082	School of Health Sciences-2H0	Academic Affairs	Kristen Palmer	Full-time	11/8/18	OUF	8
Assistant Professor, Computer Science	Opened	F18015	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	11/7/18	OUF	2
Manager 1, Instructional Design & Development	Opened	18076	eLearning CPD2-2B2	Academic Affairs	Marie Horne	Full-time	10/31/18	OUF	9
Assistant Professor Networking & Security	Opened	F18014	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	10/30/18	OUF	4
Assistant Professor, Electronics	Opened	F18019	SAT Instruction	Academic Affairs	DeeAnn Jensen	Full-time	10/11/18	OUF	9
Assistant Professor, Fashion Merchandising	Opened	F18012	Visual Art & Design	Academic Affairs	New Position	Full-time	10/2/18	OUF	8
Coordinator 3, Strategic Workforce Initiative	Opened	18042	Continuing Education (Workforce & Econ Dev)-2U1	Academic Affairs	New Position	Full-time	8/23/18	OUF	12
Manager 2, Advanced Manufacturing Technologies	Opened	18039	Corporate Solutions-2U2	Academic Affairs	Alan Done	Full-time	8/21/18	OUF	7
Dean of the School of Humanities and Social Sciences	Opened	18020	School of Humanities/Social Sci-2F0	Academic Affairs	John McCormick	Full-time	8/1/18	OUF	0
Assistant Professor of Psychology	Opened	F18010	Div of Social & Behv Sciences (School of Humanities)-2F1	Academic Affairs	New Position	Full-time	7/17/18	OUF	44
Assistant Professor, Nursing (3 positions)	Opened	F18011	Nursing	Academic Affairs	New Position	Full-time	7/17/18	OUF	41
Dean, School of Health Sciences	Opened	17187	School of Health Sciences-2H0	Academic Affairs	JoAnn Wright	Full-time	5/17/18	OUF	0
Coordinator 3, InnovaBio Scientist and Mentor	Opened	17182	Biotechnology (School of STEM)-2G8	Academic Affairs	Kate Slessor	Full-time	4/6/18	OUF	14
Technician 2, Technical Services - Grand Theatre	Opened	17163	Grand Theatre	Academic Affairs	Tim Swensen	Full-time	2/26/18	OUF	17
Assistant Professor, Performing Arts-Music (Vocal)	Opened	F17026	Fine Arts	Academic Affairs	New Position	Full-time	2/14/18	OUF	40
Associate Dean, Social and Behavioral Sciences (Internal)	Opened	17070	Psychology	Academic Affairs	Spencer Blake	Full-time	10/3/17	OUF	15
Help Desk Technician 2	Opened	18081	Information Technology	Finance and Administration	Timothy Millar	Full-time	11/7/18	OUF	9
Administrative Assistant II, Facilities Office (Internal)	Opened	18073	Facilities Office-3J0	Finance and Administration	Ally Schreiter	Full-time	10/29/18	OUF	8
Programmer Analyst II	Opened	18074	Information Technology	Finance and Administration	Jamie Kelsch	Full-time	10/29/18	OUF	9
Facilities Supervisor 1, Grounds	Opened	18066	Facilities Grounds-3J3	Finance and Administration	Mark Hoffman	Full-time	10/15/18	OUF	5
Custodian 1 (Daytime Shift)	Opened	18061	Facilities Custodial-3J2	Finance and Administration	Michael Lindgren	Full-time	10/3/18	OUF	15
Custodian 1 (Graveyard Shift)	Opened	18049	Facilities Custodial-3J2	Finance and Administration	Victoria Platt	Full-time	9/5/18	OUF	16
Vice President for Finance and Administration, CFO	Opened	17230	Vice President Finance and Administration-3A0	Finance and Administration	Dennis Klaus	Full-time	6/8/18	OUF	0
Manager 1, Marketing	Opened	18075	Institutional Marketing	Institutional Advancement	Quinn Smith	Full-time	10/30/18	OUF	21
Development Officer, Foundation Relations	Opened	18056	Development Office-5C0	Institutional Advancement	New Position	Full-time	9/27/18	OUF	16
Technician 2 - Screen Printing (Copy Center)	Opened	18054	Printing Services-5M0	Institutional Advancement	New Position	Full-time	9/17/18	OUF	9
Web-Based Writer	Opened	17239	Institutional Marketing - Digital	Institutional Advancement	New Position	Full-time	6/15/18	OUF	73
Advisor 2, Career Services	Opened	18078	Office of Career Services(Student Affairs)-4B2	Student Affairs	Will Unga	Full-time	11/2/18	12/3/18	17
Advisor 2, College Adult Outreach & Recruitment	Opened	18077	Admissions Office - 4B7	Student Affairs	David Robles	Full-time	11/1/18	OUF	20
Medical Assistant	Opened	18072	Center for Health and Counseling-4D9	Student Affairs	Tasheena Swanenberg	Full-time	10/26/18	OUF	3
Coordinator 3, Event Scheduling	Opened	18069	Catalog & Scheduling (Student Affairs)-4J6	Student Affairs	D. Brower	Full-time	10/23/18	OUF	31
Administrative Assistant I, Office of Admissions	Opened	18068	Admissions Office - 4B7	Student Affairs	Laurel Fortun	Full-time	10/17/18	OUF	53

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Technician 2, Registration	Opened	18062	Registration - Miller Professional Development	Student Affairs	Amanda Halloran	Full-time	10/5/18	OUF	19
Assistant Coach 1, Soccer / Academic Advisor	Opened	18063	Athletics-4H0	Student Affairs	New Position	Full-time	10/5/18	OUF	42
Assistant Director, Academic Scheduling	Opened	18057	Catalog & Scheduling (Student Affairs)-4J6	Student Affairs	April Fawson	Full-time	9/27/18	OUF	32
Technician 2, Financial Aid	Opened	18055	Financial Aid	Student Affairs	Jacob Barnhart	Full-time	9/21/18	OUF	33
FYE Coordinator 1 - Family Programs and Campus Partnerships	Opened	18052	First Year Experience	Student Affairs	Alex Czaja	Full-time	9/10/18	OUF	53
Advisor 2, Pathways	Opened	18043	Academic Advising (Transfer, Programs, Career Exp)	Student Affairs	Danielle Mills	Full-time	8/23/18	OUF	69
Assistant Director 2, Academic Advising	Opened	18023	Academic Advising-4B4	Student Affairs	New Position	Full-time	8/2/18	OUF	38
Assistant Director 2, Academic Advising	Opened	18024	Academic Advising-4B4	Student Affairs	Jill Hoffmann-Cox	Full-time	8/2/18	OUF	85
								Total:	906

## Hiring Report

Title	New Employee	Department	Hiring Manager	Type	Start Date	Status
Help Desk Technician 3	Timothy Millar	Information Technology	Justin Calder	Replacement	11/16/2018	Offer Accepted
Custodian 1 (Graveyard Shift)	Kealii Cornelius	Facilities Custodial-3J2	David Earl	Replacement	11/16/2018	Offer Extended
Coordinator 2, eLearning Systems	Peter Wiarda	eLearning TLT1-2B2	Angie Napper	Replacement	11/16/2018	Offer Accepted
Campus Safety Officer	Danny Hughes	Parking Services	William Gunn	Replacement	11/16/2018	Offer Accepted
Custodian 1 (Daytime Shift)	Aurea Torres	Facilities Custodial-3J2	David Earl	Replacement	11/16/2018	Offer Extended
Coordinator 3, Strategic Workforce Initiative	Brett Rydalch	Continuing Education (Workforce & Econ Dev)-2U1	Lorna Gwilliam	New position	11/16/2018	Offer Extended

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Coordinator 1, Health Sciences Admissions	Opened	18082	School of Health Sciences-2H0	Academic Affairs	Kristen Palmer	Full-time	11/8/18	OUF	26
Assistant Professor, Computer Science	Opened	F18015	Computer Sciences and	Academic Affairs	New Position	Full-time	11/7/18	OUF	5
Manager 1, Instructional Design & Development	Opened	18076	eLearning CPD2-2B2	Academic Affairs	Marie Horne	Full-time	10/31/18	OUF	12
Assistant Professor Networking & Security	Opened	F18014	Computer Sciences and	Academic Affairs	New Position	Full-time	10/30/18	OUF	6
Assistant Professor, Electronics	Opened	F18019	SAT Instruction	Academic Affairs	DeeAnn Jensen	Full-time	10/11/18	OUF	9
Assistant Professor, Fashion Merchandising	Opened	F18012	Visual Art & Design	Academic Affairs	New Position	Full-time	10/2/18	OUF	9
Manager 2, Advanced Manufacturing Technologies	Opened	18039	Corporate Solutions-2U2	Academic Affairs	Alan Done	Full-time	8/21/18	OUF	7
Dean of the School of Humanities and Social Sciences	Opened	18020	School of Humanities/Social Sci-2F0	Academic Affairs	John McCormick	Full-time	8/1/18	OUF	0
Assistant Professor of Psychology	Opened	F18010	Div of Social & Behv Sciences-	Academic Affairs	New Position	Full-time	7/17/18	OUF	44
Assistant Professor, Nursing (3 positions)	Opened	F18011	Nursing	Academic Affairs	New Position	Full-time	7/17/18	OUF	43
Dean, School of Health Sciences	Opened	17187	School of Health Sciences-2H0	Academic Affairs	JoAnn Wright	Full-time	5/17/18	OUF	0
Coordinator 3, InnovaBio Scientist and Mentor	Opened	17182	Biotechnology - 2G8	Academic Affairs	Kate Slessor	Full-time	4/6/18	OUF	14
Technician 2, Technical Services - Grand Theatre	Opened	17163	Grand Theatre	Academic Affairs	Tim Swensen	Full-time	2/26/18	OUF	17
Assistant Professor, Performing Arts-Music (Vocal)	Opened	F17026	Fine Arts	Academic Affairs	New Position	Full-time	2/14/18	OUF	40
Associate Dean, Social and Behavioral Sciences (Internal)	Opened	17070	Psychology	Academic Affairs	Spencer Blake	Full-time	10/3/17	OUF	15
Specialist 1, Purchasing Card	Opened	18083	BOF-P-card-3B1	Finance and Administration	New Position	Full-time	11/9/18	OUF	7
Network Engineer II (Voice)	Opened	18084	Information Tech OIT	Finance and Administration	Steven Oswood	Full-time	11/9/18	OUF	4
Help Desk Technician 2	Opened	18081	Information Tech OIT	Finance and Administration	Timothy Millar	Full-time	11/7/18	OUF	22
Administrative Assistant II, Facilities Office (Internal)	Opened	18073	Facilities Office-3J0	Finance and Administration	Ally Schreiter	Full-time	10/29/18	OUF	10
Programmer Analyst II	Opened	18074	Information Tech OIT	Finance and Administration	Jamie Kelsch	Full-time	10/29/18	OUF	10
Facilities Supervisor 1, Grounds	Opened	18066	Facilities Grounds-3J3	Finance and Administration	Mark Hoffman	Full-time	10/15/18	OUF	5
Vice President for Finance and Administration, CFO	Opened	17230	Vice President Finance and	Finance and Administration	Dennis Klaus	Full-time	6/8/18	OUF	0
Manager 1, Marketing	Opened	18075	Institutional Marketing	Institutional Advancement	Quinn Smith	Full-time	10/30/18	OUF	28
Development Officer, Foundation Relations	Opened	18056	Development Office-5C0	Institutional Advancement	New Position	Full-time	9/27/18	OUF	18
Technician 2 - Screen Printing (Copy Center)	Opened	18054	Printing Services-5M0	Institutional Advancement	New Position	Full-time	9/17/18	OUF	10
Web-Based Writer	Opened	17239	Institutional Marketing - Digital	Institutional Advancement	New Position	Full-time	6/15/18	OUF	76
Coordinator 1, Employment & Compensation	Opened	18085	Human Resources - Employment	Institutional Effectiveness	Shannon Jensen	Full-time	11/15/18	OUF	2
Advisor 2, Career Services	Opened	18078	Office of Career Services-4B2	Student Affairs	Will Unga	Full-time	11/2/18	12/3/18	32
Advisor 2, College Adult Outreach & Recruitment	Opened	18077	Admissions Office - 4B7	Student Affairs	David Robles	Full-time	11/1/18	OUF	31
Medical Assistant	Opened	18072	Center for Health and	Student Affairs	Tasheena Swanenberg	Full-time	10/26/18	OUF	5
Coordinator 3, Event Scheduling	Opened	18069	Catalog & Scheduling-4J6	Student Affairs	D. Brower	Full-time	10/23/18	OUF	34
Administrative Assistant I, Office of Admissions	Opened	18068	Admissions Office - 4B7	Student Affairs	Laurel Fortun	Full-time	10/17/18	OUF	57
Technician 2, Registration	Opened	18062	Registration - Miller	Student Affairs	Amanda Halloran	Full-time	10/5/18	OUF	20
Assistant Coach 1, Soccer / Academic Advisor	Opened	18063	Athletics-4H0	Student Affairs	New Position	Full-time	10/5/18	OUF	44
Assistant Director, Academic Scheduling	Opened	18057	Catalog & Scheduling-4J6	Student Affairs	April Fawson	Full-time	9/27/18	OUF	36
Technician 2, Financial Aid	Opened	18055	Financial Aid	Student Affairs	Jacob Barnhart	Full-time	9/21/18	OUF	34
FYE Coordinator 1 - Family Programs and Campus	Opened	18052	First Year Experience	Student Affairs	Alex Czaja	Full-time	9/10/18	OUF	56

Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Advisor 2, Pathways	Opened	18043	Academic Advising	Student Affairs	Danielle Mills	Full-time	8/23/18	OUF	71
Assistant Director 2, Academic Advising	Opened	18023	Academic Advising-4B4	Student Affairs	New Position	Full-time	8/2/18	OUF	39
Assistant Director 2, Academic Advising	Opened	18024	Academic Advising-4B4	Student Affairs	Jill Hoffmann-Cox	Full-time	8/2/18	OUF	87
Total:									985

## Hiring Report



Title	New Employee	Department	Hiring Manager	Type	Start Date	Status
Advisor 2, Pathways	Vorn Bullough	Academic Advising (Transfer, Programs, Career Exp)	Cynthia Bonsall	Replacement	11/16/2018	Offer Accepted
Coordinator 1, Veterans Services	Emma Padovich	Veterans Office	Stephen Hill	Replacement	11/16/2018	Offer Accepted

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Coordinator 1, Health Sciences Admissions	Opened	18082	School of Health Sciences-2H0	Academic Affairs	Kristen Palmer	Full-time	11/8/18	OUF	30
Assistant Professor, Computer Science	Opened	F18015	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	11/7/18	OUF	7
Assistant Professor Networking & Security	Opened	F18014	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	10/30/18	OUF	6
Assistant Professor, Electronics	Opened	F18019	SAT Instruction	Academic Affairs	DeeAnn Jensen	Full-time	10/11/18	OUF	9
Assistant Professor, Fashion Merchandising	Opened	F18012	Visual Art & Design	Academic Affairs	New Position	Full-time	10/2/18	OUF	9
Manager 2, Advanced Manufacturing Technologies	Opened	18039	Corporate Solutions-2U2	Academic Affairs	Alan Done	Full-time	8/21/18	OUF	7
Dean of the School of Humanities and Social Sciences	Opened	18020	School of Humanities/Social Sci-2F0	Academic Affairs	John McCormick	Full-time	8/1/18	OUF	0
Assistant Professor of Psychology	Opened	F18010	Div of Social & Behv Sciences (School of Humanities)-2F1	Academic Affairs	New Position	Full-time	7/17/18	OUF	45
Assistant Professor, Nursing (3 positions)	Opened	F18011	Nursing	Academic Affairs	New Position	Full-time	7/17/18	OUF	43
Dean, School of Health Sciences	Opened	17187	School of Health Sciences-2H0	Academic Affairs	JoAnn Wright	Full-time	5/17/18	OUF	0
Coordinator 3, InnovaBio Scientist and Mentor	Opened	17182	Biotechnology (School of STEM)-2G8	Academic Affairs	Kate Slessor	Full-time	4/6/18	OUF	14
Technician 2, Technical Services - Grand Theatre	Opened	17163	Grand Theatre	Academic Affairs	Tim Swensen	Full-time	2/26/18	OUF	17
Assistant Professor, Performing Arts-Music (Vocal)	Opened	F17026	Fine Arts	Academic Affairs	New Position	Full-time	2/14/18	OUF	40
Associate Dean, Social and Behavioral Sciences (Internal)	Opened	17070	Psychology	Academic Affairs	Spencer Blake	Full-time	10/3/17	OUF	15
Specialist 1, Purchasing Card	Opened	18083	BOF-P-card-3B1	Finance and Administration	New Position	Full-time	11/9/18	OUF	9
Network Engineer II (Voice)	Opened	18084	Information Technology	Finance and Administration	Steven Oswood	Full-time	11/9/18	OUF	5
Administrative Assistant II, Facilities Office (Internal)	Opened	18073	Facilities Office-3J0	Finance and Administration	Ally Schreiter	Full-time	10/29/18	OUF	11
Programmer Analyst II	Opened	18074	Information Technology	Finance and Administration	Jamie Kelsch	Full-time	10/29/18	OUF	11
Facilities Supervisor 1, Grounds	Opened	18066	Facilities Grounds-3J3	Finance and Administration	Mark Hoffman	Full-time	10/15/18	OUF	5
Vice President for Finance and Administration, CFO	Opened	17230	Vice President Finance and Administration-3A0	Finance and Administration	Dennis Klaus	Full-time	6/8/18	OUF	0
Manager 1, Marketing	Opened	18075	Institutional Marketing	Institutional Advancement	Quinn Smith	Full-time	10/30/18	OUF	34
Development Officer, Foundation Relations	Opened	18056	Development Office-5C0	Institutional Advancement	New Position	Full-time	9/27/18	OUF	19
Technician 2 - Screen Printing (Copy Center)	Opened	18054	Printing Services-5M0	Institutional Advancement	New Position	Full-time	9/17/18	OUF	11
Web-Based Writer	Opened	17239	Institutional Marketing - Digital	Institutional Advancement	New Position	Full-time	6/15/18	OUF	78
Coordinator 1, Employment & Compensation	Opened	18085	Human Resources - Employment	Institutional Effectiveness	Shannon Jensen	Full-time	11/15/18	OUF	17
Family Nurse Practitioner 2	Opened	18086	Center for Health and Counseling-4D9	Student Affairs	Terri Mehlhoff	Full-time	11/20/18	OUF	0
Advisor 2, Pathways	Opened	18087	Academic Advising-4B4	Student Affairs	Rebecca Berrett	Full-time	11/20/18	OUF	1
Advisor 2, Career Services	Opened	18078	Office of Career Services(Student Affairs)-4B2	Student Affairs	Will Unga	Full-time	11/2/18	12/3/18	40
Advisor 2, College Adult Outreach & Recruitment	Opened	18077	Admissions Office - 4B7	Student Affairs	David Robles	Full-time	11/1/18	OUF	39
Medical Assistant	Opened	18072	Center for Health and Counseling-4D9	Student Affairs	Tasheena Swanenberg	Full-time	10/26/18	OUF	7
Coordinator 3, Event Scheduling	Opened	18069	Catalog & Scheduling (Student Affairs)-4J6	Student Affairs	D. Brower	Full-time	10/23/18	OUF	34
Administrative Assistant I, Office of Admissions	Opened	18068	Admissions Office - 4B7	Student Affairs	Laurel Fortun	Full-time	10/17/18	OUF	57



# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Technician 2, Registration	Opened	18062	Registration - Miller Professional Development	Student Affairs	Amanda Halloran	Full-time	10/5/18	OUF	22
Assistant Coach 1, Soccer / Academic Advisor	Opened	18063	Athletics-4H0	Student Affairs	New Position	Full-time	10/5/18	OUF	45
Assistant Director, Academic Scheduling	Opened	18057	Catalog & Scheduling (Student Affairs)-4J6	Student Affairs	April Fawson	Full-time	9/27/18	OUF	38
Technician 2, Financial Aid	Opened	18055	Financial Aid	Student Affairs	Jacob Barnhart	Full-time	9/21/18	OUF	34
FYE Coordinator 1 - Family Programs and Campus Partnerships	Opened	18052	First Year Experience	Student Affairs	Alex Czaja	Full-time	9/10/18	OUF	57
Assistant Director 2, Academic Advising	Opened	18023	Academic Advising-4B4	Student Affairs	New Position	Full-time	8/2/18	OUF	39
Assistant Director 2, Academic Advising	Opened	18024	Academic Advising-4B4	Student Affairs	Jill Hoffmann-Cox	Full-time	8/2/18	OUF	87
Total:									942

## Hiring Report



Title	New Employee	Department	Hiring Manager	Type	Start Date	Status
Help Desk Technician 2	Felipe Sanchez	Information Technology	Justin Calder	Replacement	12/1/2018	Offer Extended
Manager 1, Instructional Design & Development	Justin Thorpe	eLearning CPD2-2B2	Marie Horne	Replacement	1/1/2019	Offer Extended

Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Refugee Training Coordinator (Temporary)	Opened	18091	Workforce and Economic Development	Academic Affairs	New Position	Full-time	11/26/18	OUF	11
Coordinator 1, Health Sciences Admissions	Opened	18082	School of Health Sciences-2H0	Academic Affairs	Kristen Palmer	Full-time	11/8/18	OUF	36
Assistant Professor, Computer Science	Opened	F18015	Computer Sciences and Information Sys-2D2	Academic Affairs	New Position	Full-time	11/7/18	OUF	9
Assistant Professor Networking & Security	Opened	F18014	Computer Sciences and Information Sys-2D2	Academic Affairs	New Position	Full-time	10/30/18	OUF	7
Assistant Professor, Electronics	Opened	F18019	SAT Instruction	Academic Affairs	DeeAnn Jensen	Full-time	10/11/18	OUF	9
Assistant Professor, Fashion Merchandising	Opened	F18012	Visual Art & Design	Academic Affairs	New Position	Full-time	10/2/18	OUF	11
Manager 2, Advanced Manufacturing Technologies	Opened	18039	Corporate Solutions-2U2	Academic Affairs	Alan Done	Full-time	8/21/18	OUF	7
Dean of the School of Humanities and Social Sciences	Opened	18020	School of Humanities/Social Sci-2F0	Academic Affairs	John McCormick	Full-time	8/1/18	OUF	0
Assistant Professor of Psychology	Opened	F18010	Div of Social & Behv Sciences-2F1	Academic Affairs	New Position	Full-time	7/17/18	OUF	45
Assistant Professor, Nursing (3 positions)	Opened	F18011	Nursing	Academic Affairs	New Position	Full-time	7/17/18	OUF	43
Dean, School of Health Sciences	Opened	17187	School of Health Sciences-2H0	Academic Affairs	JoAnn Wright	Full-time	5/17/18	OUF	0
Coordinator 3, InnovaBio Scientist and Mentor	Opened	17182	Biotechnology - 2G8	Academic Affairs	Kate Slessor	Full-time	4/6/18	OUF	14
Technician 2, Technical Services - Grand Theatre	Opened	17163	Grand Theatre	Academic Affairs	Tim Swensen	Full-time	2/26/18	OUF	17
Associate Dean, Social and Behavioral Sciences (Internal)	Opened	17070	Psychology	Academic Affairs	Spencer Blake	Full-time	10/3/17	OUF	15
Specialist 2, Key Office	Opened	18093	Facilities Key Office-3J6	Finance and Administration	New Position	Full-time	11/28/18	OUF	5
Accounting Technician 2, Cashiering	Opened	18092	BOF-Cashiering-3B2	Finance and Administration	Slavica Mikanovic	Full-time	11/27/18	OUF	6
Specialist 1, Equipment	Opened	18088	Facilities Custodial-3J2	Finance and Administration	Jonathan Sayre	Full-time	11/26/18	OUF	2
Technician 1, Supplies	Opened	18089	Facilities Custodial-3J2	Finance and Administration	Cory Clement	Full-time	11/26/18	OUF	2
Specialist 1, Purchasing Card	Opened	18083	BOF-P-card-3B1	Finance and Administration	New Position	Full-time	11/9/18	OUF	15
Network Engineer II (Voice)	Opened	18084	Information Tech OIT	Finance and Administration	Steven Oswood	Full-time	11/9/18	OUF	8
Programmer Analyst II	Opened	18074	Information Tech OIT	Finance and Administration	Jamie Kelsch	Full-time	10/29/18	OUF	13
Vice President for Finance and Administration, CFO	Opened	17230	Vice President Finance and Administration-3A0	Finance and Administration	Dennis Klaus	Full-time	6/8/18	OUF	0
Manager 1, Digital and Video Production	Opened	18096	Institutional Marketing - Digital	Institutional Advancement	Aaron Allsop	Full-time	11/29/18	OUF	6
Coordinator 3, Digital Marketing Content Design	Opened	18097	Institutional Marketing	Institutional Advancement	Nicole Williams	Full-time	11/29/18	OUF	4
Development Officer 2, Corporate Relations	Opened	18098	Development Office-5C0	Institutional Advancement	Kevin Rusch	Full-time	11/29/18	OUF	2
Manager 1, Marketing	Opened	18075	Institutional Marketing	Institutional Advancement	Quinn Smith	Full-time	10/30/18	OUF	43
Development Officer, Foundation Relations	Opened	18056	Development Office-5C0	Institutional Advancement	New Position	Full-time	9/27/18	OUF	20
Technician 2 - Screen Printing (Copy Center)	Opened	18054	Printing Services-5M0	Institutional Advancement	New Position	Full-time	9/17/18	OUF	11
Coordinator 1, Employment & Compensation	Opened	18085	Human Resources - Employment	Institutional Effectiveness	Shannon Jensen	Full-time	11/15/18	OUF	22
Specialist 1, Child Care Provider (South City Campus) (Internal)	Opened	18095	Child Care - 4G5	Student Affairs	New Position	Full-time	11/29/18	OUF	0
Family Nurse Practitioner 2	Opened	18086	Center for Health and Counseling-4D9	Student Affairs	Terri Mehlhoff	Full-time	11/20/18	OUF	8
Advisor 2, Pathways	Opened	18087	Academic Advising-4B4	Student Affairs	Rebecca Berrett	Full-time	11/20/18	OUF	19
Advisor 2, Career Services	Opened	18078	Office of Career Services-4B2	Student Affairs	Will Unga	Full-time	11/2/18	12/3/18	48
Advisor 2, College Adult Outreach & Recruitment	Opened	18077	Admissions Office - 4B7	Student Affairs	David Robles	Full-time	11/1/18	OUF	44
Medical Assistant	Opened	18072	Center for Health and Counseling-4D9	Student Affairs	Tasheena Swanenberg	Full-time	10/26/18	OUF	9

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Coordinator 3, Event Scheduling	Opened	18069	Catalog & Scheduling-4J6	Student Affairs	D. Brower	Full-time	10/23/18	OUF	38
Administrative Assistant I, Office of Admissions	Opened	18068	Admissions Office - 4B7	Student Affairs	Laurel Fortun	Full-time	10/17/18	OUF	60
Technician 2, Registration	Opened	18062	Registration - Miller Professional Development	Student Affairs	Amanda Halloran	Full-time	10/5/18	OUF	22
Assistant Coach 1, Soccer / Academic Advisor	Opened	18063	Athletics-4H0	Student Affairs	New Position	Full-time	10/5/18	OUF	45
FYE Coordinator 1 - Family Programs and Campus Partnerships	Opened	18052	First Year Experience	Student Affairs	Alex Czaja	Full-time	9/10/18	OUF	58
Total:									734

## Hiring Report

Title	New Employee	Department	Hiring Manager	Type	Start Date	Status
Assistant Director, Academic Scheduling	Maitland Brower	Catalog & Scheduling (Student Affairs)-4J6	Katrina Green	Replacement	12/1/2018	Offer Accepted
Assistant Director 2, Academic Advising	Lee Martinez	Academic Advising-4B4	Ashley Sokia	Replacement	12/1/2018	Offer Accepted
Assistant Director 2, Academic Advising	Anni Garcia	Academic Advising-4B4	Ashley Sokia	Replacement	12/1/2018	Offer Accepted
Technician 2, Financial Aid	Madison Hawkes	Financial Aid	Michelle Walton	Replacement	12/1/2018	Offer Accepted
Web-Based Writer	Margaret Stringham	Institutional Marketing - Digital	Michael Navarre	Replacement	12/1/2018	Offer Accepted
Facilities Supervisor 1, Grounds	Colin Lyman	Facilities Grounds-3J3	Joel Evans	Replacement	12/1/2018	Offer Accepted

Working Title	First Name	Last Name	Department
Specialist 3, Admissions	Cathleen	Blake	Admissions Office -
Administrative Assistant II, Enrollment Management	Lenora	Monge-Ramirez	Enrollment Manage
Specialist 2, School of Business	Ana	Brown	School of Business-
Administrative Assistant II, Internal Audit	Kim	Kesmetis	Internal Audit
Lab Aide, IT (Internal Only)	Gabriel	Sposito	Information Technol

Responsible		Projected Start	Hiring Proposal	Last Status Update	Created
Hiring Manager	Position Type	Date	Workflow State		Date
Dona Bilyeu-Ditt	Replacement	01.10.2018	Draft	September 14, 2018 at 09:23 / September 14, 2018 at 09:19	September 14, 2018 at 09:19 / September 14, 2018 at 09:19
Ryan Farley	Replacement	01.10.2018	Draft	September 14, 2018 at 09:19 / September 14, 2018 at 09:19	September 14, 2018 at 09:19 / September 14, 2018 at 09:19
Dennis Bromley	Replacement	01.10.2018	Draft	September 13, 2018 at 11:42 / September 13, 2018 at 11:42	September 13, 2018 at 11:42 / September 13, 2018 at 11:42
Dennis Klaus, T	New position	01.10.2018	Hire Approved	September 13, 2018 at 01:02 / September 13, 2018 at 01:02	September 13, 2018 at 01:02 / September 13, 2018 at 01:02
Christian Orellar	Replacement	16.09.2018	Hire Approved	September 13, 2018 at 02:30 / September 13, 2018 at 02:30	September 13, 2018 at 02:30 / September 13, 2018 at 02:30

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r 13, 2018 at 11:42 AM

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# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Specialist 1, Instructional Technology	Opened	18101	eLearning TLT3-2B2	Academic Affairs	Peter Wiarda	Full-time	12/3/18	OUF	3
Refugee Training Coordinator (Temporary)	Opened	18091	Workforce and Economic Development	Academic Affairs	New Position	Full-time	11/26/18	OUF	30
Coordinator 1, Health Sciences Admissions	Opened	18082	School of Health Sciences-2H0	Academic Affairs	Kristen Palmer	Full-time	11/8/18	OUF	45
Assistant Professor, Computer Science	Opened	F18015	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	11/7/18	OUF	9
Assistant Professor Networking & Security	Opened	F18014	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	10/30/18	OUF	7
Assistant Professor, Electronics	Opened	F18019	SAT Instruction	Academic Affairs	DeeAnn Jensen	Full-time	10/11/18	OUF	10
Assistant Professor, Fashion Merchandising	Opened	F18012	Visual Art & Design	Academic Affairs	New Position	Full-time	10/2/18	OUF	13
Dean of the School of Humanities and Social Sciences	Opened	18020	School of Humanities/Social Sci-2F0	Academic Affairs	John McCormick	Full-time	8/1/18	OUF	0
Assistant Professor of Psychology	Opened	F18010	Div of Social & Behv Sciences (School of Humanities)-2F1	Academic Affairs	New Position	Full-time	7/17/18	OUF	47
Assistant Professor, Nursing (3 positions)	Opened	F18011	Nursing	Academic Affairs	New Position	Full-time	7/17/18	OUF	43
Dean, School of Health Sciences	Opened	17187	School of Health Sciences-2H0	Academic Affairs	JoAnn Wright	Full-time	5/17/18	OUF	0
Coordinator 3, InnovaBio Scientist and Mentor	Opened	17182	Biotechnology (School of STEM)-2G8	Academic Affairs	Kate Slessor	Full-time	4/6/18	OUF	15
Technician 2, Technical Services - Grand Theatre	Opened	17163	Grand Theatre	Academic Affairs	Tim Swensen	Full-time	2/26/18	OUF	17
Associate Dean, Social and Behavioral Sciences (Internal)	Opened	17070	Psychology	Academic Affairs	Spencer Blake	Full-time	10/3/17	OUF	15
Buyer 2	Opened	18102	BOF-Purchasing Office-3B1	Finance and Administration	Eileen Boshard	Full-time	12/4/18	OUF	7
Groundskeeper 1	Opened	18099	Facilities Grounds-3J3	Finance and Administration	Colin Lyman	Full-time	11/30/18	OUF	3
Specialist 2, Key Office	Opened	18093	Facilities Key Office-3J6	Finance and Administration	New Position	Full-time	11/28/18	OUF	7
Accounting Technician 2, Cashiering	Opened	18092	BOF-Cashiering-3B2	Finance and Administration	Slavica Mikanovic	Full-time	11/27/18	OUF	12
Specialist 1, Equipment	Opened	18088	Facilities Custodial-3J2	Finance and Administration	Jonathan Sayre	Full-time	11/26/18	OUF	5
Technician 1, Supplies	Opened	18089	Facilities Custodial-3J2	Finance and Administration	Cory Clement	Full-time	11/26/18	OUF	4
Specialist 1, Purchasing Card	Opened	18083	BOF-P-card-3B1	Finance and Administration	New Position	Full-time	11/9/18	OUF	17
Network Engineer II (Voice)	Opened	18084	Information Technology	Finance and Administration	Steven Oswood	Full-time	11/9/18	OUF	8
Programmer Analyst II	Opened	18074	Information Technology	Finance and Administration	Jamie Kelsch	Full-time	10/29/18	OUF	13
Vice President for Finance and Administration, CFO	Opened	17230	Vice President Finance and Administration-3A0	Finance and Administration	Dennis Klaus	Full-time	6/8/18	OUF	0
Manager 1, Digital and Video Production	Opened	18096	Institutional Marketing - Digital	Institutional Advancement	Aaron Allsop	Full-time	11/29/18	OUF	35
Coordinator 3, Digital Marketing Content Design	Opened	18097	Institutional Marketing	Institutional Advancement	Nicole Williams	Full-time	11/29/18	OUF	11
Development Officer 2, Corporate Relations	Opened	18098	Development Office-5C0	Institutional Advancement	Kevin Rusch	Full-time	11/29/18	OUF	6
Manager 1, Marketing	Opened	18075	Institutional Marketing	Institutional Advancement	Quinn Smith	Full-time	10/30/18	OUF	48
Development Officer, Foundation Relations	Opened	18056	Development Office-5C0	Institutional Advancement	New Position	Full-time	9/27/18	OUF	22
Technician 2 - Screen Printing (Copy Center)	Opened	18054	Printing Services-5M0	Institutional Advancement	New Position	Full-time	9/17/18	OUF	11
Assistant Vice President, Strategy & Analysis	Opened	18100	Institutional Strategy and Analysis	Institutional Effectiveness	Jeff Aird	Full-time	12/5/18	OUF	9
Coordinator 1, Employment & Compensation	Opened	18085	Human Resources - Employment	Institutional Effectiveness	Shannon Jensen	Full-time	11/15/18	OUF	30
Advisor 1, Financial Aid	Opened	18103	Financial Aid	Student Affairs	Stephanie Scott	Full-time	12/5/18	OUF	7

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Specialist 1, Child Care Provider (South City Campus) (Internal Only)	Opened	18095	Child Care (Student Affairs) 4G5	Student Affairs	New Position	Full-time	11/29/18	OUF	2
Family Nurse Practitioner 2	Opened	18086	Center for Health and Counseling-4D9	Student Affairs	Terri Mehlhoff	Full-time	11/20/18	OUF	11
Advisor 2, Pathways	Opened	18087	Academic Advising-4B4	Student Affairs	Rebecca Berrett	Full-time	11/20/18	OUF	34
Advisor 2, College Adult Outreach & Recruitment	Opened	18077	Admissions Office - 4B7	Student Affairs	David Robles	Full-time	11/1/18	OUF	48
Medical Assistant	Opened	18072	Center for Health and Counseling-4D9	Student Affairs	Tasheena Swanenberg	Full-time	10/26/18	OUF	11
Coordinator 3, Event Scheduling	Opened	18069	Catalog & Scheduling (Student Affairs)-4J6	Student Affairs	D. Brower	Full-time	10/23/18	OUF	39
Administrative Assistant I, Office of Admissions	Opened	18068	Admissions Office - 4B7	Student Affairs	Laurel Fortun	Full-time	10/17/18	OUF	64
Technician 2, Registration	Opened	18062	Registration - Miller Professional Development	Student Affairs	Amanda Halloran	Full-time	10/5/18	OUF	24
Assistant Coach 1, Soccer / Academic Advisor	Opened	18063	Athletics-4H0	Student Affairs	New Position	Full-time	10/5/18	OUF	47
FYE Coordinator 1 - Family Programs and Campus Partnerships	Opened	18052	First Year Experience	Student Affairs	Alex Czaja	Full-time	9/10/18	OUF	58
Total:									847

## Hiring Report



Title	New Employee	Department	Hiring Manager	Type	Start Date	Status
Administrative Assistant II, Facilities Office	Donna Western-Kruger	Facilities Office-3J0	Robert Askerlund	Replacement	12/1/2018	Offer Accepted

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Specialist 1, Instructional Technology	Opened	18101	eLearning TLT3-2B2	Academic Affairs	Peter Wiarda	Full-time	12/3/18	OUF	5
Refugee Training Coordinator (Temporary)	Opened	18091	Workforce and Economic Development	Academic Affairs	New Position	Full-time	11/26/18	OUF	42
Coordinator 1, Health Sciences Admissions	Opened	18082	School of Health Sciences-2H0	Academic Affairs	Kristen Palmer	Full-time	11/8/18	OUF	49
Assistant Professor, Computer Science	Opened	F18015	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	11/7/18	OUF	11
Assistant Professor Networking & Security	Opened	F18014	Computer Sciences and Information Sys (School of Business)-2D2	Academic Affairs	New Position	Full-time	10/30/18	OUF	9
Assistant Professor, Fashion Merchandising	Opened	F18012	Visual Art & Design	Academic Affairs	New Position	Full-time	10/2/18	OUF	13
Dean of the School of Humanities and Social Sciences	Opened	18020	School of Humanities/Social Sci-2F0	Academic Affairs	John McCormick	Full-time	8/1/18	OUF	0
Assistant Professor of Psychology	Opened	F18010	Div of Social & Behv Sciences (School of Humanities)-2F1	Academic Affairs	New Position	Full-time	7/17/18	OUF	47
Assistant Professor, Nursing (3 positions)	Opened	F18011	Nursing	Academic Affairs	New Position	Full-time	7/17/18	OUF	44
Dean, School of Health Sciences	Opened	17187	School of Health Sciences-2H0	Academic Affairs	JoAnn Wright	Full-time	5/17/18	OUF	0
Coordinator 3, InnovaBio Scientist and Mentor	Opened	17182	Biotechnology (School of STEM)-2G8	Academic Affairs	Kate Slessor	Full-time	4/6/18	OUF	15
Technician 2, Technical Services - Grand Theatre	Opened	17163	Grand Theatre	Academic Affairs	Tim Swensen	Full-time	2/26/18	OUF	17
Associate Dean, Social and Behavioral Sciences (Internal)	Opened	17070	Psychology	Academic Affairs	Spencer Blake	Full-time	10/3/17	OUF	15
Buyer 2	Opened	18102	BOF-Purchasing Office-3B1	Finance and Administration	Eileen Boshard	Full-time	12/4/18	OUF	18
Groundskeeper 1	Opened	18099	Facilities Grounds-3J3	Finance and Administration	Colin Lyman	Full-time	11/30/18	OUF	3
Accounting Technician 2, Cashiering	Opened	18092	BOF-Cashiering-3B2	Finance and Administration	Slavica Mikanovic	Full-time	11/27/18	OUF	16
Specialist 1, Equipment	Opened	18088	Facilities Custodial-3J2	Finance and Administration	Jonathan Sayre	Full-time	11/26/18	OUF	5
Technician 1, Supplies	Opened	18089	Facilities Custodial-3J2	Finance and Administration	Cory Clement	Full-time	11/26/18	OUF	5
Specialist 1, Purchasing Card	Opened	18083	BOF-P-card-3B1	Finance and Administration	New Position	Full-time	11/9/18	OUF	19
Network Engineer II (Voice)	Opened	18084	Information Technology	Finance and Administration	Steven Oswood	Full-time	11/9/18	OUF	10
Programmer Analyst II	Opened	18074	Information Technology	Finance and Administration	Jamie Kelsch	Full-time	10/29/18	OUF	15
Manager 1, Digital and Video Production	Opened	18096	Institutional Marketing - Digital	Institutional Advancement	Aaron Allsop	Full-time	11/29/18	OUF	44
Coordinator 3, Digital Marketing Content Design	Opened	18097	Institutional Marketing	Institutional Advancement	Nicole Williams	Full-time	11/29/18	OUF	13
Development Officer 2, Corporate Relations	Opened	18098	Development Office-5C0	Institutional Advancement	Kevin Rusch	Full-time	11/29/18	OUF	10
Manager 1, Marketing	Opened	18075	Institutional Marketing	Institutional Advancement	Quinn Smith	Full-time	10/30/18	OUF	49
Development Officer, Foundation Relations	Opened	18056	Development Office-5C0	Institutional Advancement	New Position	Full-time	9/27/18	OUF	24
Technician 2 - Screen Printing (Copy Center)	Opened	18054	Printing Services-5M0	Institutional Advancement	New Position	Full-time	9/17/18	OUF	11
Director, Strategic Analysis & Accreditation (Internal)	Opened	18104	Institutional Strategy and Analysis	Institutional Effectiveness	New Position	Full-time	12/7/18	12/21/18	3
Assistant Vice President, Strategy & Analysis	Opened	18100	Institutional Strategy and Analysis	Institutional Effectiveness	Jeff Aird	Full-time	12/5/18	OUF	25
Coordinator 1, Employment & Compensation	Opened	18085	Human Resources - Employment	Institutional Effectiveness	Shannon Jensen	Full-time	11/15/18	OUF	34
Specialist 1, Child Care Provider (South City Campus)	Opened	18105	Child Care (Student Affairs) 4G5	Student Affairs	New Position	Full-time	12/12/18	OUF	3
Coordinator 3, DegreeWorks & Catalog Records Management	Opened	18106	Catalog & Scheduling (Student Affairs)-4J6	Student Affairs	David Brower	Full-time	12/12/18	OUF	2

# Open Positions



Title	Status	Req #	Department	Vice President	Replaces	FT/PT	Open Date	Close Date	All Applicants
Advisor 2, Pathways	Opened	18107	Academic Advising (Transfer, Programs, Career Exp)	Student Affairs	Lee Martinez	Full-time	12/12/18	OUF	4
Advisor 1, Financial Aid	Opened	18103	Financial Aid	Student Affairs	Stephanie Scott	Full-time	12/5/18	OUF	16
Specialist 1, Child Care Provider (South City Campus) (Internal Only)	Opened	18095	Child Care (Student Affairs) 4G5	Student Affairs	New Position	Full-time	11/29/18	OUF	4
Family Nurse Practitioner 2	Opened	18086	Center for Health and Counseling-4D9	Student Affairs	Terri Mehlhoff	Full-time	11/20/18	OUF	15
Advisor 2, College Adult Outreach & Recruitment	Opened	18077	Admissions Office - 4B7	Student Affairs	David Robles	Full-time	11/1/18	OUF	53
Medical Assistant	Opened	18072	Center for Health and Counseling-4D9	Student Affairs	Tasheena Swanenberg	Full-time	10/26/18	OUF	11
Technician 2, Registration	Opened	18062	Registration - Miller Professional Development	Student Affairs	Amanda Halloran	Full-time	10/5/18	OUF	25
Total:									704



## Hiring Report

Title	New Employee	Department	Hiring Manager	Type	Start Date	Status
Administrative Assistant I, Office of Admissions	Gisela Arellano Garcia	Admissions Office - 4B7	Kate Gildea-Broderick	Replacement	12/1/2018	Offer Accepted
Technician 2, Admissions SATTS	Slavica Mikanovic	Admissions Office - 4B7	Dona Bilyeu-Dittman	Replacement	12/1/2018	Offer Accepted
Specialist 2, Key Office	Jennifer Rohde	Facilities Key Office-3J6	Kathy Shipley	New position	12/16/2018	Offer Accepted
Coordinator 3, Event Scheduling	Heather Lynes	Catalog & Scheduling (Student Affairs)-4J6	Katrina Green	Replacement	12/16/2018	Offer Accepted
Assistant Coach 1, Soccer / Academic Advisor	Elton Jazexhiu	Athletics-4H0	Mark Davis	New position	12/16/2018	Offer Accepted
Specialist 2, Key Office	Brian Burton	Facilities Key Office-3J6	Kathy Shipley	New position	12/16/2018	Offer Accepted
FYE Coordinator 1 - Family Programs and Campus Partnerships	Alania Hodge	First Year Experience	Richard Diaz	Replacement	1/16/2019	Offer Accepted
Dean of Health Sciences	Erica Wight	Health Sciences	JoAnne Wright	Replacement	1/16/2019	Offer Accepted
Vice President of Finance and Administration, CFO	Jeffrey West	Finance and Administration	Dennis Klaus	Replacement	2/1/2019	Offer Accepted

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

**TAB D**

<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>
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
<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>
NEH: Dialogues of War	11/15/2018	100,000		Under Consideration		5/1/19-4/30/21	School of Humanities and Social Science
DWS: Technology Training for Refugees, Part 2	12/18/18	\$630,276		Under Consideration		1/1/19-12/31/21	Workforce and Economic Development
Utah Clean Energy: Energy Ambassador Program	11/30/18	\$1,000		Under Consideration		1/1/19-12/31/19	Workforce and Economic Development
NSF: College Anatomy and Physiology Education Research (CAPER)	2/26/18	\$8,500		Under Consideration		2018-2019	School of Science, Math and Engineering
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
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>\$1,184,423</b>				
<b>Total funding for active awards:</b>						<b>\$14,305,269</b>	

**Utah System of Higher Education  
Notification of Administrative Unit Change**

**Institution Submitting Request:** Salt Lake Community College

**Proposed Effective Date<sup>1</sup>:** 07/01/2019

**Institutional Board of Trustees' Approval Date:** 11/13/2018

**Existing Unit Title:** Health and Lifetime Activities

**Sponsoring School, College, or Division:** School of Science, Mathematics, and Engineering

**Sponsoring Academic Department(s) or Unit(s):** Division of Health and Lifetime Activities

**Proposal Type:**

<input checked="" type="checkbox"/>	Name Change of Existing Unit to Exercise Science
<input type="checkbox"/>	Administrative Unit Transfer
<input type="checkbox"/>	Administrative Unit Restructure (with or without Consolidation)
<input type="checkbox"/>	Administrative Unit Suspension
<input type="checkbox"/>	Administrative Unit Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit
<input type="checkbox"/>	Reinstatement of Previously Discontinued Administrative Unit

**Administrative Unit Description/Rationale**

*Briefly describe the changes to the administrative unit.*

The purpose of the proposed departmental name change is to better reflect the focus and purpose of the department. The goal of exercise science is facilitating an understanding of the links between fitness, exercise, diet and health. Exercise science studies how exercise and the human body interact. The discipline provides a scientific approach to fitness, allowing people opportunities to objectively understand the physiology of exercise as well as its benefits and results.

The department supports a myriad of Exercise Science discipline courses, which are not accurately represented within the department name. Per the National Center for Education Statistics, I believe the majority of lecture content within our department areas fall under CIP 31.0505, Kinesiology & Exercise Science.

The department name will better align our mission and goals with our USHE partners. This departmental alignment becomes important as we work on pathways and articulation.

The department name will better align us within our institution and school. This will further demonstrate the alignment of the scientific nature of the content currently offered through the department.

<sup>1</sup> "Proposed Effective Date" refers to date after Trustee approval when change to unit is published.

**Chief Academic Officer (or Designee) Signature:**

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Clifton G. Sanders, Ph.D.

Date:

☐

I understand that checking this box constitutes my legal signature.

**BUSINESS SERVICES**  
**TIMELY WARNING & CLERY ACT POLICY**  
CHAPTER 1  
PROCEDURE FOR POLICY 4.02

Cabinet Approval: 11/27/2018  
Page 1 of 1

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**I. POLICY**

The purpose of the Timely Warning & Clery Act Policy is to outline Salt Lake Community College's practices and procedures as to providing a safe and secure environment for students, faculty, staff, and campus visitors while complying with federal laws regarding security on campus.

Any changes to the Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act of 1998 will supersede the relevant provisions of this policy.

**BUSINESS SERVICES**  
**TIMELY WARNING & CLERY ACT POLICY**  
CHAPTER 2  
PROCEDURE FOR POLICY 4.02

Cabinet Approval: 11/27/2018  
Page 1 of 1

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**I. REFERENCES**

Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act, 20  
U.S.C. § 1092(f), 34 C.F.R. § 668.46

**II. DEFINITIONS**

- A. College Community: College faculty, staff, trustees of the College, members of Boards of various College entities, students, registered student organizations, and College organizations, on or near any Salt Lake Community College campus.
- B. Campus Security Authority (CSA): Individuals at the College who, because of their function for the College, have an obligation under the Clery Act to notify the College of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes they personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to report crime when it has been observed by and/or reported to them by another individual. These individuals typically fall under one of the following categories:
- A campus police department or a campus security department of the College.
  - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
  - Any individual or organization specified in the College's campus safety procedures as an individual or organization to which students and employees should report criminal offenses.
  - An official<sup>1</sup> of the College who has significant responsibility for student and campus activities.
- C. Clery Act Crimes (Clery Crimes): Crimes reported annually to the College community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault,

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<sup>1</sup> CSA's are determined by criteria established in the U.S. Department of Education, Office of Postsecondary Education, [The Handbook for Campus Safety and Security Reporting](#), 2016 Edition, Washington, D.C., 2016.



intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying or possessing illegal weapons.

- D. Clery Reportable Location: Property owned, leased, or controlled by the College, including: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the College owns, controls, or leases, is frequented by students and used in support of educational purposes.
- E. Emergency Notification: An announcement triggered by a significant emergency event or dangerous situation involving an immediate threat to the health or safety of the College community at a Clery Reportable Location. This expands upon the definition of “Timely Warning” to include both Clery Act crimes and other types of emergencies or events that pose an imminent threat to the College community.
- F. Emergency Notification System: A mechanism established for the purpose of enabling College officials to quickly contact or send messages to the College community in an emergency. Examples include fire alarms, sirens, alerts via email/text message, and/or local TV/Radio.
- G. Timely Warning: An alert triggered when the College determines a crime has been committed and presents a serious and continuing threat, such as a homicide, sex offense, or robbery. The College issues this alert to the College community.

### **III. III.PROCEDURES**

#### **A. Requirements of the Clery Act under which the College will:**

##### **1. Publish an Annual Security Report (ASR)**

By October 1<sup>st</sup> each year, SLCC will publish an ASR documenting three calendar years of Clery crime statistics, security policies and procedures, and information on the basic rights guaranteed victims of sexual assault. All crime statistics must be provided to the U.S. Department of Education.

This report must be made available to all current faculty, staff, employees, students and College Community, including any prospective faculty, staff, employees, and students via the [College's website](#). Copies of the College's ASR are provided upon request from the College's Public Safety Department.

##### **2. Identify, Notify, and Train Campus Security Authorities (CSAs)**

The College will identify positions which meet the definition of a CSA on an ongoing basis, and notify individuals in these roles of their obligations under the Clery Act to report any and all Clery crimes they witness or are reported to them that may have occurred in a Clery reportable location. The College strongly recommends that all CSAs complete training on their responsibilities and reporting requirements under the Clery Act. The College will provide such training on a regular basis and upon request.

### 3. Disclose Crime Statistics

Crime statistics for incidents that occur in Clery reportable locations are disclosed. The Clery Act requires reporting of crimes in the following categories:

#### Criminal Homicide

- Murder & Non-Negligent Manslaughter
- Negligent Manslaughter

#### Sex Offenses

- Rape
- Fondling
- Statutory Rape
- Incest

#### Robbery

- Aggravated Assault

#### Burglary

- Motor Vehicle Theft

#### Arson

- Domestic Violence

- Dating Violence

- Stalking

In addition to the aforementioned Clery Act crimes, statistics are gathered for the following categories of arrests or referrals for disciplinary action if an arrest was not made:

- Liquor Law Violations

- Drug Law Violations

- Carrying or Possessing Illegal Weapons

Statistics are also compiled for four additional crime categories if the crime committed is classified as a hate crime:

- Larceny/Theft

- Simple Assault

- Intimidation

- Destruction/Damage/Vandalism of Property

### 4. Issue Timely Warnings

The College provides timely warnings about Clery Act crimes that pose a serious or ongoing threat to the College community. The decision whether to issue a timely warning is determined by one or more College official(s) who have been pre-identified in the College's ASR. Because the nature of criminal threats is often not

limited to a single location, timely warnings are issued in a manner likely to reach the entire College community. Timely warnings may be issued for Clery crimes occurring in Clery reportable locations.

Crimes that would otherwise be reportable but are reported to a licensed mental health counselor in the context of a privileged, confidential communication are not subject to the timely warning requirement.

a. Criteria for Issuing a Timely Warning

The College will issue a Timely Warning when the following criteria are met: 1) a Clery Act crime is reported; 2) the crime occurred in a Clery reportable location; 3) the perpetrator has not been apprehended; and 4) there is a serious or ongoing threat to the College community because of the crime. This decision considers the following criteria:

- The nature of the crime;
- When and where the crime occurred, when the crime was reported, and the amount of information known about the crime;
- The continuing danger to the College community; and
- The possible risk of compromising law enforcement efforts.

To make a timely warning consideration, all CSAs and local law enforcement agencies are directed to immediately report Clery Act crimes to the SLCC Department of Public Safety.

If the Timely Warning criteria are met, a notice will be drafted using crime-specific templates and issued by the Director of Public Safety or designee, as soon as pertinent information is available. Timely warnings are generally issued via email, but may also be distributed through press releases, text messages, posters, desktop alerts, and with messages on SLCC's website when appropriate. The College may not use all distribution methods for every incident.

b. Content of a Timely Warning

The following information is typically included in a timely warning, if available:

a) a statement of the incident, including the nature and severity of the threat and the persons or locations that might be affected; b) any connection to a previous incident(s); c) physical description and/or composite drawing of the suspect; d) date and time warning was released; e) other relevant and important information, such as the gender of the victim or whether the threat involves a student or non-student; f) actions taken by law enforcement; g) a request for witnesses to contact the College's Department of Public Safety; and h) appropriate safety tips.

## 5. Issue Emergency Notifications

The College will inform the College community about a significant emergency event or dangerous situation involving an immediate threat to the health or safety of the College community occurring on or near College grounds. An emergency notification expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies, such as fire or infectious disease outbreak. Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the College community at risk.

The College also has emergency response and evacuation procedures in place specific to its on-campus facilities. A summary of these procedures are disclosed in the ASR. Additionally, the emergency response procedures are tested at least once on an annual basis.

Emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency are not subject to the emergency notification requirement.

## 6. Maintain a Daily Crime Log

The College maintains a daily crime log documenting the nature, date, time, and general location of each crime reported to the College's Department of Public Safety within the last 60 days, and the disposition, if known, of the reported crimes. Incidents are entered into the log within two (2) business days of receiving the report. The Daily Crime Log is available by contacting the College's Department of Public Safety at (801) 957-4270. Requests for public inspection of daily crime log entries beyond 60 days must be made in writing and will be made available within two (2) business days of the request.

## 2019-20 Operating Budget Comparison (Tax Funds Only)

Board of Regents Request as compared to Governor Herbert

Utah System of Higher Education Budget Priorities	Board of Regents	Governor Herbert	
	Amount	Amount	Above/ (Below) SBR
<b>On-going Increase</b>			
<b>Compensation</b>	<b>\$26,162,039</b>	<b>\$30,194,800</b>	<b>\$4,032,761</b>
2% Salary Increase (75/25 match) <sup>1</sup>	19,574,148	24,464,200	4,890,052
5% Health Premium Increases (75/25 match) <sup>2</sup>	6,587,891	5,730,600	(857,291)
<b>Affordable Access</b>	<b>14,430,200</b>	<b>11,374,000</b>	<b>(3,056,200)</b>
Regents' Scholarships	4,000,000	4,000,000	0
Statewide Advising Corp	5,995,000	5,995,000	0
Institution Based Student Aid, Student Employment & Internships	3,435,200	0	(3,435,200)
First Gen and Underserved Student Access Programs	1,000,000	0	(1,000,000)
Equity Funding for Technical Education Tuition in Rural Utah	0	1,379,000	1,379,000
<b>Timely Completion</b>	<b>15,711,287</b>	<b>6,150,000</b>	<b>(9,561,287)</b>
Three Year Bachelor's Degree	2,800,000	6,150,000	3,350,000
Advising, Retention, And Student Success Programs	10,911,287	0	(10,911,287)
Online Programs	2,000,000	0	(2,000,000)
<b>Workforce and Research</b>	<b>9,419,800</b>	<b>0</b>	<b>(9,419,800)</b>
Health Professions and Related Programs	5,619,800	0	(5,619,800)
Engineering, IT, and Related Technologies	3,500,000	0	(3,500,000)
Construction, Composites and Diesel Technologies/Technicians	300,000	0	(300,000)
<b>Student Growth &amp; Capacity</b>	<b>18,651,800</b>	<b>9,830,000</b>	<b>(8,821,800)</b>
Systemwide Cyber Security	7,150,000	7,150,000	0
New Faculty for High Demand, High Growth Programs	7,851,800	0	(7,851,800)
Student Services and Operational Support	860,000	0	(860,000)
Institutional IT, Classroom Equipment & Data Technology	1,290,000	0	(1,290,000)
Institution Salary Equity	1,500,000	0	(1,500,000)
Suicide Prevention - University of Utah Psychiatrists	0	1,500,000	1,500,000
Technical Education Program in Rural Utah	0	655,000	655,000
University of Utah Reading Clinic for K-12 Students	0	525,000	525,000
<b>Subtotal - USHE Priority On-going Increase<sup>3</sup></b>	<b>\$84,375,126</b>	<b>\$57,548,800</b>	<b>(26,826,326)</b>
USHE Budget Priorities Percent Increase	8.3%	5.6%	-2.6%
<b>One-time Increase</b>	<b>(2,997,500)</b>	<b>47,002,500</b>	<b>50,000,000</b>
Endowment Scholarship Fund (need based) <sup>4</sup>	0	50,000,000	50,000,000
Statewide Advising Corp	(2,997,500)	(2,997,500)	0
<b>Subtotal - One-time Increase</b>	<b>(\$2,997,500)</b>	<b>\$47,002,500</b>	<b>\$50,000,000</b>
USHE Budget Priorities Percent Increase	-0.3%	4.6%	4.9%

<b>Total Appropriation (On-going and One-time)</b>	<b>\$81,377,626</b>	<b>\$104,551,300</b>	<b>\$23,173,674</b>
USHE Budget Priorities Percent Increase	8.0%	10.3%	2.3%

<sup>1</sup> Board of Regents September 2018 approved budget request of 2% salary and related benefits compared to Governor's request of 2.5%.

<sup>2</sup> Board of Regents September 2018 approved budget request of 5% health insurance increase compared to Governor's request of 4.35%.

<sup>3</sup> ISF totals are incomplete at this point. The Governor's budget includes Fleet and Attorney General adjustments, excludes Risk.

<sup>4</sup> Endowment Fund with a percentage of investment income awarded as need based scholarships.

# SLCC 2019 Legislative Priorities

## **Compensation**

- 2.5% Performance Based Compensation
- 5% Health/Dental Benefit Increases

## **Affordable Access**

- Need Based Aid

## **Timely Completion**

- Diverse Faculty Initiative
- High Demand Faculty in Critical Course Areas
- Curriculum and Articulation Support
- QL and STEM Completion Specialist
- CBE Program Manager and Support Staff
- Career and Student Employment Advisors
- Mental Health Safety Interventions
- Pathways Academic Advisors
- Admissions Advisors
- Process Improvement Director
- Course Evaluation Coordinator
- Hearing Impaired Funding Shortfall

## **Market Demand**

- Diesel Systems, Composites, and Construction Programs

## **Capacity**

- Classroom Technology Upgrades
- IT Specialist for WestPointe Center
- Assistant Controller over Tax Compliance
- Inventory Software System
- Campus Safety – UHP Contract
- College Advancement Database
- Campus Recycling and Sustainability Efforts

## **Additional SLCC Requests**

- Teacher Education Initiative
- SATTS Scholarships
- New Building at Herriman Campus
- Strategic Workforce Initiative: Automation and Robotics

## **USHE System Wide Requests**

- Statewide College Advising Program
- Regents and New Century Scholarship
- Cyber Security



**POLICY DEVELOPMENT****I. POLICY**

All written policies and procedures submitted for review and approval by the Salt Lake Community College Board of Trustees or its President and Executive Cabinet shall be developed or revised in a transparent, collaborative, and efficient manner. College policies and procedures, as well as department rules, must be clearly written, accessible to the college community, and periodically reviewed. This policy provides the procedure for the development, revision, and review of all college policies and procedures.

**II. REFERENCES**

- A. Utah Code Annotated §53B-2-106 – State System of Higher Education.
- B. Utah Code Annotated. §53B-27-301 – Student Civil Liberties Protection Act.
- C. Utah Code Annotated §63G-3-101 et. seq. – Utah Administrative Rulemaking Act.
- D. Utah System of Higher Education Rule 220 – Delegation of Responsibilities of the President and Board of Trustees.

**III. DEFINITIONS**

- A. Approval date: The date the Board of Trustees approves a policy, or the President, in consultation with the Executive Cabinet, approves a procedure.
- B. College Policy: A guiding principle that addresses the governance, philosophies, principles, or broad concepts inherent in carrying out the mission of the College. Unless a policy explicitly states otherwise, it is binding on all students, faculty, staff, and all persons visiting the College or using any college facility or another college resource.
- C. Comment Period: A 15 calendar day period during which students, employees, and others may comment on a proposed new policy or revised policy or procedure.
- D. Department Rule: A written directive that applies to a specified department or subdivision of the College and governs a process that is unique to that department. Department rules may be referred to by various names which include, but are not limited to as departmental rule, department guideline, department policy, by-law, charter, regulation, standard operating procedure or statement of standards.
- E. Effective date: The date a policy or procedure goes into effect. Unless otherwise stated, the effective date will be when the Policy Office posts the policy on the college webpage, thereby providing notice to the college community.

- F. Emergency policy: A temporary memorandum policy enacted by the President when extraordinary circumstances require immediate action.
- G. Executive Cabinet: The President, all Vice Presidents, the Provost, and Special Assistants to the President.
- H. Originator: The person assigned to draft, develop, and maintain a policy or procedure.
- I. Policy Template: A standardized guidance document with a proper outline and format for policies and procedures.
- J. Policy Office: The college department responsible for offering guidance to a policy originator, ensuring a legal review of draft policies occurs and reviewing policies for accuracy, clarity, and consistency as well as ensuring compliance with this policy and procedure. This office is located in the Office of General Counsel and Risk Administration.
- K. Procedures: Specific methods and processes for implementing college policies.
- L. Sponsor: A member of the Executive Cabinet responsible for a policy.
- M. Substantive Revision: Changes that alter the intent, scope, meaning, or application of a college policy or procedure.
- N. Technical Correction: A change that does not alter the intent, scope, meaning, or application of a college policy or procedure. For example job titles, department names, responsible personnel, grammatical errors, format revisions, hyperlink updates, policy renumbering and changes in statutory or regulatory citations.

#### **IV. PROCEDURES**

##### **A. Policy and Procedure Approval Process**

###### **1. Policy Sponsor**

- a. Any student or college employee may submit a written request to develop a new college policy or procedure or revise an existing policy or procedure by submitting the request to the Policy Office.
- b. A request submitted to the Policy Office must contain:
  - (1) the reason for the policy or revision of an existing policy;
  - (2) suggested conceptual language for the new policy or policy revision; and



- (3) a list of the college community stakeholders who may be impacted by the new policy or policy revision.
- c. When the Policy Office receives a request to modify an existing policy or create a new policy, the Policy Office will begin monitoring the progression of the policy development or revision and forward the request to the appropriate Executive Cabinet member.

## 2. Policy Drafting

- a. Upon receipt of a request for a new policy, the Executive Cabinet member will present the request to the Executive Cabinet for conceptual approval.
- b. If approved by the Executive Cabinet, the Cabinet will assign a sponsor for the proposed new policy.
- c. A policy revision proposal requires only the approval of the sponsor to proceed.
- d. The sponsor will assign an originator to draft or revise the proposed new or revised policy or procedure and notify the Policy Office of the appointment.

### (1) Originator Responsibilities

- (a) It is the originator's responsibility to be the primary drafter and reviewer of a new or revised policy or procedure.
- (b) The originator will contact the Policy Office for the policy template. The originator will periodically consult with the Policy Office throughout the drafting and approval process.
- (c) The originator and all reviewers must use the edit and track feature on draft policy documents so that those reviewing the draft policy can readily identify all changes and comments to the draft.
  - (i) This requirement may be waived by the Policy Office, in consultation with the sponsor, if the policy revision constitutes a substantial rewrite of the policy or procedure.
  - (ii) If a waiver is authorized, the draft must include comments explaining differences and similarities with the existing policy.
  - (iii) Waivers should be limited to substantial rewrite and where using of the edit and track feature would create a document lacking clarity.
- (d) The originator must include stakeholders impacted by the policy or procedure in the drafting process. These may include:

(i) Faculty Senate.

(ii) Student Association Executive Board.

(iii) Operational Stakeholders.

(e) Once the originator has completed a draft, the originator will send the policy draft to the Policy Office. The Policy Office will review the policy for clarity and ensure consistency with other policies and procedures. The Policy Office will also ensure the College's legal counsel conducts a legal review of the policy draft.

(f) Once the policy review has been completed by the Originator and Policy Office, the policy and procedures will be submitted to the sponsor for review.

### 3. Executive Cabinet's First Review

- a. After receiving the draft policy, the sponsor can present the draft policy or procedure to the Executive Cabinet or return it to the originator for modification.
- b. If the sponsor presents the proposed policy or procedure to the Executive Cabinet, the Cabinet may:
  - (1) approve the draft policy or procedure with or without revision for a 15-day comment period;
  - (2) return the draft to staff for further work with instructions on the changes needed; or
  - (3) take other action, as it deems appropriate.

### 4. 15-day Comment Period

- a. If Executive Cabinet approves the policy, the Office of the President shall direct the Policy Office to post the draft document on the college policy website for a 15-day comment period.
- b. The Executive Cabinet may extend the comment period.
- c. When a policy or procedure is posted for a 15-day review, all Executive Cabinet members and college Senior Leadership Team members have a responsibility to encourage their respective colleagues and staff to review and comment on the new or revised policy.

- d. Upon completion of the 15-day comment period, the Policy Office shall provide all received comments to the originator.
  - e. Within 30 calendar days of receiving all comments, and in cooperation with the College's legal counsel, the originator shall evaluate all comments and revise the policy or procedure as needed.
  - f. The originator and legal counsel will submit the draft policy to the sponsor. A short joint memorandum summarizing the comments received, revisions made, and any remaining legal or other issues will accompany the draft.
5. Executive Cabinet's Second Review
- a. The sponsor will then present the draft policy or procedure to the Executive Cabinet for a second review. After reviewing the draft, the Cabinet may make one of the following recommendations to the President:
    - (1) Approve the new or substantively revised policy and forward it to the Board of Trustees for consideration and approval.
    - (2) Approve a new or revised procedure and request the President to have it posted it on the college policy website.
    - (3) Return the draft policy or procedure to the originator for further work, with instructions on the changes needed.
    - (4) Reject the new or revised policy or procedure.
    - (5) The President may make modifications to the draft policy or procedure.
6. Board Of Trustees Review and Approval
- a. The Board of Trustees must approve:
    - (1) a new policy; and
    - (2) substantive revisions to an existing policy.
  - b. The Board of Trustees does not need to approve a technical correction of a policy or a new or revised procedure.
  - c. The President shall be responsible for approving a new or revised procedure.
7. Posting of an Approved Policy or Procedure
- a. The President's office shall notify the Policy Office when the Board of Trustees approves a policy or the President approves a procedure.

- b. The Policy Office shall have the duty to post the approved policy or procedure on the Policy website and notify the college community.

#### B. Time Considerations

1. The Originator, Sponsor, Executive Cabinet, and Board of Trustees may review and take any action on a proposed new or revised policy or procedure at any time.
2. The timing of the review and approval process for new or revised policies rests exclusively with the Board of Trustees or Executive Cabinet. However, both entities should provide sufficient time for the following circumstances:
  - a. Stakeholders in the college community should be provided sufficient opportunity to provide comments regarding the proposed policy or procedure.
  - b. Publishing deadline dates for new or revised policies or procedures which are published in college issued handbooks or manuals.

#### C. Policy and Procedure Technical Corrections

1. The Board of Trustees has delegated to the President the authority to enact technical corrections, as defined in section III.N.
2. The Originator may recommend technical correction to the sponsor. The Originator must provide a tracked version of the policy and procedure to the sponsor.
3. The sponsor shall provide the Policy Office a tracked version of the proposed technical correction. The Policy Office will review the proposed technical correction to determine if the change is technical or substantively alters the policy or procedure.
  - a. If there is a disagreement between the Originator and Policy Office as to whether a revision constitutes a technical correction, the matter will be evaluated by the Policy Sponsor and President. The President will have the final authority on whether the revision constitutes a technical correction.
4. If the Policy Office determines that the proposed technical correction does not substantively alter the policy or procedure, the Policy Office will inform the sponsor.
5. If the Policy Office alters the proposal, the Policy Office must notify the sponsor and provide the sponsor with a tracked version of the proposal.
6. The sponsor will present the tracked version of the corrected policy or procedure to the Executive Cabinet. The Cabinet will make a recommendation to the President to either approve or deny the proposed technical correction.

7. If the President approves the technical corrections, the President's Office will notify the Policy Office to post the corrected policy on the college policy page.
8. Technical corrections do not require a 15-day comment period.
9. The approval of technical corrections to a policy does not constitute the enactment of a new or revised policy, and it does not change the approval or effective dates of such policies.

#### D. Emergency Policy

1. When the President determines that emergency policy action is required, the President may enact new policies, revise existing policies, or suspend existing policies.
2. When the President takes emergency policy action, the President shall issue a written memorandum outlining:
  - a. the reasons emergency action is required;
  - b. any applicable emergency procedures;
  - c. the anticipated duration of the emergency policy; and
  - d. if applicable, any other policies that will be affected by the enactment of the emergency policy.
3. The President may issue this emergency policy without prior consent or approval of any college organization. However, when an emergency policy has been issued, the President must notify the Board of Trustees' Executive Committee.
4. Emergency policies do not require a 15-day comment period.
5. Once enacted, the Policy Office will immediately publish the emergency policy on the college policy website. The Policy Office will also send an email to the college community notifying of the emergency policy.
6. Following issuance of the emergency policy, the President will present the policy to the Board of Trustees and Executive Cabinet at the first available opportunity.
7. After consulting with the President, the Board of Trustees shall have the authority to affirm, modify or rescind the Emergency Policy.
8. The emergency policy must be in effect only for the duration of the emergency, not to exceed one year. The President may not renew an emergency policy.

#### E. Department Rules

1. Given the size, complexity, and numerous departments and offices of the College, it is necessary for directors to be able to develop department rules, as defined in Section II.D. Department Rules and procedures provide additional detail to directors in their efforts to efficiently and effectively manage their respective departments or offices.
2. Department Rules are subject to the following:
  - a. Any person can recommend a department rule, through the person's supervisory hierarchy.
  - b. Once recommended, the appropriate Executive Cabinet member must approve a department rule for the rule to be binding.
  - c. If the Executive Cabinet member believes a department policy affects another department or applies to the entire college, they should have the rule evaluated by the Executive Cabinet.
  - d. If the Executive Cabinet determines that the department rule applies to the entire college, the Cabinet will assign an originator to move the department rule or procedure through the policy and procedure approval process.
  - e. At any time, the President shall have the authority to review, affirm, modify or rescind any department rule.
3. Department rules must be consistent with the intent and purpose of college policy and relevant law.
4. Once adopted, the appropriate Executive Cabinet member is responsible for ensuring the department rule or procedure is posted on the College's Policies and Procedures website. In addition, the department rules must be posted on each division or department's website. Posting must be completed within 30 days of the rule's approval.
5. Directors and associate deans are responsible for distributing new department rules and procedures to all employees in the department.
6. The Policy Office will act as a repository for all department rules and procedures. A copy of all department rules and procedures approved by any department must be provided to the Policy Office within 30 days after its approval.
7. A new department rule that is properly adopted is binding on all employees and student within the relevant department or office for which it is developed. If the department rule is not approved, as required by this section, it non-binding. A department rule existing at the time of the approval of this policy will be effective

even if it has not gone through the process. Any future revisions of the existing department rule must go through the process.

#### F. Policy Review and Maintenance

1. Executive Cabinet members who serve as policy sponsors are responsible for reviewing and addressing the policy needs of their respective departments.
2. The Policy Office shall maintain the policy website or manual as well as a policy archive.
3. The Policy Office shall coordinate the regular review of college policies. Whenever possible, a policy will be reviewed every five years after it becomes effective and every five years after that. The responsible sponsor will review policies to assess whether policies remain:
  - a. in compliance with applicable laws, regulations, the Board of Regents policies, etc.;
  - b. consistent with other college policies;
  - c. current with policy format, personnel, positions, and entity information; and
  - d. relevant to the needs of the College and its mission.

#### G. Obsolete Policy or Procedure

1. A student, staff member, or faculty member who believes a college policy is no longer needed may recommend to the Policy Office that the policy is removed.
2. The Policy Office will inform the originator of the recommendation.
3. An originator shall review the recommended deletion with the College's legal counsel.
4. Following a legal review, the originator may provide a written recommendation to the policy sponsor that a policy or procedure should be deemed obsolete. The written recommendation will include the reasons the originator believes the policy is obsolete.
5. The policy sponsor will present the written request to the Executive Cabinet
6. The Executive Cabinet will approve or deny the recommendation. If the deletion is approved, the Office of the President will notify the Policy Office.

7. When notified of a policy deletion, the Policy Office will remove the policy from the college policy website and send an email to all college community members notifying of the deletion.

#### H. Administrative Rulemaking Requirement

1. When required, as described in Utah Code Annotated § 53B-27-302, the College shall enact an administrative rule in accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act.