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### SLCC Board of Trustees 2018-08-08: Meeting Minutes

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August 8, 2018	Taylorsville Redwood Campus Academic & Administration Bldg. 428	8:00 a.m.
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- Attendance:** Trustees Vice-Chair Maria Farrington, Tim Miller, Shawn Newell, Linda Luchetti, Jim Wall, Junior Martinez and President Deneece Huftalin
- Excused:** Trustees Clint Ensign, Lori Chillingworth, Brady Southwick, Sanch Datta
- Guests:** Executive Cabinet, 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, Jeff Aird-VP for Institutional Effectiveness and Dr. Roderic Land-Special Assistant to the President, CDO.
- 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, Autumn Clark (CCS), Chris Lacombe-General Counsel & Risk Management, Debra Glenn-Controller/Assistant VP, Darren Marshall-Assistant VP of Budget Services and Financial Planning, Jessie Winitzky-Stephens-Assistant VP for Strategy & Analysis, Travis Lansing-Internal Audit Director, Sandra Lehman, Executive Assistant to President Huftalin and secretary to the Board of Trustees

Guy Douros and Will Pollard-Technical Support

Agenda	Discussion Summary and Action
<b>I. <u>BOARD BUSINESS</u></b>	
A. Oath and Introduction of new Trustee and SLCC Student Association President – Junior Martinez	Vice-Chair Maria Farrington welcomed everyone. The first order of business was to introduce the new Student Association Trustee Junior Martinez. Vice-Chair Farrington read his bio and administered the Oath of Office.
B. Executive Session to discuss the purchase, exchange, or lease of real property, as permitted by the Utah Code §52-4-205	<p>Vice-Chair Farrington called for a motion to enter into Executive Session. Trustee Shawn Newell made the motion to enter into Executive Session to discuss the purchase, exchange, or lease of real property as provided for in Section 52-4-205(1)(d) of the Utah Code. The motion was seconded by Trustee Jim Wall and carried unanimously.</p> <p>Everyone except Trustees, VP Klaus and secretary Sandra Lehman were excused. Executive Session was entered into at 8: 15 a.m.</p> <p>The regular open meeting session reconvened at 8:30 a.m. and everyone was invited back into the room.</p> <p>Trustee Newell moved to approve the sale of Property #1 as discussed in Executive Session. Trustee Wall seconded the motion. The motion carried unanimously.</p>

	Trustee Newell moved to approve the sale of Property #2 as discussed in Executive Session. Trustee Wall seconded the motion that passed unanimously.
C. Report on Joint BOR/BOT meeting in Cedar City	Vice-Chair Farrington invited President Huftalin to speak about the joint Board of Regents/Board of Trustees Retreat in Cedar City last month. President Huftalin reported that SLCC had a good representation and it is nice to hear what the Trustees thought about the meetings. Trustee Newell said that this is the second retreat he has attended. He feels it is very valuable and appreciates the opportunity to interact with Regents. The breakout sessions are informative, and he finds it overall to be a valuable experience. Trustee Wall said that each year he attends there are interesting topics covered. This year, he said there were two he thought most interesting. The first was training provided for audit committee members that he said was very helpful and pertinent. The second was the K-12 preparation discussion about how ill prepared students are for a post K-12 experience. The numbers presented were telling and the biggest at-risk group are low-income students. Part of the discussion was how early to start preparing students and there has been reporting at the legislative level to look at potential programs and how best to deal with the issue. He feels partnerships between the institutions of higher education and K-12 will need to be developed to get students ready. Trustee Tim Miller asked if the dismal data was for students who did not move on to higher education out of K-12 or for students who did, but did not complete. Trustee Wall said that it was for both situations and it is not good, especially for low-income students. Trustee Miller then cited that there is a shortage of young people entering the trades and SLCC is actively involved in helping train people. He wondered if there should be a greater effort to recruit students from high school into the trades. President Huftalin said that one thing that SLCC does, as well as other technical colleges, is to embed programs in the high schools that are CTE focused and create pathways that begin in high school. Trustee Wall said that counselors could also help because they meet with students individually. Discussion took place about the lack of resources and counselors available and how competency based education could be a different and positive model to help students. Provost Sanders said that SLCC is doing some innovations with competency based general education which would give high-school students exposure that would be credit bearing to become a “career ladder” for students to move into the trades or in furthering their higher education careers.
D. Trustee Audit Committee Report, Trustee Jim Wall  1. Introduction of new Internal Auditor	Trustee Wall first offered congratulations to Controller Debra Glenn and the search committee for selecting a new Internal Audit Director. He welcomed and introduced the new Director, Travis Lansing and read his bio.

<p>2. Report on meeting with Office of Legislative Auditor General</p>	<p>Next, Trustee Wall reported on a meeting Trustees were asked to attend with the State Office of Legislative Auditor General. His take-away from the meeting was that the Legislative Auditor General's office is interested in knowing if Trustees at USHE institutions know what their jobs are and if they feel like they are doing them. He feels the auditors' main concern is that there is an appropriate balance with Trustees, not as administrative but as a supportive role for the institution. He felt the conversation went well.</p>
<p>E. Comprehensive Campaign Update &amp; Report on Progress, Trustee Maria Farrington, VP Alison McFarlane, Nancy Michalko</p>	<p>Vice-Chair Farrington reminded everyone that this is a recurring item on the regular meeting agendas. She highlighted the campaign progress to date covering gifts, leadership, campaign structure/staff and the Trustee Challenge. She also shared the new name for the campaign "I'm in!" She thanked VP McFarlane, Nancy Michalko, Autumn Clark and the staff who work so hard on this campaign and stressed the importance of the structure and staff going forward. She asked Trustees to continue to reach out to their friends and people they know to keep them informed about what is going on at SLCC and if they feel comfortable, asking them to contribute to the campaign. VP McFarlane added that there are several good events scheduled for the fall and if any of the Trustees would like an invitation extended to someone, please let her know. Nancy Michalko gave details about this year's Gail Miller Utah Leadership Cup fund-raising golf tournament scheduled for September 10<sup>th</sup>.</p>
<p>F. Mission Fulfillment VP Jeff Aird, Trustee Brady Southwick, Trustee Shawn Newell</p>	<p>VP Aird introduced Dr. Jessie Winitzky-Stephens, the Assistant VP for Strategy and Analysis. She helps assess institutional performance, which is part of the Mission Fulfillment process. VP Aird walked Trustees through a PowerPoint presentation. He said that for the past year, the committee has been going through Core Themes and the institution has six objectives to be assessed. The first was Transfer Education that he will sum up at the Trustee Retreat in September and now they will look at Workforce Education. VP Aird asked Trustees to let him know if there were other data points they would like to use. He provided a quick overview of some of the ways they look at data. To measure whether SLCC students are prepared when they leave and whether or not they are getting jobs with competitive wages, they looked at occupations in the county and the median wage for those occupations. They specifically looked at CTE graduates and the wages earned within 12-24 months after graduating. Focusing on the largest programs, the data shows that wage outcomes are improving for SLCC students. He asked Trustees whether SLCC prepares students with the knowledge and skills current industry needs, and what information Trustees need to be able to answer that question.</p> <p>Vice-Chair Farrington would like to know if data and information is shared with counselors at the high school level and can we be doing a better job in helping high school students make the transition.</p> <p>President Huftalin would like qualitative work around key industry partners. We have a particular advantage with the new Westpointe building and remarkable relationships with key industry leaders right now. She would love to get the CEO's and their hiring managers around a table a year from now to find out if their investment in SLCC</p>

	<p>has helped. Do they see skill sets that are strong and do they hire SLCC graduates over others? She added that Trustee Newell is well connected with industry and could help in that regard.</p> <p>Trustee Miller would like to dig deeper into the student experience and know more from a student perspective in a year. Going into positions, do they feel they were well prepared?</p> <p>VP Aird said that the committee would work on those suggestions.</p>
<b>II. <u>CONSENT CALENDAR</u></b> <p>A. Investment Report for May &amp; June, 2018  B. Minutes of Previous Meeting, June 13, 2018  C. Executive Session: Approval to hold an Executive Session or Sessions in connection with the Meeting of the SLCC Board of Trustees to be held October 10, 2018 to consider matters permitted by the Utah Open and Public Meetings Act.  D. Personnel Report for June &amp; July, 2018  E. Government Funding Report – Major Grants Requested/Received.</p> <p>Vice-Chair Farrington called for a motion on the Consent Calendar. Trustee Newell moved to approve the items in the Consent Calendar as submitted. Trustee Linda Luchetti seconded the motion. The motion carried unanimously.</p>	
<b>III. <u>PRESIDENT'S REPORT</u></b> A. President Huftalin 1. Information: Retreat Agenda Items	<p>President Huftalin explained the graphic illustrations from a recent Senior Leadership Retreat that were hanging in the room. The digital format of the illustrations can now be used in specific meetings to help reinforce and support discussions going forward. She said she recognizes the illustrations are out of context today but she thought it would be a good way to show the Trustees work that is being done and how it could be used strategically.</p> <p>She reviewed the draft agenda for the Trustee Retreat in September and asked Trustees to let her know if they have any other items they would like to cover at the Retreat.</p>
B. Student Life & Leadership Report	<p>President Huftalin explained that as Student Association President, Trustee Junior Martinez is always on the agenda. She asked if he wanted to share anything today. Trustee Martinez said that he feels the student leaders are very prepared this year and want to start working with Institutional Marketing more to get the stories out of what it is like to be a student at SLCC. They also want to do out-reach at high schools. He said he too was happy to see some of the initiatives the Board of Regents is doing in that regard, especially with the Acceptance Letter Initiative. The Student Association has also been thinking about how to get students more involved and engaged and how to collaborate with faculty in more meaningful ways. Trustee Wall said that he would be interested in receiving a report about what the Student Association is doing in relation to the comprehensive campaign. Trustee Martinez said that they would be working with the Foundation Board as one part.</p>

<p>C. Academic Affairs Report – Provost Clifton Sanders</p> <ol style="list-style-type: none"> <li>1. Information: Study Abroad and Exchange Policy – 1<sup>st</sup> Reading</li> <li>2. Action: Academic Curriculum Program Review <ol style="list-style-type: none"> <li>a. Pharmacy Technician</li> </ol> </li> </ol>	<p>Provost Sanders explained the Study Abroad and Exchange policy. This is a first reading of the policy. He asked Trustees to review it and it will be on the October 10<sup>th</sup> agenda for a 2<sup>nd</sup> reading and possible approval.</p> <p>Next, he explained changes proposed to the Pharmacy Technician program. Trustee Miller made a motion to approve the changes as outlined by Provost Sanders. The motion was seconded by Trustee Newell and carried unanimously.</p>
<p>D. Student Affairs Report – VP Chuck Lepper</p> <ol style="list-style-type: none"> <li>1. Action: Campus Speech Policy 2<sup>nd</sup> Reading</li> </ol>	<p>Dr. Chuck Lepper explained that the Campus Speech policy is before Trustees for a second reading and possible approval.</p> <p>Trustee Miller made a motion to accept the Campus Speech policy as presented. Trustee Newell seconded the motion. Discussion took place; Trustee Wall said that from an audit committee standpoint having strong policies is important. Trustee Miller said that this policy could evolve over time depending on the current attitudes and political climate.</p> <p>Seeing and hearing no further discussion, Vice-Chair Farrington called for a vote. Trustees voted unanimously to approve the policy.</p>
<p>E. Business Services Report – VP Dennis Klaus</p> <ol style="list-style-type: none"> <li>1. Information: Annual Budget Review</li> <li>2. Information: Capital improvement projects in excess of \$100,000</li> <li>Information: Bad debts report</li> </ol>	<p>VP Klaus explained three information items in his report. He said that Assistant VP of Budget Services and Financial Planning, Darren Marshall would give the first report on the 2018-19 Budget Review. Mr. Marshall gave a presentation outlining the percentages of total Operating Budget revenue sources. He explained funding from the State Legislature and expenditures by category and function. He also explained the III fund budget and expected expenditures from it. President Huftalin pointed out that III funds will be used to fund student scholarships and a student employment program. Mr. Marshall next reported on the Auxiliaries Operating Budget that has three areas – the Student Center, Food Services and the College Bookstore that has now been out-sourced. The last report he provided was for Surplus Property.</p> <p>Trustee Wall asked if in-kind donations are significant and tracked in the budget? Controller, Debra Glenn said that they are tracked and her office works closely with the Development Office to get the information.</p> <p>Trustees received written reports for the Capital Improvement Projects and Bad Debt Report. Controller Debra Glenn provided additional information regarding the Bad Debt Report.</p>
<p>F. Campus-based &amp; Constituents Reports:</p> <ol style="list-style-type: none"> <li>1. Staff Association Report – David Brower, Staff Association President</li> </ol>	<p>Mr. David Brower reminded Trustees that in his last report, he talked about the demographic of SLCC staff. Today, he explained what the Staff Association does in staff recognitions, lunches with the President, etc. and how important they are to staff.</p>

IV. <u>ADJOURNMENT</u>	Trustee Wall moved to adjourn the meeting at 9:45 a.m. The motion was seconded by Trustee Miller and carried unanimously.

*Approved at the October 10, 2018 SLCC Board of Trustee Meeting.*

October 10, 2018  
date

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