COLLEGE BOARD OF DIRECTORS
Thursday, April 18, 2019
3:00 – 5:00 pm
TTECH Board Room
88 South Tooele Blvd.
Tooele, UT 84074

MINUTES – DRAFT

Board Members Present: Joyce Hogan – Chair, Tom Bingham – Vice Chair, Dave Haskell, Camille Knudson, Paul Ogilvie, Matt Potter, Marv Shafer, Jenn Van Cott
Staff Present: Paul Hacking, Mark Aiken, Ellen Lange-Christenson, Jess Clifford, Kent Thygerson, Abra Trussell
Excused: Aaron Peterson
Guest(s): Charles Hanse, Eric Petersen

WELCOME & INTRODUCTIONS
Chair Joyce Hogan welcomed Board members and Tooele Technical College (TTECH) staff and excused Aaron Peterson in his absence. Ms. Hogan introduced new Board member Camille Knudson, who recently began serving on the Tooele County School District (TCSD) School Board and would be representing that organization on the TTECH Board of Directors. Ms. Hogan also acknowledged Jess Clifford, TTECH's SBDC Director, Charles Hansen, the TTECH's representative on the Utah System of Technical Colleges (UTech) Board of Trustees, and Eric Petersen, UTech's legal counsel from the Utah Attorney General's Office.

PROGRAM SPOTLIGHT: SBDC
Jess Clifford provided a brief presentation on the SBDC hosted at TTECH and the services it offers to residents and businesses in Tooele County, indicating that recent realignment efforts had been made in regards to the SBDC and the Business Resource Center (BRC) to better address community needs. The SBDC as it stands today, is the result of a realignment of the college's vision of what the Business Resource Center should be and how would be the best way to provide business services to our community. As the result of many community meetings, and the repositioning of Mr. Clifford's position with the college, we now have a fully functioning SBDC with USU, Grantsville City, Tooele City, Tooele County, the Small Business Administration, The Governor's Office of Economic Development and Tooele Tech all financially and politically supporting the success of our SBDC. Mr. Clifford presented some impressive statistics of what has been accomplished so far, and a few board members voiced their appreciation for the work which has been done to help clients and to realign this important service provided by the college.

OPEN & PUBLIC MEETING ACT
Eric Petersen conducted a brief presentation reviewing the Open & Public Meetings Act requirements.

ACTION ITEMS

Consent Calendar
Ms. Hogan asked if any of the Board members would like to comment on the following items contained in the Consent Calendar:
- January 9, 2019 Board Meeting Minutes

- March 18, 2019 Executive Committee Meeting Minutes
- Ratify Sale of 5 Acres
- Receive FY 2018 – 2019 Third Quarter Membership Hour, Enrollment, and Certificate Report
- Personnel Report
- Occupational Advisory Committee (OAC) Changes
- Marketing Report
- FY 2019 – 2020 Calendar

Vice President (VP) Ellen Lange-Christenson commented on the Fiscal Year (FY) 2018 – 2019 Third Quarter Membership Hour, Enrollment, and Certificate Report, indicating that the college was still experiencing significant growth in both membership hours and enrollments during this period and that she expected numbers to level out in the future. She thanked the Board for supporting the Marketing & Recruitment team as they built awareness of college services.

President Hacking reviewed the item to ratify the sale of five acres of land, indicating that the sale of land back to Tooele City would provide TTECH with almost all of the original funds they were appropriated which the college intends to use to purchase another parcel of land which was better suited to the college's future expansion needs.

Tom Bingham moved to receive or ratify the items in the Consent Calendar, seconded by Marv Shafer. **Motion passed unanimously.**

Finance & Audit

Audit Report from State Auditor & Year-to-Date Financial Report
Paul Ogilvie indicated that Andrew Driggs and Jason Allen of the Utah Office of the State Auditor would be reviewing the results of their latest TTECH audit. Mr. Driggs and Mr. Allen were contacted via conference call. They explained that the state auditors had conducted their review using Generally Accepted Accounting Principles (GAAP) and they ultimately issued an unmodified opinion.

Mr. Driggs highlighted estimates concerning the College's pension liability which is a new requirement for financial audits, their review of internal controls and the College's compliance with laws and regulations that could have a material impact on the financial statement. The auditors reiterating that no issues or findings were identified in the report. Mr. Driggs and Mr. Allen commended Kent Thygerson and his staff in their preparation and responsiveness to aid them in completing the audit in a timely manner.

Mr. Ogilvie reviewed the Year-to-Date Financial Report, indicating that it provided an overall favorable financial position.

Paul Ogilvie moved to receive the State Audit Report and the Year-to-Date Financial Report, seconded by Matt Potter. **Motion passed unanimously.**

Updated Fees Schedule
Mr. Ogilvie reviewed the Updated Fee Schedule, which was revised to comply with a course-based registration model for the Computer Upgrade and Repair Technician (A+) course in the Information Technology (IT) program. Course-based registration requires students to pay for a specific course upfront, rather than a block of time. This requires fees to be paid on a course basis, rather than a monthly basis. It is felt that the fees are relatively the same, but the manner of identifying what needs to be paid has changed.

Matt Potter moved to approve the Updated Fee Schedule as presented, seconded by Camille Knudson. **Motion passed unanimously.**

Instruction & Student Services

Cybersecurity Program & Business Technology Program
Dave Haskell reviewed the new Cybersecurity program, which would consist of both current core courses in the Information Technology program, as well as at least 360 hours of elective courses.

Dave Haskell indicated that the Instruction and Student Services committee proposed to rename Executive Assistant program to Business Technology program, and the students who are currently enrolled in the five remaining business programs would be taught out. After the current students have been taught out of their current program, all of the current business programs will be consolidated into the newly named "Business Technology Program." It is believed that in consolidating the five current programs into one, students will be less confused about the subtle differences between programs, students will be able to participate in more often in group activities, and that the instructors will be more efficient with the delivery of the program's curriculum. However, since the Business Technology Program, will have a large elective requirement, students will still be able to customize many of the courses they take so that they can have an emphasis in a specific area of interest, as all of the former competencies which were contained within the programs being retired will still be available as electives.

Matt Potter moved to approve the Cybersecurity Program and approve the renaming of the Executive Assistant program to Business Technology as well as teach out the remaining five business programs, seconded by Paul Ogilvie. **Motion passed unanimously.**

Planning & External Relations

Travel Authorization & Reimbursement Policy
Tom Bingham reviewed the proposal to approve the new Travel Authorization and Reimbursement Policy and rescind the previous Travel Reimbursement Policies & Procedures. Mr. Bingham indicated that the new policy did not include any substantial changes, but rather it is more inclusive of pertinent travel issues, written with more clarity and it is better aligned with current practices of the college.

Tom Bingham moved to retire the Travel Reimbursement Policies and Procedures and replace it with the Travel Authorization and Reimbursement Policy, seconded by Dave Haskell. **Motion passed unanimously**.

Open Request to Hire Policy
Tom Bingham indicated that the Open Request to Hire Policy was no longer applicable to the college since it applied only to limited service positions. TTECH's former hiring policies on career service positions and limited service position had be rescinded in previous Board meetings, but the Open Request to Hire policy had been missed in the initial process.

Tom Bingham moved to retire the Open Request to Hire Policy, seconded by Marv Shafer. **Motion passed unanimously**.

INFORMATION ITEMS

Instruction & Student Services
Dave Haskell reviewed updates on college programs. He explained that the Peace Officer Standards and Training (POST) program would begin on April 22, 2019 with four students. He also explained that the new time for the Wendover Science, Technology, Engineering, and Math (STEM) class provided through remote technology with the Industrial Maintenance & Automation Technician (IMAT) faculty would be taught during the first hour instead of before regular school hours as originally scheduled. Mark Aiken indicated that the Building Trades program was being postponed primarily due to a lack of secondary student enrollment and available faculty.

Mr. Haskell indicated that the college's most recent student survey demonstrated overall positive results, particularly in regards to responses provided by secondary students. Mr. Haskell explained that members of TTECH staff and TCSD staff had recently taken a trip to Vernal to better understand what is happening with high school registration in the Basin to help us develop a more effective and streamlined enrollment process for our high school grades and student registration.

Mark Aiken explained that TTECH partnered with Utah Valley University (UVU), Mountainland Technical College, and the Alpine School District to apply for the Utah Talent Ready Grant. TTECH received $75,000 in funding from the grant to be used for equipment in the Diesel program, allowing us to purchase two new trucks and a hydraulics lab which are currently being used in the program.

Mr. Haskell and Mr. Aiken indicated that TTECH would begin a composites course in partnership with TCSD high schools after receiving funding from a Strategic Workforce Initiative (SWI) grant. Mr. Aiken indicated that the grant provided $159,000 for the purchase of equipment and any modifications to the space which will be used to teach composites, as well as $65,200 each year for the next three years to continue the program. The program is part of the aerospace pathway and students were guaranteed a job interview following completion of the program.

Mr. Haskell reviewed TTECH's recent involvement in Skills USA, a state competition for students with technical skills. He indicated that a cosmetology student from TTECH had participated and the college would be increasing its participation in other programs going forward. He also reviewed that TTECH's Diesel program was preparing to receive AED certification and that the IT program would be the college's first course-based registration pilot to begin on May 15 2019, which would require students to pay for each course prior to their start date and complete by an established timeline. He indicated that the intent for this change was to improve student outcomes by providing additional scheduling structure and better help students complete their programs. President Hacking added that this was an exciting opportunity to further strengthen student retention by helping students with understanding student progression expectations. He also commended the faculty and Student Services staff for meeting this new challenge with a supportive and positive attitude and actions.

Mr. Haskell concluded by reviewing the recent annual job fair conducted at the college on April 11th, which had over 60 employers in attendance as well as students and job seekers. He also talked about the new Kick Start scholarship program for graduating seniors which has approximately $108,000 available for graduating high school seniors to attend TTECH with only a few exceptions. Ellen Lange-Christenson added that these funds would become available in May and the marketing team and Student Services staff was working to raise awareness in the community about this opportunity.

Planning & External Relations
Tom Bingham reviewed the legislature's recent establishment of a Higher Education Strategic Planning Commission and a meeting would be conducted in the area on April 25th to discuss the future needs of higher education in Utah. He encouraged all those who were invited to attend this important meeting. President Hacking reviewed the outcomes of the recently concluded 2019 Utah Legislative session as displayed on document in the board packet, indicating that funds had been allocated for program expansion and student support, capital improvements, equipment, and compensation, which would greatly aid the college as they began the budgeting process.

President's Report
Because of the board was running behind the schedule and needed to eat and get to Grantsville for graduation, President Hacking touched upon the items listed under the President's Report throughout the meeting, and quickly let the board know about SB 102 funding which could help expand TTech's building in the future, he updated the board about the salary survey which will be completed before June and used to build the FY 2020 budget. President Hacking also briefly spoke about several events which were successful since the last board meeting, including the student

appreciation day, OAC Appreciation Dinner, and the Diesel Pathway Signing event. He also provided the board details concerning graduation which took place after board meeting at Grantsville High School's Auditorium.

Board Administrative Details

Joyce Hogan reviewed the Board of Directors term expiration dates, the vacancies on the UTech Board of Trustees, and the upcoming president evaluation.

Tom Bingham moved to adjourn, seconded by Jenn Van Cott. **Meeting adjourned at 5:20 pm.**