TOOELE TECHNICAL COLLEGE

COLLEGE BOARD OF DIRECTORS
Monday, November 12, 2018
12:00 to 2:00 pm
TTECH Board Room
88 South Tooele Blvd.
Tooele, UT 84074

MINUTES

Board Members Present: Joyce Hogan – Chair, Tom Bingham – Vice Chair, Dave Haskell, Paul Ogilvie Aaron Peterson, Marv Shafer, Kathy Taylor, Jenn Van Cott
Staff Present: Paul Hacking, Mark Aiken, Ellen Lange-Christenson, ShaNell Merrill, Kent Thygerson, Abra Trussell,
Excused: Matt Potter
Guest(s): Charles Hansen

WELCOME & INTRODUCTIONS

Chair Joyce Hogan welcomed Board members and Tooele Technical College (TTECH) staff and excused Matt Potter for his absence.

BOARD MEMBER RECOGNITION

Ms. Hogan explained that Charles Hansen had recently been nominated and confirmed to serve on the Utah System of Technical Colleges (UTech) Board of Trustees, and therefore would no longer be serving as a member of the TTECH Board of Directors. Ms. Hogan thanked Mr. Hansen for the service he provided to the TTECH Board of Directors as a member since 2009, as well as the service he would continue to provide the college as their representative on the UTech Board of Trustees. Ms. Hogan indicated that Mr. Hansen would be the keynote speaker at the College's next graduation ceremony to be conducted on Thursday, November 15.

PROGRAM SPOTLIGHT: COSMETOLOGY & BARBERING

Ms. Hogan introduce ShaNell Merrill, lead instructor of the Cosmetology and Barbering program, which currently generated the greatest amount of membership hours of all TTECH programs. Ms. Merrill gave a brief overview of the program, indicating that many of the students were currently preparing for the State Board licensing exam. She also reviewed faculty and staff efforts to further improve alignment with Tooele County School District (TCSD) secondary Cosmetology and Barbering program. Ms. Merrill indicated that she could have up to 40 students at one time between the two class blocks offered, and explained that the program recently expanded its faculty to accommodate their continually high student numbers. Ms. Merrill indicated that the program had strong community support and that many students remained in Tooele County to work after completing the program. President Hacking added that Ms. Merrill contributed greatly to the positive college culture. Ms. Merrill encouraged Board members to spread the word about the program and the salon services it offers.

ACTION ITEMS

Consent Calendar
Ms. Hogan asked if any of the Board members would like to comment of the following items contained in the Consent Calendar:

- September 5, 2018 Board Meeting Minutes
- FY 2017 – 2018 First Quarter Membership Hours, Enrollment, and Certificate Report
- Occupational Advisory Committee Changes
- Personnel Report
- Marketing Report

Dave Haskell commented on the Fiscal Year (FY) 2018 – 2019 First Quarter Membership Hour, Enrollment, and Certificate Report, indicating that the college had experience significant growth in both membership hours and enrollments during this period.

Kathy Taylor moved to receive the items in the Consent Calendar, seconded by Paul Ogilvie. **Motion passed unanimously.**

Finance & Audit

Year-to-Date Financial Report
Paul Ogilvie reviewed the Year-to-Date Financial Report, indicating that the report showed a healthy financial system overall. Aaron Peterson motioned to receive the Financial Report, seconded by Marv Shafer. **Motion passed unanimously.**

URS Audit Report
Mr. Ogilvie reviewed the URS Audit Report. Aaron Peterson moved to receive the URS Audit Report, seconded by Jenn Van Cott. **Motion passed unanimously.**

Instruction & Student Services

POST Program Approval
VP Aiken indicated that the Peace Officer Safety and Training (POST) program was still under development, and that specific competencies were not yet ready to be approved at the time of the meeting. However, he informed Board members that the program competencies would likely be ready for approval at the next meeting in January.

Planning & External Relations

Policy Revision & Retirement Considerations
Tom Bingham reviewed the proposed policy changes for the Employee Complaints and Grievances policy and the Employee Disciplinary Action Policy. Mr. Bingham indicated that the minor revisions to the Employee Complaints and Grievances policy established that decisions to terminate an employee may include seeking advice from the State of Utah's Division of Risk management and the College's assigned Attorney from the office of the Utah Attorney General as is deemed prudent by the human resource office and that only full-time employees may file a grievance in accordance with the policy. Mr. Bingham explained that the revisions to the Employee Disciplinary Action policy were minor.

Mr. Bingham explained that the policies recommended for retirement (Limited Service Positions Policy and Personal Conduct Policy) contained elements that were now covered in new policies, making them unnecessary or no longer valid.

Tom Bingham moved to approve the Employee Complaints and Grievances Policy and the Employee Disciplinary Action Policy and retire the Limited Services Positions Policy and the Personal Conduct Policy, seconded by Dave Haskell. **<u>Motion passed unanimously.</u>**

<u>INFORMATIONAL ITEMS</u>

Instruction & Student Services
Dave Haskell reviewed the Fall Occupational Advisory Committee (OAC) meetings. Vice President (VP) Mark Aiken indicated that additional faculty were being hired for the Diesel program, Industrial Maintenance and Automation Technician (IMAT) program, and the Commercial Drivers License (CDL) program.

Mr. Haskell and VP Aiken indicated that TTECH was working to instigate a Composites course for secondary students at the request for TCSD administrators; VP Aiken and President Hacking further explained that they would be pursuing grant money to fund the program and that it had the potential to expand based on employer needs.

Mr. Haskell informed the Board members that UDOT would be partnering with TTECH's CDL program to train drivers, which offered the potential for approximately 30 additional students to complete the CDL program each year.

VP Aiken indicated that a meeting would be conducted following the Board meeting involving Utah State Board of Education (USBE) course alignment.

Planning & External Relations
Mr. Bingham reviewed the new Memorandum of Understanding (MOU) between TCSD and TTECH, indicating that it would further improve alignment between the two institutions. President Hacking emphasized the additional items included in this MOU, such as its language empowering high school counselors to work with students and parents to determine when taking courses for credit at TTECH is the best option for secondary students and. President Hacking further explained that other elements underwent improved alignment through the MOU, including transportation, grading, and student information systems.

Mr. Bingham also indicated that the search for the next UTech Commissioner had been re-opened by the Board of Trustees, which was announced in a press release that stated more time was needed for a thorough review process of applicants.

President's Report
President Hacking reviewed past college events, including the 2018 ATV Roundup Scholarship Fundraiser and the Year of Technical Education event, both of which took place in September with great community support. President Hacking also reviewed a legislative meeting conducted at the college in conjunction with TCSD and USU – Tooele in October, as well as the Tooele Tech Champions Gala/Student of the Year which took place at the beginning of November. President Hacking reviewed upcoming events, including the Fall Graduation and Counselors Luncheon, both of which were scheduled to be conducted later in November.

<u>ADJOURN</u>
Marv Shafter moved to adjourn the meeting. Meeting adjourned at 1:47 pm.