



COLLEGE BOARD OF TRUSTEES
Wednesday, April 6, 2022
12:15 – 2:15 pm
Board Room
88 South Tooele Blvd.
Tooele, UT 84074

MINUTES

Members Present: Aaron Peterson – Chair, Camille Knudson, Lynn Jeffers, Matt Potter, Marv Shafer

Staff Present: Paul Hacking, Kent Thygerson, Mark Aiken, Patricia Walker, Tera Porter, Kim Herrera, ShaNell Wilson, Caroline Dorsch, Greg Price, Kurtis Ence

Guests: Eric Petersen - Legal Counsel, Lisa-Michelle Church - USHE Representative, Jared Haines - USHE Senior Advisor for Technical Education, Kyrash Shores, Kristy Gustaveson, & Josie Jones - TTECH students

WELCOME & INTRODUCTIONS: Chair Aaron Peterson welcomed everyone in attendance.

Celebration of 1st Skills USA Gold Winner

Josie Jones said that participating in Skills USA was an amazing experience and she learned a lot throughout the entire process. She will be representing the State of Utah at Nationals in Georgia. Her instructor, Greg Price said employers pay attention to this type of recognition.

PROGRAM & STUDENT SPOTLIGHT:

ShaNell Wilson from Cosmetology explained the benefit of the Tooele School District partnership enabling students to transfer high school hours to earn a 1600 hour certificate. She stressed the importance of requiring licensure certifications. This occupation allows the flexibility for students to pay for their education and/or support a family. Kyrash Shores praised her instructors acknowledging it's a difficult program but has a good foundation.

Caroline Dorsch, a faculty member in the Nails Tech program ensuring students are knowledgeable and able to pass state exams. This program has tripled in enrollment since high school students were added during the day. Kristy Gustaveson enrolled with no experience nor confidence and admitted the program changed her life.

OPEN MEETINGS TRAINING

Eric Petersen led a discussion regarding the laws for Open & Public Meetings that included:

- Public Policy and General Rule
- 24-hour Notice and Agenda Requirements
- Written Minutes/Recording of Open and Closed Meetings
- Electronic Communication
- Training and Enforcement

ACTION ITEMS

Consent Calendar

Aaron Petersen verified the following items contained in the Consent Calendar had been reviewed by the Board, and gave an overview of the executive committee meeting that was held to approve to program changes that were time sensitive. The following are the items the board passed as part of the Consent Calendar:

- January 12, 2022 and March 7, 2022 Board Meeting Minutes
- Personnel Report
- Marketing Report
- OAC Members
- Differential Tuition
- Investment Report
- FY 2023 College Calendar

Camille Knudson moved to approve the items in the Consent Calendar, seconded by Marv Shafer. **The motion passed unanimously.**

Finance & Audit

Receive 2021-2022 Year-to-Date Financial Report

Kent Thygerson reviewed the 2021-2022 Year-to-Date Financial Report explaining the college is currently over budget by \$108,168. Overall, the college is doing well financially.

Marv Shafer moved to receive the 2021-2022 Year-to-Date Financial Report, seconded by Lynn Jeffers. **The motion passed unanimously.**

Receive FY 2020-2021 Audit Report

Kent explained that the Finance and Audit Committee reviewed the entire FY 2021 Fiscal Audit with the auditors. It was a clean audit with no findings.

Matt Potter moved to receive the FY 2020-2021 Fiscal Audit, seconded by Marv Shafer. **The motion passed unanimously.**

Program Fee Policy and FY 2022-2023 Student Fees

This new policy is based on the USHE policy relating to program fees. A committee is in place to verify fees are appropriate. Lynn Jeffers said this policy is in line with all expectations. 2022-2023 student fees for each program were reviewed and adjusted as necessary. President Hacking explained that fees are necessary to pay for the consumables students use potentially expand and meet industry needs. This allows technical colleges to use fees to pay for consumable and instruction costs.

Camille Knudson moved to approve the Program Fee Policy and FY 2022-2023 Student Fees, seconded by Lynn Jeffers. **The motion passed unanimously.**

Instruction & Student Services

Receive FY 2021-2022 Third Quarter Membership Hour, Enrollment, and Certificate Report

Matt Potter reviewed the FY 2021-2022 Third Quarter Membership Hour, Enrollment, and Certificate Report stating there were improvements in all three categories over the previous year, with membership hours up by 17%.

Camille Knudson moved to receive the FY 2021-2022 Third Quarter Membership Hour, Enrollment, and Certificate Report seconded by Marv Shafer. **The motion passed unanimously.**

Policy Changes

Matt Potter explained the following policy changes:

- FERPA changes will now align better with the other technical colleges.
- Title IX will better align with the model policy from USHE.
- Refund Policy will reflect the course-based enrollment.
- Leave of Absence Policy will now include all students.
- Return of Title IV will now change the progress percentage to 60.1%.

Marv Shafer moved to approve the FERPA, Title IX, Refund, Leave of Absence, and Return of Title IV policy changes as presented, seconded by Camille Knudson. **The motion passed unanimously.**

FY23 Program List

To fulfill the annual Board responsibilities the current Program List for FY2023 was presented.

Aaron Peterson moved to approve the FY2023 Program List, seconded by Marv Shafer. **The motion passed unanimously.**

Planning & External Relations

Approval of Board Appreciation Letters to Legislators

Letters have been written on behalf of the Board of Trustees to thank the local legislatures who championed for the building expansion.

Camille Knudson moved to approve the appreciation letters to the Legislators, seconded by Aaron Peterson. **The motion passed unanimously.**

INFORMATION ITEMS

Finance & Audit

USHE Internal PCard Audit

An internal audit was conducted on purchasing credit cards to review policies and practices to verify Tooele Tech standards are consistent with industry standards. The auditors expressed that most of the findings were not a big issue at our college. The college will update a few policies for the board's consideration at its next meeting. Lynn Jeffers said the emphasis will be to improve documentation practices with better explanations on why purchases were made. Several board members commented that they encourage President Hacking, and others to use food as a tool to build relationships and that the college leadership has the board's support, as approved by the President. Chair Peterson commented that he encourages the college to update their policies expectations and the board's support is clearly stated in policy.

Instruction & Student Services

Kim Herrera discussed the progress of the Mental Health Plan initiative which is a Strategic Plan objective for student access and completion strategies. The plan is in draft form while data is compiled and will go into effect in July. JED Campus and adult healthy mind surveys will ensure resources and services align to provide a safe and healthy learning environment with an emphasis on prevention.

Board Member Church commented that mental health support is a huge factor in access, completion, safety, and employment which directly impacts student success. She stated that Tooele Tech has done a great job in serving these needs and the community needs to know why the college is involved.

The new TTECH Connections newsletter provides an avenue to bring awareness and share available resources.

President's Report

Legislative Outcomes

The Legislature approved all Tooele Tech program request funds this year including funding one faculty position, two new support positions and an FTE for Wendover. The largest compensation increase of 5.75% was also approved to be used as the board sees fit and as recommended to the board by the president, at the next board meeting.

Building Expansion - Next Steps

President Hacking is beyond excited about the approval of the building expansion. Some ideas being considered for program expansion are automotive, machining, and surgical tech but will ask for the Board's feedback if there is something else needed. New programs will not be added until new funding has been approved by the legislature, but Pres. Hacking wanted to make sure that the building expansion planning process include possible future programs. Next steps will be to work with DFCM to get the architect, plans, and contractor in place with the goal of a groundbreaking in March 2023.

USHE Board Meeting Review

- There is an initiative being discussed for an online university.
- They are looking to align prerequisites for nursing programs.
- Employer segments are part of board meetings. Regent Church encouraged Tooele Tech to suggest employers from the area.

President's List

President Hacking acknowledged the Cybersecurity instructor, Bill Hill, who is motivating his students to earn the President's List award (90% attendance & 100% progress over 3 months). The data shows that 93% of students who earn the President's List complete their program.

Upcoming Events

A celebration dinner of our Occupational Advisory Committee will be held on April 7th.

Board members were also invited to the graduation ceremony on May 12th.

President Hacking closed by expressing that there are great things happening, the team does a phenomenal job with a tremendous amount of work, and it's an honor to work with each of these people and the faculty. There is a great culture and a feeling that people are united in the mission and vision.

An invitation for questions or comments was offered prior to concluding the meeting.

Marv Shafer moved to adjourn, seconded by Camille Knudson. **The meeting adjourned at 2:25 pm**