



COLLEGE BOARD OF DIRECTORS
Wednesday, March 25, 2020
1:00 – 2:00 pm
Tooele Tech Board Room
88 South Tooele Blvd.
Tooele, UT 84074

MINUTES

Board Members Present: Joyce Hogan – Chair, Tom Bingham – Vice-Chair, Camille Knudson, Dave Haskell, Marv Shafer, Jenn Cowburn, Matt Potter, Aaron Peterson

Staff Present: Paul Hacking, Ellen Lange-Christenson, Kent Thygerson, Mark Aiken, Tera Porter

Excused: Paul Ogilvie

Guest: Charles Hansen – UTech Board of Trustees

NOTE: *As advertised this meeting was done by electronic means, because of the COVID-19 concerns with the public being able to call in if they so desired.*

WELCOME & INTRODUCTIONS:

Chair Joyce Hogan wished everyone good health and hoped they are doing well and expressed appreciation for the board members' participation over the phone.

ACTION ITEMS

Consent Calendar

Chair Hogan invited the Board to offer comments or questions regarding the following Consent Calendar items:

- January 15, 2020 Board Meeting Minutes
- Personnel/Marketing Reports
- OAC Members

Dave Haskell moved to accept the items in the Consent Calendar, seconded by Marv Shafer. **The motion passed unanimously.**

Finance & Audit

Receive 2019-2020 Year to Date Financial Report

Kent Thygerson discussed the Year to Date Financial Report through February. We are currently over budget with tuition and might be within budget when the virus issue is over. The net revenue and net expenses are in balance.

Protecting assets and resources during the closure is a top priority. Plans are in place to pick up where we left off as soon as we reopen.

President Hacking mentioned the closure mostly impacts tuition and fees. The College stopped charging tuition after March 16th, when President Hacking felt that it could no longer offer a quality learning experience in all of its programs, even though all students currently enrolled were and are still able to access the curriculum online. To date, there have been no withdrawals or hold back from the State. The College's refund policy is to refund the student's tuition within thirty days if a student had chosen to withdraw. Currently, we are paying salaries to full and part-time employees and have established work plans with each employee to ensure an appropriate level of productivity. Students will continue to have access to the online curriculum and their instructors.

Aaron Peterson moved to receive the Year to Date Financial Report, seconded by Marv Shafer. **The motion passed unanimously.**

FY 2019 Fiscal Audit

The State of Utah Financial Auditor conducted its annual audit for the fiscal year ending June 30, 2019. In summary, it was a clean audit with no findings. President Hacking praised Kent for his and his team's effort in how they maintain appropriate levels of control and the effort they put into preparing for the audit. Chair Hogan thanked the Financial Department for a job well done.

Marv Shafer moved to accept the 2019 Fiscal Audit seconded by Camille Knudson. **The motion passed unanimously.**

Instruction & Student Services

Ellen Lange-Christenson reviewed the membership hour, enrollment and certificate attainment report. She wanted to celebrate the 19% increase in membership hours and a 17% increase in enrollment over February 2019. It is believed by President Hacking that this number is the best measure of growth for the year because it isn't impacted by the virus. The numbers are anticipated to be down in April due to the closure. A majority of students are continuing to work online. Their progress is expected to spike in May if they continue to work on the available curriculum the College has online for each program, as we are not collecting membership hours but the student is being allowed to continue working in their programs. The administration hopes that students will take advantage of this opportunity and they expect instructors to encourage their students to keep working during this closure.

Ellen was happy to report there has not been any negative feedback from students.

Chair Hogan thanked Student Services for a great job and the good, positive information.

Camille Knudson moved to approve the 2019-2020 February membership hour, enrollment and certificate report seconded by Marv Shafer. **The motion passed unanimously.**

Planning & External Relations

Paul Hacking shared the exciting news that 4.3 million dollars were added to Senate Bill 102 funding for the UTECH System. With that additional funding, he determined to add back the second floor over cosmetology which had been

removed for budgetary reasons. After discussing this with a few board members and presidents, he presented this opportunity to the Board of Trustees at their meeting in March. The new estimated cost of the expansion project has now risen to \$16.2 million dollars because of adding back this second floor. Trustee Charles Hansen made the motion in the Board Meeting and stressed the importance of doing this project right as it will be years before we have another opportunity, and the funds are available. This motion passed unanimously by the Board of Trustees. President Hacking was appreciative of Charles, Representative Sagers, as well as Trustee Jera Bailey.

The next step will be to meet with the Building Board of DFCM to get approval. President Hacking is exploring if there is any way to get access to the dedicated funds before the next legislative session so that the College can begin the programming process in July. There are some slight risks of the project being slowed or even stopped: the creation of a new board and the thought that they may reverse this decision of the current Board of Trustees, and the possibility of funds being taken back because of the downturn in the economy because of the current coronavirus crisis. President Hacking assured the Board that they would deal with each concern if and when they may happen, but as of today, the project looks very promising on all fronts.

President Hacking asked the Board to approve the purchase of the land from the School District as that may need to happen before the next board meeting. He also asked the Board to approve the increase in scope because of adding back into the project the second floor over the cosmetology classroom and lab. Thomas Bingham motioned to approve the land purchase of \$520,000 with wiggle room for President Hacking to negotiate if necessary from Tooele County School District and increasing the expansion project to 16.2 million dollars seconded by Marv Shafter. **The motion passed unanimously.**

In addressing the current CORVID-19 crisis and Governors "Stay at Home Directive": First and foremost, President Hacking stressed the importance of the safety of our community, staff, and students. He also wanted to stress the need to be fair and equitable to all regularly scheduled employees by keeping them productive during this time and by still paying them as long as they can stay productive and the state allows him to do so. The Coronavirus anxiety has also been elevated by a recent earthquake that happened the first week of the "Soft-closure." After being shaken during the earthquake there was fear and anxiety. On the day of the 5.2 earthquake, he made the decision to send the staff home.

Concerning the earthquake, Kent Thygerson shared that the building was assessed and determined there was only minor damage and the building fared well. With regard to the COVID-19 development and response, we are involved with a committee that coordinates weekly with USHE universities, UTECH colleges, Lieutenant Governor's office, as well as communication with the health department.

Ellen Lane-Christenson discussed the efforts of Student Services during the COVID-19 closure. Everyone got creative working with faculty and instruction to identify students who are close to completion. Schedules were adjusted so they can complete their programs.

Marketing and Student Services are reaching out to students to keep them engaged, letting them know we are here and care about them. A system is in place (text, email, web page) to keep students informed of updates. There will be continued activities throughout April. We are anticipating an influx of new students due to increased unemployment.

Mark Aiken publicly commended all instructors. There were no complaints and no one was upset about the online format. They rallied to move material online so students could begin working from home. Very few students have come in to use the equipment. Mark stressed that our College does have a few programs where instruction can be delivered online but we are first and foremost a “hands-on” instructional learning college which makes it almost impossible to provide quality instruction online on a long term basis.

Mark stressed that he was appreciative that President Hacking made the decision to not charge tuition at this time as he cannot guarantee quality instruction online in all programs and for students which may be at a point in their program where they need to access labs, or equipment to continue learning. Some students are moving forward, but not progressing at their previous levels. Instructors are also contacting their students to stay connected. During the soft-closure, a few students were allowed to come in and use equipment while maintaining appropriate social distancing. Instructors are working on creating more curriculum to put online and to possibly create a hybrid model of online and class instruction where appropriate.

Mark has been working closely with the school district to ensure that we coordinate grades and other measures so that juniors and seniors are treated similarly to the district and that they will be harmed in the least amount that we can possibly control. Secondary students are to work solely with their home high school during the month of April. No grades are given for the fourth quarter; it's either pass or incomplete. Pell grant and VA students have also received leniency from the Dept. of Education.

Programs that are able to continue are our Nursing & CNA (because they had completed most clinicals previously), Electrician Apprentice (hands-on skills occur during the day on-the-job and the instruction can continue with canvas and online instruction), and POST in some ways where online learning can happen and social distancing can occur, but not defensive tactics.

President Hacking assured the Board we are communicating daily and don't want to hurt secondary students or jeopardize partnerships. We are doing all we can to meet expectations within our budgets and abilities. There is nothing but good feelings between all parties. We are spending considerable time to stay on top of the crisis to get through this.

He asked if they felt it would be necessary for them to formally give him permission to change the college calendar and hours of operations as the college may need to be closed on certain days because of this crisis or other natural disasters such as the earthquake. The Board discussed this but felt strongly that making these decisions was President Hacking's job and that he had the official authority to make decisions about the College calendar and hours of operations, as necessary. The Board members stressed the importance of President Hacking handling administrative decisions and doing and making decisions as to what he felt was best for the College.

INFORMATION ITEMS

Instruction & Student Services

Mark Aiken shared the results of the January institutional student surveys. Regarding curriculum and instructors, it is amazing to see that nearly 100% of students are satisfied or highly satisfied with many positive comments. 98% of students are likely or very likely to recommend Tooele Tech.

We worked hard to promote SkillsUSA and got four programs committed to competing at the state level. Because of the virus situation, the competition has now been canceled. He will do his best to develop an alternative way for the students to compete and/or receive internal recognition for their efforts.

Mark discussed course-based instruction and that the College is preparing to move forward and by November, to have most of the programs using the Course-Based Registration model.

Ellen Lange-Christenson explained the secondary student registration process. The preliminary numbers for secondary students in the fall are 247, which is up 40% from last year. At the same time, as happened last year, there will be many schedule changes this summer before students return in August. We are concerned about the low pre-enrollment numbers for Building Trades and the administration feels there is still more that can be done to advertise this better. Without better numbers, and given that college would have to do a lot to secure a teaching location before next fall as well as hire an instructor and given that new funding from the legislature is questionable because of the crisis, the administration has determined to wait another year before beginning this program. The school district understands that it is very difficult to start a new program with low numbers and the discussion to postpone Building Trades to do more research.

President's Report

- President Hacking shared his appreciation for those who attended the Norco Partnership Event and Joyce Hogan for speaking. Her comments got to the heart of why this school is important to the community and he appreciated her representing not only the Board but the community.
- The Vice-Chair and President Hacking were able to express their concerns regarding Senate Bill 111 with Senators Millner and Ipson. The senators were both incredibly gracious, gave them more than an hour of their time during the session, allowed them to ask all their questions and gave similar answers to what had been given to the public. Now that the bill has passed, the College now looks forward to reshaping the governance of higher education and being part of helping this new governance model to be successful for the State of Utah. The plan is to have the new Higher Education Board Members selected by the Governor in place by July 1. A job description has been written by both boards for the Commissioner and a search has begun. The new board, once seated, will begin the process of determining who will be the new Commissioner of Higher Education for the State of Utah.
- As far as new funding from the Legislature, President Hacking was grateful for how the tech colleges were treated in terms of programmatic funding. With regard to the salary equity request, it was determined that everyone had salary concerns, so only a small percentage was funded, yet that is more than we had before the session began. More discussions are needed between UTech and the Legislature before we know what our new funding will be as part will come to form our performance-based model which was not designed for all of our funding to come through. More work will need to happen if the Legislature will be funding us through this manner in the future.
- Graduation has been postponed at this time. We expect to hold it in July or August.
- Kenworth Sales announced they will donate \$10,000 towards our building expansion. This will be extremely valuable as the State Building Board looks at this measure when approving projects.

An invitation for questions or comments was offered prior to concluding the meeting. Aaron Peterson moved to adjourn, seconded by Marv Shafer. **The meeting adjourned at 2:20 pm.**