



COLLEGE BOARD OF TRUSTEES  
Wednesday, Sept. 4, 2024  
12:15 – 2:15 pm  
Tooele Tech Board Room  
88 South Tooele Blvd.  
Tooele, UT 84074

## MINUTES

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**Members Present:** Aaron Peterson – Chair, Dave Petersen, Erin Trinchitella, Lynn Jeffers, Melissa Rich, Paul Ogilvie, Sheldon Birch

**Staff Present:** Paul Hacking, Kent Thygerson, Mark Aiken, Tricia Walker, Tera Porter, Mike Boren, Gary Snow

**Virtual Attendance:** Dave Haskell – Vice Chair, Eric Petersen and Jeremy Shaw – USHE Legal Counsel

**Excused:** Lori Haines-Little

**Guest:** Aldo Barba – Tooele Tech student

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### WELCOME & INTRODUCTIONS:

Chair Aaron Peterson welcomed everyone and stated a quorum was present to proceed.

Chair Peterson reminded everyone that four members of the Board will complete their term and leave the Board at the end of the fiscal year. For this reason, Lynn Jeffers has transitioned to be the Finance committee chair, and Lori Haines-Little is now the Instruction & Student Services committee chair.

### **Program Spotlight – Diesel Technology**

Gary Snow, the Lead Instructor of Diesel Technology, expressed his passion for this program. He was proud to share that his student, Aldo Barba, obtained a remarkable President's List award for four quarters. Aldo began as a high school student commuting from West Valley City and is now completing an internship with an OAC partner, Ace.

Gary informed the Board of the challenges the program faces that will become opportunities. Support from the Board and industry partners has allowed students to utilize updated equipment.

### **Student Spotlight**

Aldo Barba praised his instructors for their work on behalf of students, and the college community that provides a safe space to learn. Aldo's interest in auto mechanics led him to seek a technical education while in high school and take advantage of the free tuition. His long-term goal is to work in management.

Chair Peterson complimented the instructors for their patience as the next construction phase will heavily impact the manufacturing programs.

## **ACTION ITEMS**

### **Consent Calendar**

Aaron Peterson verified the following items contained in the Consent Calendar had been reviewed by the Board:

- June 5, 2024 Board Meeting Minutes
- Personnel Report
- Investment Report
- Marketing/Recruitment Report

Melissa Rich moved to approve the items in the Consent Calendar, seconded by Aaron Peterson. **The motion passed unanimously.**

### **Finance & Audit**

Lynn Jeffers reviewed the preliminary FY 2023-2024 Year-End Financial Report. Although there was a drop in tuition funds, the increase in Pell Grants, donations, and scholarships more than compensated for this deficit. \$514,772 remained in the budget, which is evidence of a well-executed budget plan and the College being managed effectively.

The FY 2024-2025 Year-To-Date Financial Report shows a trend of increased sources of funds with reduced spending. The CDL enrollment has been a challenge, but hopeful it will improve. Encouraging students to apply for Pell Grants continues to be effective. The present budget is over by \$315,267. This is due to the timing of spending and being early in the fiscal year.

Dave Petersen moved to receive the Year-End Financial Report and the FY 2024-2025 Year-To-Date Financial Report, seconded by Sheldon Birch. **The motion passed unanimously.**

### **Instruction & Student Services**

Tricia Walker discussed the FY 2024 Membership Hour, Enrollment, & Certificate Report. Although USHE is in the process of repealing membership hours, the college will continue to use it to report trend data. There was a 1% increase over last year, but will likely decrease next quarter due to enrollment caps in programs impacted by construction. The leadership team felt that a 1% increase while all the construction has been happening was quite remarkable, given the context.

Dave Petersen moved to receive the FY 2024 Membership Hour, Enrollment, & Certificate Report, seconded by Lynn Jeffers. **The motion passed unanimously.**

### **Planning & External Relations**

#### **President's Goals**

President Hacking proposed the 2025 President's Goals to be submitted to USHE. A draft included professional development, building expansion, USHE performance goals, and institutional development.

Aaron Peterson moved to approve the President's Goals. Should USHE request modifications, President Hacking will discuss those with the Chair and Vice-chair for their approval before final submission, with notification to the entire Board at the next meeting. This motion was seconded by Lynn Jeffers. **The motion passed unanimously.**

### Strategic Plan

President Hacking presented an update to the institution's 2025-2027 Strategic Plan for the Board's consideration. It aligns with the USHE Strategic Plan. He stated the four goals are broad and not meant to be obtained but give direction for specific objectives. The areas discussed in detail included the following:

- Continuous improvement of the quality of programs and services
- Improve student access (finding students)
- Celebrate student success and completion
- Workforce alignment and building external relations

Chair Peterson asked the Board if they wanted to provide additional input to ensure the revised Strategic Plan is relevant to the mission of the institution. The Board agreed the plan was comprehensive and the strategies would improve the college. Kent Thygerson confirmed that the current and projected financial resources were considered when setting the strategic initiatives, and the financial resources will support the Strategic Plan.

Chair Peterson credited President Hacking for the strength of the Strategic Plan and the progress made at the institution since he became college president.

Lynn Jeffers moved to approve the 2025-2027 Strategic Plan as presented, seconded by Aaron Peterson. **The motion passed unanimously.**

### **CLOSED SESSION**

Aaron Peterson made a motion to move into a closed session for the purpose of discussing the character, professional competence, or physical or mental health of an individual; impending litigation; or the sale of real property. The motion was seconded by Lynn Jeffers. The closed session was held in the Board Room of Tooele Technical College.

The following Board members voted in favor of a closed session: Aaron Peterson, Dave Petersen, Melissa Rich, Paul Ogilvie, Sheldon Birch, and Dave Haskell. None voted against it. **The motion passed unanimously.**

Aaron Peterson made a motion to move out of the closed session, seconded by Melissa Rich. **The motion passed unanimously.**

### **Building Project Updates**

Kent Thygerson informed the Board of the construction projects taking place. The expansion delays have moved occupancy from July to September. President Hacking is grateful for USU and other partners that allowed programs to continue in rented spaces. The completion date is targeted to be January 2025. Another project is the installation of heating elements under the cement entrance to prevent ice hazards in the winter. Plumbing for the copper water feature is underway. The Modern Nobility state 1% art project was described by Tricia Walker. The spires represent the fundamental elements of Tooele Tech. Benches will be installed for a congregation area.

### **TOUR OF PHASE I BUILDING EXPANSION**

Board members were invited to take a tour of Phase I of the building expansion. No board meeting business was conducted during the tour. President Hacking asked the Board to share insight on anything they noticed that needed to be addressed.

## **INFORMATION ITEMS**

### **Finance & Audit**

A USHE internal audit will be conducted according to policy, focusing on four areas of the institution, including a risk assessment. The results will be shared with the Board in a future meeting.

### **Instruction & Student Services**

Tricia Walker informed the Board of the following information items:

- Student demographics data showed the College trending higher than Tooele County's underrepresented populations.
- PELL year-end statistics confirmed the College excelled in grant distributions to students with 50% growth.
- High school student enrollment over last year shows an increase of 21%.

Mark Aiken gave an overview of the following program updates:

- Talent Ready Utah (TRU) is conducting a survey to determine if graduates are meeting the needs of employers. The College already does this with OAC members.
- TRU awarded an IT/Cybersecurity faculty grant of ongoing funds to the College for \$129,915.
- Lead Welding instructor has major medical concerns and will be out, which will be stressful for the program.
- EMT and IT have new instructors, and both programs are doing great.
- Pharmacy Tech program that moved from the high school a year ago has 50 students enrolled.
- Medical Assistant program has been thriving since the change of personnel, with 82 students enrolled. There isn't a concern about getting the program untriggered from COE.
- There is still a demand for CDL drivers, but enrollment has dropped.

### **Planning & External Relations**

#### **President's Report**

President Haching shared with the Board the following:

- Scholarship fundraising event is September 13th and 14th and the Board was encouraged to attend. He paid homage to the Board members who donated.
- Police Academy graduation took place in June with good attendance and support from local and SLC area law enforcement agencies. The coordinator position is vacant and may be difficult to fill.
- Student of the Year Gala is November 7th. The Board is invited to enjoy a nice dinner and celebrate the five industry Students of the Year.
- Opening Institute took place with great energy. The employees are genuinely focused on the Strategic Plan.
- Board member retreat is scheduled. This is an opportunity to receive training and meet with other boards but is not a necessity.

An invitation for questions or comments was offered prior to concluding the meeting. Sheldon Birch moved to adjourn, seconded by Aaron Peterson **The meeting adjourned at 2:30 pm.**