



BOARD OF DIRECTORS MEETING MINUTES

Wednesday, September 7, 2016

TATC – Board Room

88 South Tooele Blvd., Tooele, Utah

Board Members Present: Doug Allred, Thomas Bingham, Charles Hansen, Dave Haskell, Joyce Hogan, Paul Ogilvie, Aaron Peterson, Matt Potter, Marvin Shafer (via phone), Kathy Taylor, Dave Ulery

Staff Present: Lori Cartwright, Ellen Lange-Christenson, Linda Skinner, Scott Snelson, Kent Thygerson

Excused: Jennifer Van Cott

Guests: Sean Farris, Abby Gavin

Welcome & Introductions

Joyce Hogan welcomed Board Members, Lori Cartwright, Sean Farris, Abby Gavin, and a special welcome and well wishes to Marv Shafer. Ms. Hogan introduced Lori Cartwright, TATC's new Executive Assistant, and expressed appreciation to all Board Members who attended the Employer Advisory Committee (EAC) Kick-off breakfast meeting.

College Report

Scott Snelson thanked all Board Members and EAC Members who attended the EAC Kick-off. Ms. Hogan added a thank you to Linda Skinner and instructional staff who work with EACs and employers. Mr. Snelson reviewed the TATC 2016-2017 Institutional Organization Chart and provided an update regarding the land purchase for the new Tooele Business Resource Center. Mr. Snelson reported on the newly formed Tooele K-16 Alliance and search for the UCAT Commissioner of Technical Education.

Committee Reports:

Committee Structure

Ms. Hogan reviewed Board Committee structure. Ms. Hogan noted that Aaron Peterson has been assigned to the Instruction and Student Services (ISS) Committee, Charles Hansen assigned to the Planning and External Relations Committee, and Dave Haskell will Chair the ISS Committee. Ms. Hogan expressed appreciation to Charles Hansen for his service as Chair of the ISS Committee.

Executive Committee Report

Thomas Bingham reviewed the Executive Committee Meeting Minutes, conducted July 21, 2016. Mr. Bingham reviewed the Facility Use Guidelines created by the Facility Use Ad Hoc Committee, which were approved by the Executive Committee. Mr. Bingham noted that the guidelines reflect the Board's desire that the TATC facility is used for education and training, not as an event center. Ms. Hogan expressed appreciation to Dave Haskell (Chair), Aaron Peterson, Matt Potter and Jennifer Van Cott for serving on the Facility Use Ad Hoc Committee.

Finance & Audit

Dave Ulery reviewed the 2015-2016 Year-end Financial Report. Kathy Taylor motioned to approve the 2015-2016 Year-end Financial Report, seconded by Tom Bingham. Motion passed unanimously.

Mr. Ulery reviewed the 2017-2018 Capital Improvement Request, noting that funds will be used to construct a Cosmetology / Barbering classroom and laboratory at TATC. Kathy Taylor motioned to approve the 2017-2018 Capital Improvement Request, seconded by Paul Ogilvie. Motion passed unanimously.

Mr. Ulery reviewed Goals 4, 5, and 9 of the Institutional Strategic Plan. Mr. Snelson asked for suggestions, changes and/or edits from the Board. Ms. Hogan requested to provide progress toward each goal. Mr. Snelson indicated that he will create a similar report to those in the past.

Instruction & Student Services

Dave Haskell reviewed the new Copyright Infringement Policy, noting that Federal Financial Aid requires this policy. Matt Potter motioned to approve the new Copyright Infringement Policy, seconded by Aaron Peterson. Motion passed unanimously.

Mr. Haskell reviewed the revised Admissions and Registration Policy, noting that the revisions are necessary to accommodate the new Practical Nurse Program. Aaron Peterson motioned to approve revisions to the Admissions and Registration Policy, seconded by Dave Ulery. Motion passed unanimously.

Mr. Haskell reviewed the 2015-2016 Year-end Membership Hour, Enrollment and Certificate Report, noting significant growth. Mr. Snelson stated that TATC enjoys continuous growth since TATC moved to the new building in 2013. Kathy Taylor motioned to approve the 2015-2016 Year-end Membership Hour, Enrollment, and Certificate Report, seconded by Thomas Bingham. Motion passed unanimously.

Mr. Haskell announced that TATC was recently approved to offer Federal Financial Aid. Ms. Hogan and Mr. Snelson expressed appreciation to Ellen Lange-Christenson for 5 years of work to secure financial aid at TATC. Dave Ulery asked about plans to share this information with the public. Ms. Lange-Christenson replied that information would be shared through social media, a notice to EAC members and employers, and a press release to local media. Ms. Hogan encouraged the Board to share this information with their companies and employees. Mr. Snelson stated that financial aid eligibility is retroactive to July 1, 2016 and that all eligible students may apply.

Mr. Haskell reviewed Goals 6, 7 and 8 of the Institutional Strategic Plan.

Planning & External Relations

Thomas Bingham reviewed the Council on Occupation Education (COE) site visit, to be conducted October 17-20, 2016. Mr. Snelson requested Board members to attend the "Meet and Greet" event on October 17.

Mr. Bingham reviewed the 2017-2018 UCAT Budget Request. Mr. Snelson stated that the 2017-2018 UCAT Budget Request will be completed prior to the November meeting and noted that he will distribute the request to the Board when available.

Mr. Bingham reviewed the Mission, Vision, Value Statements and Goals 1, 2 and 3 of the Institutional Strategic Plan. Joyce Hogan indicated that the 2016-2021 Institutional Strategic Plan will be approved at the November Board meeting and encouraged members to submit all edits for consideration to President Snelson.

Action Items:

June 1, 2016 Board Meeting Minutes

Dave Ulery moved to approve the June 1, 2016, Board Meeting minutes as presented, seconded by Kathy Taylor. Motion passed unanimously.

2015-2016 Year-end Financial Report

Mr. Ulery reviewed the proposed 2015-2016 Year-end Financial Report. Kathy Taylor motioned to approve the 2015-2016 Year-end Financial Report, seconded by Thomas Bingham. Motion passed unanimously.

2017-2018 Capital Improvement Request

Mr. Ulery reviewed the proposed 2017-2018 Capital Improvement Request. Kathy Taylor motioned to approve the 2017-2018 Capital Improvement Request, seconded by Paul Ogilvie. Motion passed unanimously.

Copyright Infringement Policy

Dave Haskell reviewed the new Copyright Infringement Policy. Matt Potter motioned to approve the Copyright Infringement Policy, seconded by Aaron Peterson. Motion passed unanimously.

Admissions and Registration Policy

Mr. Haskell reviewed the revised Admissions and Registration Policy. Aaron Peterson motioned to approve the revised Admissions and Registration Policy, seconded by Dave Ulery. Motion passed unanimously.

2015-2016 Year-end Membership Hour, Enrollment, and Certificate Report

Mr. Haskell reviewed the 2015-2016 Year-end Membership Hour, Enrollment, and Certificate Report. Kathy Taylor motioned to approve the 2015-2016 Year-end Membership Hour, Enrollment, and Certificate Report, seconded by Thomas Bingham. Motion passed unanimously.

Information Items:

Scott Snelson reviewed the 2016-2017 Institutional Organization Chart.

Ellen Lange-Christenson reviewed the 2016-2017 Program and Course Listing.

Lori Cartwright reviewed the ATV Roundup and Scholarship Fundraiser event. Ms. Hogan asked Ms. Cartwright to send a list of committed donors to the Board.

Ellen-Lange Christenson invited the Board to the Fall Student Recognition Ceremony, to be conducted on November 10, 2016.

Other Business:

Paul Ogilvie reported that he has met with TATC Practical Nursing students to provide a tour at Rocky Mountain Care.

Kent Thygerson reminded the Board that they are eligible to receive a per diem and mileage reimbursement for attending Board meetings.

Marvin Shafer expressed appreciation for inclusion in the meeting today via phone.

Public Comment

Meeting adjourned at 2:01 p.m.