



COLLEGE BOARD OF TRUSTEES  
Wednesday, September 2, 2020  
12:00 – 2:00 pm  
Tooele Tech Multipurpose Room  
88 South Tooele Blvd.  
Tooele, UT 84074

## MINUTES

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**Members Present:** Joyce Hogan – Chair, Tom Bingham – Vice-Chair, Camille Knudson, Dave Haskell, Matt Potter

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

**Excused:** Marv Shafer, Jenn Van Cott Cowburn, Paul Ogilvie, Aaron Peterson

**Guests:** Jera Bailey and Lisa-Michelle Church – UTech Board of Regents

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### **WELCOME & INTRODUCTIONS:**

Chair Joyce Hogan welcomed everyone including those attending virtually.

### **PROGRAM SPOTLIGHT:**

Greg Price, instructor for the Welding program shared that welding for the first time has a waiting list. Since the Norco partnership, we are seeing benefits in enrollment. August to August completion data is up 38%. Greg was pleased to report several computer improvements because of CARES Act funding. A plate shear has also been purchased to be more efficient with metal prep time and less material waste.

### **STUDENT PRESENTATION:**

Jaran Hunt from Business Technology addressed the Board expressing gratitude. He never considered himself a good student but wanted a job to support his family and help people grow. The skills learned at Tooele Tech made him more effective at work and set him up for success.

The Administrative Team updated the Board on struggles, challenges, and successes as they relate to COVID-19. We want to be calm, confident, collaborative, courageous and prepared. We balance state direction, safety, and mission objectives, without losing the Tooele Tech culture.

VP of Finance and Operations is the COVID coordinator making sure the safety committee complies with CDC and the local health department. He reports to USHE on financial impacts and case counts. There are five new kinds of grant funding.

VP of Instruction reported safety precautions taking place in classrooms, reducing student capacity when necessary. Learn & Work grants are available for 13 programs to help people get trained and working.

VP of Student Services said new sanitation procedures have been implemented, protective barriers installed, and they are seeking students to apply for grant opportunities. Tracking and reporting to the Department of Education is different during the pandemic. A COVID/sick room is now available if needed.

## **ACTION ITEMS**

### **Consent Calendar**

Chair Hogan verified the following items contained in the Consent Calendar had been reviewed by the Board:

- June 3, 2020 Board Meeting Minutes
- Personnel Report
- Marketing/Recruitment Report
- OAC Members

Thomas Bingham moved to approve the items in the Consent Calendar, seconded by Matt Potter. **The motion passed unanimously.**

### **Finance & Audit**

#### **Receive 2019-2020 Preliminary Year-End Financial Report**

Kent Thygersen reviewed a year-end financial report stating it is only preliminary. Because of the pandemic, there is still more financial information to come in. Once it is complete, an accurate report will be shared in November.

#### **Receive 2020-2021 Budget Modifications**

Kent discussed the overall budget explaining how the legislature's 3.2% budget cut and CARES Act funding impacted the overall fund balance. Tooele Tech runs a tight budget and if we are under budget at the end of the year, the unspent funds will be used essentially as our 3.2% mandated cut. The net decrease of 3.2% is in line with a 3-year historical trend of unspent budgeted funds.

Camille Knudsen moved to approve the 2020-2021 Budget Modifications, seconded by Matt Potter. **The motion passed unanimously.**

#### **Receive Updated Purchasing Policy**

Kent presented amendments to the purchasing policy explaining the need to be consistent with current State rules of the purchasing code.

Matt Potter moved to approve the Purchasing Policy as presented, seconded by Thomas Bingham. **The motion passed unanimously.**

### **Instruction & Student Services**

Mark Aiken discussed the benefits of changing the Welding Technician I program from 265 hours to 294 hours. This increase includes a student project and is a good change that enhances the student's welding experience.

Camille Knudsen moved to approve Welding Technician I from 265 hours to 294 seconded by Matt Potter. **The motion passed unanimously.**

Ellen Lange-Christenson reviewed the 2020 Year-End Membership Hour, Enrollment, & Certificate Report that has been finalized and submitted to USHE. She was pleased to report that before the COVID-19 closure, enrollment was up 19%. After the closure, membership hours were down 5%, enrollment up 3%, and certificates down 13%. Presently, only down 1%.

Thomas Bingham moved to accept the 2020 Year-End Membership Hour, Enrollment, & Certificate Report seconded by Camille Knudsen. **The motion passed unanimously.**

Ellen then explained a Title IX regulation (equal access to education, specifically involving sexual harassment) is now required. The USHE policy was modified to match our institution. Formal complaints now have live hearings with outside experts from legal counsel and the USHE institution. Tooele Tech will use a preponderance of evidence standard as the burden of proof. Tooele Tech is proactive, conducts annual training and student orientation discussing what is appropriate.

Matt Potter motioned to adopt the Title IX policy seconded by Camille Knudsen. **The motion passed unanimously.**

### **Planning & External Relations**

Thomas Bingham asked President Hacking to review the 2021-2023 Strategic Plan. President Hacking explained this is the college's road map for improvement and continued success. This living document now has an appendix with the 2019-2020 year-end report showing our progress.

Each of this year's objectives within the four pillars and strategies to achieve the four objectives were shared, which included: Improve the Quality of Programs and Services, Celebrate Student Success, Fill the Pipeline, and Improve the Quality of Programs. President Hacking went through each objective and the strategies in detail and explained how the college will determine at the end of the year how much progress they have made towards meeting the objectives and report back to the Board in June.

President Hacking said the updated plan was presented to faculty and staff for input and now wanted to present the Strategic Plan to the Board for their input and approval.

Thomas Bingham motioned to approve the 2021-2023 Strategic Plan seconded by Camille Knudsen. **The motion passed unanimously.**

Thomas asked Chair Hogan to discuss the Board of Trustee Chair Meeting. Joyce explained the duties and responsibilities of Trustees under the USHE system. She praised the Board members, thanking them for their time, dedication, and support. The college would not be where they are today without wonderful Board of Trustees.

President Hacking was asked to discuss town hall community meetings that will be taking place. Zoom meeting invitations will be sent from the commissioner's office with the presidents. This is an opportunity for the community to understand the benefits of higher education.

Thomas informed the Board that the ATV scholarship fundraiser was postponed due to COVID-19 and significant closures to the Oquirrh trails. Sponsors and supporters were encouraged to contribute to the scholarship program.

Lastly, Tom expressed appreciation for the great improvements in our school district relations. The Board is pleased with President Hacking's efforts. The school district warehouse and property has been purchased for the expansion project that will house CDL, Electrical Apprentice, and Building Trades. Camille Knudsen was thanked for supporting the collaboration and helping the school board to understand the benefits of the partnership which was an important part of getting the school district board to approve the purchase.

## **INFORMATION ITEMS**

### **Instruction & Student Services**

Ellen Lange-Christenson reviewed membership hours and enrollment, stating they were down in the summer but hopeful it will rise back to double digits. The completed certificates are up 100% in July and 5% in August.

The Student Demographics Report explains the race/ethnicity population we serve compared to the region. Tooele Tech student population is above the county in every demographic category, except in the caucasian. Ellen was proud of the marketing and retention efforts. President Hacking said that we need to be vigilant about removing any barriers which would make it difficult for any student to access our programs.

A preliminary Student Outcome Data Report was presented to the Board which details the length of programs, student counts, and outcomes. Graduation data doesn't change but completion and placement will increase. President Hacking stressed outcomes at Tooele Tech vary from other colleges because of the differences in student population and industry needs.

Individual graduations took place because of the college closure. Family and friends gathered in small settings for a cap and gown celebration which provided a personalized touch. The Board praised the college's efforts to celebrate each student with their own graduation ceremony for those who choose to attend.

The PELL year-end statistics showed we were down in PELL disbursements serving 91 students compared to 116 last year. This is due to the pandemic. President Hacking reported it is the first year Tooele Tech is off provisional status.

Ellen praised the work of Student Services Director, Suzanne Anderson with the high school counselors, for her constant communication. 224 high school students enrolled at Tooele Tech with a smooth, streamlined process.

The OAC Executive Summary was given to Board members recapping all OAC meetings for the year. Mark Aiken highlighted there were 95 new OAC members. OAC reviews across all programs were well above neutral.

Program updates were that POST is in the third cohort with eight students, including four women. Electrical Apprentice has increased from 46 students a year ago to 51. Year two of Composites is now full. The new CDL Class B course has a truck and IMAT has a robotic arm, all paid for with the Learn & Work grant. To fulfill AED Accreditation, a new backhoe was purchased for the Diesel program.

Lastly, there are no new or current triggered programs this year as COE is waiving the completion, placement, and licensure requirements due to college closures during the pandemic.

### **President's Report**

Joyce Hogan invited President Hacking to share about various school events:

- Opening Institute took place discussing the Strategic Plan and required training topics. It was well attended with a great team-building atmosphere.
- We are planning a Student of the Year Gala in a smaller setting in November.
- The USHE organizational structure affords tremendous expertise that Tooele Tech can utilize. President Hacking expressed appreciation for our Board representatives being in attendance, Jera Bailey and Lisa-Michelle Church.
- It was a relief that a lower legislative budget cut did not impact personnel. Before the budget cut, two

technical college expansion projects were chosen for dedicated building funding. Tooele Tech was ranked second after the Provo building project. Tooele Tech will soon be at capacity again. Without a building expansion, growth will cease. President Hacking explained we are in a loophole regarding the process to evaluate projects and time frames to refund dedicated funds.

- Policies have been reviewed regarding equity, diversity, and non-discrimination. No barriers were discovered. Tooele Tech will continue to look at every opportunity for all students to be successful. A meeting was held with the police academy director to add to the required state POST curriculum, so students understand psychological feelings of people of color when approached by police and ways to diffuse situations.
- No salary increases were offered due to the current climate. We want to continue to work on resetting the pay system. Ongoing funds for a second CDL instructor, a second welding instructor, and counseling support for student services will be our requests with the legislature. There were unexpected funds in June that allowed one-time payouts based on the pay matrix system.

An invitation for questions or comments was offered prior to concluding the meeting. Thomas Bingham moved to adjourn. **The meeting adjourned at 2:45 pm.**