



BOARD OF TRUSTEES  
Wednesday, June 18, 2025  
12:15 to 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 Haskell – Vice-chair, Lori Haines-Little, Lynn Jeffers, Melissa Rich, Paul Ogilvie, Sheldon Birch

**Staff Present:** Paul Hacking, Kent Thygerson, Mark Aiken, Tricia Walker, Tera Porter, Donna Hesleph, Kim Herrera, Tracy Kertamus, James May

**Excused:** Dave Petersen, Erin Trinchitella

**Guests:** Angie Stallings – USHE Deputy Commissioner, Eric Petersen – USHE Legal Counsel

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### **WELCOME & INTRODUCTIONS**

Chair Peterson welcomed everyone. A quorum was present to proceed.

#### **Student Spotlight**

Jeremy Colby overcame personal challenges and was praised by Program Director Donna Hesleph for the remarkable improvement in all aspects of the academy and his embodiment of qualities essential for a peace officer. Jeremy shared his personal story of overcoming a 25-year addiction and multiple arrests to pursue his dream of becoming a police officer, crediting Director May's tough but fair approach and the support he received at Tooele Tech.

#### **Program Spotlight - Police Academy**

James May, the Police Academy Director, has doubled the number of Police Academy cohorts offered, driven by extensive networking and high interest. The current cohort will graduate 12 cadets, with 14 more enrolled for August. James emphasized the academy's success in attracting top instructors and producing cadets superior to other academies. President Hacking acknowledged the challenge of state-mandated high entrance barriers. Sheldon Birch shared a personal anecdote about Director May's impact.

### **ACTION ITEMS**

#### **Consent Calendar**

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

- Approve March 28, 2025 Board Meeting Minutes
- Personnel Report
- Marketing/Recruitment Report
- Investment Report

Sheldon Birch moved to approve the Consent Calendar, seconded by Aaron Peterson. **Motion passed unanimously.**

#### **Instruction & Student Services**

### **Change Methodology of Pharmacy Technician**

Lori Haines-Little proposed transitioning the Pharmacy Technician program from traditional only to a hybrid and traditional format. This pilot program would allow some coursework to be completed at home, with students attending campus for tests and labs. High school students enrolled during their regular school hours are required to attend in a traditional format.

This change aims to increase adult and evening student enrollment and allow for year-round offerings.

Sheldon Birch moved to approve the Pharmacy Technician change to hybrid, seconded by Lynn Jeffers.

**Motion passed unanimously.**

### **Change Software Development CIP to 15.1204**

Lori Haines-Little requested approval to reclassify the Software Development program's Classification of Instructional Programs (CIP) code from USHE's academic defined CIP code of 11.0201 to the technical education defined CIP code 15.1204.

Melissa Rich moved to approve the CIP code of Software Development, seconded by Dave Haskell.

**Motion passed unanimously.**

## **Finance & Audit**

### **Year-To-Date Financial Report**

Lynn Jeffers reviewed the line items of the Year-To-Date Financial Report. The uses of funds were below budget by \$110,200. Overall, revenue of \$339,025 is above budget, representing healthy budget management.

### **FY24 Financial Audit Report**

Lynn Jeffers explained the results of the FY24 Financial Audit Report. The State Auditor revealed one minor finding related to a Pell grant revenue misclassification, which was immediately corrected. President Hacking considered this a "clean audit," commending Kent and his team for their extensive work.

Lori Haines-Little moved to receive the Year-To-Date Financial Report and the FY24 Financial Audit Report, seconded by Dave Haskell. **The motion passed unanimously.**

### **Tuition & Fees Update**

The 2025-2026 Tuition and Fee Schedule was explained by Lynn Jeffers, noting the only change is a shift for reading and math refresher courses from a monthly fee to a per-course fee, encouraging faster completion.

### **2025-2026 Institution Budget**

The FY26 Institution Budget was reviewed in detail by the fiscal committee. President Hacking noted that the budget is very tight due to no new legislative funding for new or expanding programs for the second consecutive year, despite demand. The college did receive some funds to support O&M costs associated with the building expansion, funding amounting to 2.5% of our salaries for the college to use for compensation purposes, and funding to support IT instruction from TRU, which did help to balance our budget. Increased inflationary costs, along with rising utility costs (\$80,000 increase in four years without state allocation), contribute to the budgetary pressures. He praised Kent for diligently managing the budget. Lynn Jeffers stated that the proposed FY26 institutional budget is and

includes funding for the pay matrix system and a 2.1% COLA. The \$11.6 million budget is a road map for handling our finances for the next fiscal year.

Lori Haines-Little moved to approve the Tuition & Fees updates and 2025-2026 Institution Budget, seconded by Lynn Jeffers. **Motion passed unanimously.**

## **Policy Updates**

Michelle Davis presented two proposed leave policy enhancements.

- Parental Leave: Two weeks of paid leave for fathers or mothers for birth or adoption.
- Medical Maternity Leave: Two weeks of paid leave for mothers to recover from childbirth. These policies align with State of Utah policies, higher education practices, and local school district benefits, aiming to attract and retain younger and mid-career employees.

Chair Peterson expressed concerns from a private sector perspective, questioning the funding of leave with tax dollars when private businesses can't offer similar benefits. Dave Haskell echoed some of these sentiments. Other board members expressed that their companies had added these benefits years ago, and that the college may be behind. President Hacking said most of the other tech colleges have these benefits, advocating for these to attract and retain staff, especially given that salaries are competitive only within the higher education system, not always with private industry.

Michelle Davis further explained that these proposals are fiscally conservative compared to other institutions. The second proposal is for sick leave conversion for employees aged 60-65 who are not yet Medicare-eligible, allowing them to convert sick leave to fund health insurance. This aims to incentivize responsible sick leave use, aid employee retention, and reduce turnover.

Melissa Rich moved to approve the policy updates as presented, and the motion was seconded by Lynn Jeffers. **The motion passed with a vote of four in favor and three opposed.**

## **Planning & External Relations**

### **Board Appreciation Service Awards**

President Hacking recognized outgoing board members Aaron Peterson, Dave Haskell, Paul Ogilvie, and Erin Trinchitella for their dedicated years of unpaid service, emphasizing their commitment to community and workforce development. Each board member reflected on their positive experiences, expressing gratitude for working with staff and appreciating the college's unique focus on individual student success. President Hacking presented them with symbolic gifts representing the college's foundational elements and their embodiment of resilience, gratitude, and integrity, and noted their names are on a dedicatory plaque in the new breezeway.

### **Selection of Committee Leadership**

President Hacking announced the Governor and Senate approved four new board members starting July 1:

Cole Dangerfield (Utah Manufacturing - General Manager)

Yvonne Nielson (Mountain West Medical Center - Director of Nursing)

Aaron Stagg (Tooele Army Depot - HR)

David Douglas (Adobe - Engineer)

*Committee leadership will be determined when the new board members begin in July.*

Tera asked for nominations for a new Board Chair and Vice-Chair.

Dave Haskell made a motion to nominate and accept Lori Haines-Little as the new Chair by acclamation, seconded by Melissa Rich. **Motion passed unanimously.**

Lori Haines-Little moved to nominate and accept Lynn Jeffers as the new Vice-chair by acclamation, seconded by Aaron Peterson. **Motion passed unanimously.**

## **INFORMATION ITEMS**

### **Instruction & Student Services**

#### **Program Updates**

Lori Haines-Little reported an 11% third quarter increase in membership hours and 8% in total enrollment for FY2025, despite a slight drop in adult enrollment. Certificate completions are up 11% overall.

She noted upcoming Police Academy graduation, large summer CNA, EMT, and Advanced EMT cohorts, and increased numbers of returning high school graduates. Lori proudly announced that two Medical Assistant students won state championships and are competing nationally.

#### **Cosmetology / Master Barbering**

Mark Aiken discussed significant legislative changes to Cosmetology and Barbering licensing (now Master Hair Design/Master Barbering) effective January 1, 2026. These changes will impact structure, hours, and curriculum. For efficiency, the programs will shift to cohort starts. Tricia Walker added that these changes pose complexities for Pell grant recipients. More details are expected in September.

### **Finance & Audit**

#### **Tooele ATC Foundation**

Kent Thygerson detailed efforts to mature the college's foundation, ensuring transparent reporting of donations and scholarship use, which are crucial for students facing financial hurdles. President Hacking acknowledged the importance of fundraising but emphasized that his primary role is ensuring quality educational programs and access.

#### **Internal Audit Scope of Work**

Lynn Jeffers reported on a recent internal audit by a technical college-funded team. The audit charter was updated to have the team report directly to the Audit Finance Committee and the President, allowing more local input on risk assessment. Lynn outlined annual and multi-year audit policies, including the emphasis on cybersecurity and the President's out-of-state travel.

## **President's Report**

### **President's FY 2025 Accountability Report**

President Hacking presented on the 2025 Accountability Report, including the accomplishments of improving programs, access, student success, and external partnerships. The past year was "abnormal" due to the building expansion project. Despite construction challenges, the college achieved 8% growth, had the largest graduating class in its history, and increased completion rates from 43% to 63%. He affirmed his commitment to doing what is within our control and reasonable to position the college as best as possible to hit our timely completion goal. Tricia Walker clarified that the 63% timely completion rate only applies to students within a 150% timeline, acknowledging that not all students are full-time or without challenges.

Mark Aiken reported that the CDL program is on track to meet its graduation goal despite low monthly enrollment, secured a \$129,000 Talent Ready Utah grant, and obtained a \$76,000 Perkins Grant for a robotic welder.

Tricia Walker highlighted a successful college rebranding, record-high Pell grants (up \$104,000 with 22 new students), and a 93% graduate job placement rate. She identified adult enrollment as the biggest challenge.

Kent Thygerson discussed ongoing construction stresses and welcomed Tracy, the new accounting director.

There were no board member comments about the progress towards achieving our strategic goals and objectives.

### **Adjourn**

An invitation for questions or comments was offered prior to concluding the meeting. Aaron Peterson moved to adjourn, seconded by Dave Haskell. **The meeting adjourned at 2:23 pm.**