



BOARD OF TRUSTEES
Wednesday, Sept. 3, 2025
12:15 – 2:15 pm
Tooele Tech Board Room
88 South Tooele Blvd.
Tooele, UT 84074

DRAFT - MINUTES

Members Present: Lori Haines-Little – Chair, Lynn Jeffers – Vice-chair, Aaron Stagg, Cole Dangerfield, David Douglas, Melissa Rich, Sheldon Birch, Yvonne Nielson

Staff Present: Paul Hacking, Kent Thygerson, Mark Aiken, Tricia Walker, Tera Porter, Tyler Dudley, Riley Taylor, Kurtis Ence

Excused: Dave Petersen

Guests: Eric Petersen – USHE Legal Counsel, Veronica Zoellner – Tooele Tech student

WELCOME & INTRODUCTIONS:

Lori Haines-Little welcomed everyone and stated that a quorum was present to proceed.

Chair Haines-Little announced President Paul Hacking's retirement, effective November 15. She expressed gratitude on behalf of the Board. Paul shared his understanding of the process to replace a president, although he had not received official notice from USHE. From his understanding, a selection committee will be assembled, and he thought that there was a good chance that the local board chair would co-chair the selection committee with a USHE representative. The selection committee would narrow the applicants to the top three candidates who would be sent to the State Board of Higher Education for that board to make the final selection.

Student Services - Action Item

Aaron Stagg reviewed the FY 2025 Year-End Membership Hour, Enrollment, & Certificate Report. The college ended with an impressive enrollment increase of 7% in spite of disruption and program closures due to construction. This increase will qualify the institution for growth funding.

Melissa Rich moved to receive the FY 2025 Year-End Membership Hour, Enrollment, & Certificate Report, seconded by Sheldon Birch. **The motion passed unanimously.**

Student Services - Information Items

Aaron Stagg updated the Board on the following:

Student Demographics - Student body is more diverse than the community's overall demographics in all areas except for white males and females, who are lower by 11%. President Hacking noted that this report, along with student satisfaction surveys are good indication that diverse populations feel comfortable enrolling and participating in Tooele Tech programs.

PELL Year-End Statistics - The college awarded the highest number of PELL scholarships in its history. This was 36% higher than last year.

TCSD Year-over-Year Enrollment - High school enrollment is up 8%, with a 115% increase in students who continued their studies as adults after graduating from high school.

Approval of Strategic Plan 2026-2028 - *Action Item*

President Hacking and the vice presidents discussed the college's strategic plan in detail, which aligned with the USHE's Strategic Plan. The four core objectives are:

- Improving the quality of programs and services
- Increasing student access
- Celebrating student success and completion
- Aligning with partners and industry needs

Chair Haines-Little asked the Board for 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.

David Douglas moved to approve the Strategic Plan 2026-2028, seconded by Lynn Jeffers. The motion passed unanimously.

Annual Open Meetings Training

Eric Petersen led a discussion regarding the laws for Open & Public Meetings that included:

- Public policy, general rule, and quorum criteria
- 24-hour notice and agenda requirements
- Written minutes/recording of open and closed meetings
- Electronic communication
- Training and enforcement

Consent Calendar - *Action Item*

Chair Haines-Little verified the following items contained in the Consent Calendar had been reviewed by the Board:

- Approve June 18, 2025 Board Meeting Minutes
- Personnel Report
- Marketing/Recruitment Report
- Investment Report

Sheldon Birch moved to approve the items in the Consent Calendar, seconded by David Douglas. The motion passed unanimously.

Planning & External Relations - *Action Item*

Chair Haines-Little explained the changes to the Board Bylaws to include a section on Public Comment.

Sheldon Birch moved to approve the Board Bylaws as presented, seconded by Cole Dangerfield. The motion passed unanimously.

Finance & Audit - Action Items

Kent Thygerson presented the preliminary year-end financial report for FY 2025. He reported the college is in a strong financial position, with sufficient reserve funding. Last year, the building expansion project was a very unusual year with more unexpected purchases, which is one reason for the reduction in our fund balance. Overall, the college ended the year \$167,017 above budget in total revenues. The college spent \$321,991 of institutional funds.

President Hacking discussed a significant challenge of not receiving new legislative funding for two consecutive years, in that we haven't been able to expand or start programs, but we have also not had a source of funds for inflationary costs. The current funding formulas do not provide sufficient funding to cover inflationary costs or to add much-needed key support positions associated with growth. He noted that without adequate legislative funding, the college may face tough choices and a potential inability to maintain its current growth trajectory.

The financial report for the first two months of fiscal year 2026 shows a positive start. Tuition is currently \$49,071 above budget, although this is preliminary and subject to change as the year progresses. The college has also seen an increase of \$92,760 in institutional funds thus far.

Lori Haines-Little moved to receive the FY 2025 Year-End Financial Report *and* the FY 2026 Year-To-Date Financial Report, seconded by Sheldon Birch. **The motion passed unanimously.**

Kent Thygerson proposed an update to the Personnel policy that changed the definition of employee from a part-time position to a part-time employee. This would allow per diem and tuition waivers to appointed employees.

Lori Haines-Little moved to approve the Personnel Definition Policy, seconded by David Douglas. **The motion passed unanimously.**

Program Spotlight – Emergency Medical Technician (EMT)

Tyler Dudley informed the Board of the EMT program's success, which began in January 2023 after the only other public entity in the county stopped offering training. The program has since flourished, providing training for jobs in healthcare, public safety, and manufacturing.

Student Spotlight – Automation

Veronica Zoellner shared her story of coming to the US alone through the asylum process. During the pandemic, she secured an entry-level position at UPS and advanced to an automation specialist. She noted that balancing full-time work with night classes has been difficult. Despite these obstacles, she earned the President's List award and expressed her excitement for what she has learned.

Oath of Office

New Board members, Aaron Stagg, Cole Dangerfield, David Douglas, and Yvonne Nielson took the Oath of Office and signed the declaration documentation.

Building Project Updates - *Information Item*

Kent Thygerson stated the construction project is nearly complete, but Jacobson Construction is currently off-site, awaiting final planning and financial approvals to finish the remaining change orders.

Instruction - *Information Item*

Aaron Stagg shared the following program updates:

- Cosmetology and Master Barbering changes will be presented at the November Board meeting
- Equipment purchases - Diesel virtual reality headsets and advanced hydraulic training software
- All ten Nursing graduates passed the NCLEX exam, maintaining a 100% pass rate for the program
- Student enrollment milestones:
 - Electrical Apprenticeship - 28 first-year students
 - Police Academy (2nd cohort of the year) - 15 cadets, expecting four more
 - Nursing (highest enrollment to date) - 14 students
 - Diesel Technology - 87 students (65 are high school students)
 - Medical Assistant (largest program) - 121 students

Finance & Audit - *Information Items*

Kent Thygerson presented the following items:

- The fiscal year 2027 legislative budget request is similar to last year's.
- Internal audit had two findings: Institutional investments (corrected before audit was finalized), and required annual training (recommendation that those who miss training receive it at a later date).
- Law Enforcement Director, James May, is now a full-time employee due to his program's increased enrollment. This will significantly enhance campus security.

President's Report

President Hacking shared the following:

- Police Academy Graduation was held in June, and an invitation for the Board to attend the next graduation will be in December.
- Opening Institute included a keynote from the Governor's education specialist, Rich Nye. It was a positive and united event.
- Student of the Year Champion's Gala is Nov. 6th. The Board was invited to attend. Five industry students will be honored, and one will be named the overall Student of the Year.
- The Association of Governing Boards was purchased by USHE as a library and resource hub available for their use.

Planning & External Relations - *Information Items*

Chair Haines-Little reminded the Board about the upcoming fundraising event on Sept. 12 & 13.

An invitation for questions or comments was offered prior to concluding the meeting. Lori Haines-Little moved to adjourn, seconded by Aaron Stagg. **The meeting adjourned at 2:50 pm.**