

**Agenda**  
**Southwest Technical College**  
**Board of Trustees Meeting**  
September 11, 2025 12:00 – 2:00 p.m.  
Southwest Technical College Boardroom

**Board of Trustees**

**Chairperson:** Darin Gifford (Iron County Business Representative); Jamison Robinett (Iron County Business Representative); Garrett Cottam (Iron County Business Representative); Sharon Corry (Iron County Business Representative), Paul Terry (Iron County Business Representative); Melinda Pfundstein (Iron County Business Representative); Beverly Burgess (SUU Trustee); Jarad Brinkerhoff (Kane School District); and Michelle Tullis (Iron County School District)

**Southwest Tech Attendees:**

Brennan Wood, Scott Leavitt, James Mullenaux, Clarissa Crosby, Valerie Stringfellow (administration), Wade Esplin, Dallin Robinson, Cory Estes, Ryan Fisher, Neal Mason, and Kristi Holyoak

**Invited Guests:**

Eric Petersen

**I. Agenda Items by Darin Gifford, Chairperson**

**A. Call to order**

A quorum was confirmed. Chairperson, Darin Gifford called the meeting to order at 12:03pm

**B. Pledge of Allegiance**

Chairperson Darin Gifford led the Pledge of Allegiance.

**C. Approval of the Agenda**

Paul Terry motioned to approve the agenda as presented. Melinda Pfundstein seconded the motion and the motion passed unanimously.

**D. Approval of the May 7, 2025 Minutes**

Jarad Brinkerhoff made a motion to approve the May 7, 2025 meeting minutes, Garret Cottam seconded the motion. The motion passed unanimously.

**E. Oath of Office for Jamison Robinett - Kristi Holyoak**

Darin Gifford introduces Jameson Robinett, the new Board of Trustees member, who takes the oath of office, given by Kristi Holyoak.

**II. Special Item:**

**A. Department Highlight - Wade Esplin, Director of Transportation & Apprenticeships**

Brennan Wood explains the structure of the meeting, including department updates and student involvement. Wade Esplin discusses the automotive training program, highlighting competency-based education and partnerships with manufacturers. The board learns about the success of the program, including student placements and industry engagement. Scott Leavitt and

Neil Mason discuss the program review procedure and its impact on staff allocation and instruction quality.

B. [Student Presentation](#)

**III. Action Items:**

A. [Review and Approval of President KPI's 2025-26 - Brennan Wood](#)

The board approved Presidential KPIs for 2025-2026, focusing on academic program reviews, student service awareness, and industry engagement. Scott Leavitt and Neil Mason discuss the program review procedure and its impact on staff allocation and instruction quality. Sharon Corry motioned to approve the motion, and Paul Terry seconded. The motion passed unanimously.

B. [Approval of New Probationary Period Policy - Brennan Wood](#)

Brennan Wood presents the probationary period policy, explaining its benefits and alignment with other institutions. We did not previously have a probationary period, but it was emphasized as important. The policy was reviewed and explained. Eric Peterson noted it provides flexibility to end employment if needed, while Clarissa Crosby explained why the written policy is brief and that additional practices are in place. Darin Gifford asked whether it truly makes termination easier. Paul Terry questioned how it aligns with at-will employment after six months; Eric Peterson clarified the state favors at-will. The goal is to ensure consistency and support coaching, rather than making one-off decisions. Darin also asked about delaying benefits during the probationary period, which is not the case. Michelle Tullis motioned to approve the motion, and Garrett Cottam seconded. The motion passed unanimously.

C. [Approval of Chair, Vice Chair, and New Executive Member - Brennan Wood](#)

Darin Gifford and the board discuss and approve the Chair, Vice Chair, and new executive member positions. Chairperson and Vice Chair will continue for another term for Darrin Gifford and Kristie McMullin and the New Executive Member will be Garrett Cottam. Jarad Brinkerhoff motioned to approve the motion for Garret Cottam, and Paul Terry seconded. The motion passed unanimously. Garrett Cottam motioned to approve the motion for Darin Gifford and Kristie McMullin to remain in their current roles, and Paul Terry seconded. The motion passed unanimously.

D. [Approval of Law Enforcement Unit, Records & Campus Safety Procedures Policy - James Mullenaux](#)

James recognized Cory's work on the policy and deferred to him for details. Cory shared that he consulted with Mountainland and the Attorney General's office, noting the need to be mindful of video use. Paul asked if the policy covers both exterior and interior areas, and Cory clarified how the coverage has been expanded. Melinda Pfundstein motioned to approve the motion, and Jarad Brinkerhoff seconded. The motion passed unanimously.

E. [Consent Agenda Approval - Darin Gifford](#)

The board approves the consent agenda, which includes minor changes to policies and alignments with COE standards. Michelle Tullis motioned to approve the motion, and Paul Terry seconded. The motion passed unanimously.

**IV. Discussion Items:**

A. [Board Priorities - Brennan Wood](#)

Brennan Wood asks board members about their priorities and how the institution can support them. Jarad Brinkerhoff suggests focusing on high school student engagement and potential funding opportunities. The board discusses strategies for improving accessibility for high school students, including transportation and online programs. Scott Leavitt and Brennan Wood highlight ongoing initiatives to expand programs into rural areas and support concurrent enrollment. Jamison supported the idea of these questions but said he'd like time to review them with his team and continue the discussion digitally. Paul Terry asks how the board can support Brennan Wood, sharing an example from their experience in Silicon Valley. Brennan Wood emphasizes the importance of connections and relationships for the next year, suggesting the board help with introductions and connections. Brennan Wood mentions the upcoming Foundation event on October 9, inviting board members to bring industry contacts to introduce them to Southwest Tech.

**B. Board SWAG Item - Brennan Wood**

Brennan Wood quickly shared with the board that he would like each board member to pick out a new apparel item with our new mascot or the original compass at their convenience.

**C. Capital Development Process Dedicated and Non-dedicated funding - Brennan Wood**

Brennan Wood provides an overview of capital development processes, including dedicated and non-dedicated funds. The discussion includes the challenges of securing funding for capital projects, with the legislature prioritizing projects annually. Brennan Wood mentions the potential for changes in project rankings and the importance of political involvement in securing funding. The conversation touches on the need for matching dollars to increase the chances of securing funding for projects.

**D. Investment Report - Clarissa Crosby**

Clarissa Crosby provides an update on the investment report, covering four months of data from April to July. The report includes balances of bank accounts and investments.

**E. Mascot Research Update & New Graduation Certificate - Brennan Wood**

The conversation includes a brief mention of the new mascot and graduation certificate, with Darin Gifford expressing satisfaction with the new design.

**F. Facilities Update - Ryan Fisher**

Ryan Fisher provides a detailed update on facilities projects, including new classrooms, offices, and simulation rooms. The update includes information on the innovation center, including new parking spots and a retention pond. The conversation touches on the use of local resources and the collaboration between different departments for various projects. Ryan Fisher mentions ongoing projects, including welding storage and landscaping updates, with plans for future improvements.

**V. Adjourn**

The Meeting was motioned to adjourn at 2:00pm.

**Next Board Meeting:** November 6, 2025 at 12pm in the Southwest Technical College Boardroom.

***NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS***

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Valerie Stringfellow (970) 376-4793, three days prior to the meeting. In accordance with the Open and Public Meeting Act, this meeting is being recorded. Trustees may participate in a Board of Trustees meeting by means of electronic media.

Upcoming Events and Informational Items:

- A. October 1 Manufacturing Days
- B. October 9 Foundation Dinner
- C. October 17 Employee Prep Day: Campus in closed
- D. October 20 Fall Break: Campus is closed
- E. November 3 - 6 COE Accreditation Reaffirmation Visit