



BOARD OF TRUSTEES
Wednesday, Nov. 5, 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, David Douglas, Melissa Rich, Sheldon Birch

Staff Present: Paul Hacking, Kent Thygerson, Mark Aiken, Tricia Walker, Tera Porter, Kim Herrera, Mena Bailey, Michelle Davis, Jess Clifford

Excused: Cole Dangerfield, Dave Petersen, Yvonne Nielson

Virtual Attendance: Alison Adams – USHE General Counsel, Kim Ziebarth – USHE Associate Commissioner of Tech Ed

Guests: Eric Petersen – USHE Legal Counsel, Andy Millan – Tooele Tech student

WELCOME & INTRODUCTIONS:

Lori Haines-Little welcomed attendees and acknowledged the significance of this being President Paul Hacking's final Board meeting. A quorum was established.

Student Spotlight

Andy Millan was described by Mena Bailey as the "pinnacle of a perfect student," noting his preparedness, hunger for knowledge, and tendency to engage in deep discussions. Andy shared his journey, explaining that barbering had evolved from a hobby into a desired career. He praised the kindness of the Tooele Tech staff and loves the clients. His goal is to get licensed, work locally to hone his skills, and one day open his own barbershop.

Lori Haines-Little commented on how the department leverages its Occupation Advisory Committee for job placement and fostering beneficial connections. Paul Hacking expressed pride in Cosmetology and Barbering. He emphasized that even if they aren't "high wage, high demand" jobs, they are valuable because they significantly enhance the quality of life for families.

Student Services Spotlight

Kim Herrera, Director of Student Services and Counseling, highlighted her background in K-12 education and experience with the Utah State Board of Education.

Her department overview included:

- Efficient, seamless growth in student services, focusing on wraparound services
- Removing education barriers for non-traditional and high school students
- Student support and retention improvements are facilitated weekly on at-risk indicators
- Targeting adult certificate seekers, working on progress monitoring and self-advocacy
- Implementing the first right-sized mental health and wellness plan, which includes prevention, intervention, and community partnerships

Enrollment trends have consistently trended upward. The focus is on improving adult matriculation, which has shown recent upward trends due to collective follow-up efforts. President Hacking complimented Kim and Tricia Walker as the leadership that keeps the "machine moving." Lori Haines-Little praised Kim for the comprehensive information, commenting that mental health safety is key.

USHE Board Member Summit

Chair Haines-Little shared the value of the USHE Board Member Summit. Aaron Stagg found the summit valuable as a new Board member, and it helped him gain a bigger picture of his role.

CLOSED SESSION

Lynn Jeffers made a motion to move into a closed session for the purpose of discussing the character, professional competence, or physical or mental health of an individual to discuss the presidential search and the acting president position. The motion was seconded by Melissa Rich. The closed session was held in the Board Room of Tooele Technical College.

The following Board members voted in favor of a closed session: Lori Haines-Little, Lynn Jeffers, Aaron Stagg, David Douglas, Melissa Rich, and Sheldon Birch. **The motion passed unanimously.**

Lynn Jeffers made a motion to move out of the closed session, seconded by Lori Haines-Little. **The motion passed unanimously.**

ACTION ITEMS

Consent Calendar

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

- September 3, 2025 Board Meeting Minutes
- Personnel Report
- Marketing/Recruitment Report
- OAC Members
- Investment Report

Melissa Rich moved to approve the items in the Consent Calendar, seconded by Sheldon Birch. **The motion passed unanimously.**

Finance & Audit

FY 2025-2026 Year-to-date Financial Report

Lynn Jeffers reviewed the report for the first three months of the fiscal year. The college is on track with its planned budget, demonstrating strong financial planning. Adult enrollment is up, resulting in an additional \$81,482 above budget in tuition. Bookstore sales are also higher due to increased enrollment. The college is in very good financial health, thanks to its active management of costs, with year-to-date funds totaling \$157,638 above budget in revenues.

Sheldon Birch moved to receive the Year-To-Date Financial Report, seconded by Lynn Jeffers. **The motion passed unanimously.**

Amend Employee Definitions Policy from Sept. 3, 2025

Lynn Jeffers explained the need to amend the Personnel policy and remove the statement “appointed employees,” referring to Board of Trustees members.

Sheldon Birch moved to approve the amended Personnel Definition Policy as presented, seconded by Lynn Jeffers.

The motion passed unanimously.

Instruction & Student Services

Performance Goals

Aaron Stagg explained the college’s FY26 performance goals of 57.7% in timely completion and 64.8% in high-yield awards.

Aaron Stagg moved to submit Tooele Technical College’s FY26 performance-based goals, which exceed the minimum levels required by the Board of Higher Education and demonstrate progress above the actual amounts achieved in FY25, indicating sufficient progress toward achieving the five-year goals. He further moved that the President has the flexibility to modify the FY26 performance goals should the Board of Higher Education or the Commissioner request reasonable alterations. Once the goals are accepted, any changes to the goals will be shared in the Consent Calendar at the next Board of Trustees Meeting. This motion was seconded by Sheldon Birch. **The motion passed unanimously.**

First Quarter Membership Hour, Enrollment, and Certificate Report

Aaron Stagg stated the college saw impressive growth in the medical programs during the first quarter of FY26, with membership hours up 35% and enrollment increasing by 25%. Certificates in Business are declining slowly, prompting more discussion about reviewing local industry needs. Chair Haines-Little praised the Welding and Diesel programs for maintaining stable enrollment despite facing construction challenges.

David Douglas moved to receive the first quarter Membership Hour, Enrollment, & Certificate Report, seconded by Aaron Stagg. **The motion passed unanimously.**

Program Change in Cosmetology/Approve New Program: Master Barbering

A change is necessary in the Cosmetology program. The required hours must be changed from 1,600 hours (44 credits) to 1,250 hours (32 credits) to align with the new Department of Professional Licensing (DOPL) minimum safety requirements effective January 2026. Board approval is required before the college can submit paperwork for this change. This is a challenge because most students rely on Pell Grants, which require approval from the Department of Education, whose backlog could impact enrollment.

The Master Barbering program was also explained as an entirely new program and a license added by DOPL, which will include chemical and color components into the curriculum. This program will remain at 1,000 hours (25 credits). The college has frozen enrollment in the current Barbering program, awaiting finalization and Board approval of the new objectives.

David Douglas moved to approve the program changes to Cosmetology and the new Master Barbering as presented, seconded by Sheldon Birch. **The motion passed unanimously.**

INFORMATION ITEMS

Finance & Audit

Building expansion project

Jacobson Construction returned to campus last week and is working on several change orders, with a target completion date of mid-December. The longest outstanding construction item is the installation of a new fence around the city well next to the west campus building. It is slated for completion in the spring. The college determined a \$65,000 deficit at the end of the project and was asked by DFCM to cover \$30,000 from the budget.

Facility Inspection Report

The college conducts quarterly safety and maintenance inspections and reports to the Board annually. Kent is working with the sub-committee to review specific details of the latest report.

Instruction & Student Services

Counselor Appreciation Luncheon

The annual luncheon for the Tooele County School District counselors will include a professional development component focused on analyzing data to improve current practices.

Program Updates

- Police Academy graduation is December 18th at 6:00 PM.
- New marketing wraps for the CDL trailers are complete.
- Community training for CPR and First Aid is offered monthly.
- A full Electrical Apprenticeship cohort is expected to begin in January.
- The Testing Center is approved for written licensing exams in Cosmetology, Nails, and Barbering.
- The college received a Community Legacy Award from the Tooele Interagency Prevention Partnership Coalition for its partnership work in reducing poverty by educating and employing women.

President's Report

Tooele Tech Days

Michelle Davis and Jess Clifford informed the Board that Tooele Tech Days was a success, meeting all its goals: serving as a community partner, promoting brand awareness, and raising funds for the scholarship foundation. The event featured a drive-in movie, barbecue, and car show. The community support raised for the foundation was nearly \$72,000. The next fundraising event is scheduled for September 18th and 19th.

Final Thoughts

President Hacking shared the following:

- Gratitude - thanking the Board for their trust, input, and allowing him to lead
- Tech Ed Philosophy - tech colleges are stronger together and must collaborate as a system to support legislative funding and building nominations, despite having regional differences
- Enrollment Objectives - emphasized the importance of honoring all enrollment objectives (occupational upgrade, secondary completion, certificate completion), stating a certificate is valuable on its own and should be honored as success.
- Flexibility - the ability to schedule around personal life is key to serving adult students, and warned against moving to a strict semester-based or cohort system

- Culture - Tooele Tech is committed to teaching trade skills and caring for individuals, regardless of orientation
- Legacy & Accomplishments -
 - Doubled enrollment
 - Completed campus expansion and modernized systems
 - Successful partnership with the school district
 - Implemented comprehensive student services reform
 - Built a fair and equitable compensation system during his tenure
- Closing - thanked the Board for their support, recognizing they are unpaid champions who care deeply about the institution. Lori Haines-Little and Paul Hacking exchanged final, warm compliments on leadership and working relationship.

An invitation to ask questions or provide comments was offered prior to concluding the meeting. David Douglas moved to adjourn, seconded by Melissa Rich. **The meeting adjourned at 2:35 pm.**