



BOARD OF TRUSTEES
Wednesday, June 3, 2026
12:15 to 2:15 pm
Board Room
88 South Tooele Blvd.
Tooele, UT 84074

DRAFT - MINUTES

Members Present: Lori Haines-Little – Chair, Aaron Stagg, Cole Dangerfield, David Douglas, Melissa Rich, Sheldon Birch, Yvonne Nielsen

Staff Present: Kent Thygerson, Mark Aiken, Tricia Walker, Tera Porter, Mike Boren, Tee Allred, Doug Allred, Joey Hunt,

Excused: Lynn Jeffers – Vice-chair

Virtual Attendance: Dave Petersen

Guests: Eric Petersen – USHE Legal Counsel, Jacob George – Tooele Tech student

WELCOME & INTRODUCTIONS:

Chair Lori Haines-Little welcomed everyone and stated that a quorum was present to proceed. She introduced the Electrical Apprenticeship program as a vital, four-year program—the longest currently offered at the college.

Student spotlight, Jacob George recently completed his fourth and final year in that program, maintaining employment with All-Tech Electric throughout his education. He noted that the hands-on approach was the right fit for him. Once Jacob earns his license, two apprentices will work under him, creating a positive growth cycle. Utah currently has 21,000 licensed electricians, but will need an additional 15,000 over the next 10 to 15 years.

Program Spotlight from Electrical Apprenticeship, Tee Allred brings a decade of electrical industry experience from his family's business, All-Tech Electric. He is part of a five-instructor team who balance industry jobs with evening teaching responsibilities. The curriculum focuses on theory and safety/national code (NEC) to supplement the 8,000 hours of on-the-job training required to take the state Journeyman exam.

Gratitude was extended to former board member Doug Allred, who stepped down from the board to help launch the program, as well as past president Scott Snelson, for his foresight regarding construction trades. Doug expressed appreciation to USHE and the legislature for funding their newly allocated space.

ACTION ITEMS

Consent Calendar

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

- April 1, 2026 Board Meeting Minutes
- Investment Report
- Marketing/Recruitment Report
- OAC Members

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

Instruction & Student Services

FY26 3rd Qtr. FTE & Enrollment Report:

Aaron Stagg explained the 3rd quarter FTE & Enrollment Report. Adult enrollment is up an exceptional 24%, and high school enrollment is up 23% from this time last year, yielding an overall 18% increase in institutional enrollment. Tricia Walker attributed the growth to targeted adult marketing campaigns and active outreach to high school seniors with initiatives that emphasize flexibility, affordability, and available financial aid options.

Sheldon Birch moved to receive the 3rd quarter FTE & Enrollment Report, seconded by David Douglas. **The motion passed unanimously.**

Finance & Audit

2024-2025 Financial Audit:

Kent Thygerson reviewed the 2024-2025 Financial Audit, explaining that the external auditors issued an unmodified audit report, confirming the financial statements accurately reflect its standing. However, a material weakness finding was identified due to insufficient accounting resources and time. This bottleneck is directly tied to Kent operating in a dual capacity as Interim President and VP of Finance. To remediate this, an accounting director was hired and is actively training. This will self-correct to a manageable level once a permanent president is in place.

2025-2026 Year-to-date Financial Report:

Interim President Thygerson explained details about the Year-To-Date Financial Report.

Revenue: Running \$74,000 above budget. Major drivers include tuition, fees, and Pell Grants.

Expenses: Running \$171,000 over budget. Deficits were due to facility expenses (unanticipated CDL truck maintenance and HVAC repairs) and rising costs for instructional supplies due to national tariffs.

Net Balance: The college is currently facing a net loss of approximately \$96,000. Board members discussed checking federal purchasing channels to see if tariff reimbursement programs are applicable.

Cole Dangerfield moved to receive the 2024-2025 Financial Audit and the Year-To-Date Financial Report, seconded by David Douglas. **The motion passed unanimously.**

2026-2027 Institution Budget:

Interim President Thygerson proposed a strict break-even budget to avoid deepening the deficit and protect the institutional financial reserves. The incoming budget expects \$754,000 in new appropriations: \$145,000 from Performance Funding (earned by reaching access, enrollment, and completion goals - used for support functions); \$279,000 from Capacity Funding (used for programs and instruction); \$326,000 for benefits and 2.5% Cost of Living Adjustment; and \$4,000 for the Interagency Service Fund (ISF) used for state agency cost updates.

Proposed new programs include: a full-time Automotive Technician Program and a part-time Plumbing Apprenticeship Program. Note: Formal program approval will be at a future board meeting.

The budget set aside \$80,000 for a Customer Relationship Management (CRM) system to eliminate inefficient manual data entries and the fragmented Google Sheets used for tracking. Tricia Walker emphasized that Tooele Tech is currently the only USHE institution without a CRM, leaving the institution vulnerable to data errors when tracking student lifecycle attrition, onboarding metrics, and academic progress interventions.

Multiple board members raised fiscal concerns without a concrete ROI or formalized plan to restore the reserves. The board suggested researching alternatives before committing to a major expenditure.

Sheldon Birch moved to approve the 2027 Institution Budget, *with the modification of purchasing a Tanner IT audit, and create a plan to increase the reserve funding and implement those changes*. This motion was seconded by Lori Haines-Little. **The motion passed unanimously.**

Tuition & Fees Updates:

Aaron Stagg presented a request to update the tuition and fee schedule to incorporate a new \$20 course extension fee. Currently, the college has extensions if a student requires extra time to complete. However, the existing process is manual and labor-intensive. This fee will allow the college to automate the extension. This aligns with standard practices at other institutions, enabling better student access while saving manpower and administrative time.

Cole Dangerfield moved to approve the Tuition & Fees Updates as presented, seconded by Yvonne Nielsen. **The motion passed unanimously.**

INFORMATION ITEMS

Instruction & Student Services

Program Updates:

Aaron Stagg informed the Board of the following:

- *Police Academy:* Seven cadets are scheduled to graduate on June 18th, with 21 new cadets enrolled for the incoming cohort.
- *EMT & AEMT:* Cohorts are beginning with 17 students.
- *Nursing Assistant & Master Barber:* Both programs have eight new students enrolled, which is higher than average.
- *Cosmetology:* Enrolled nine new students.
- *Practical Nursing:* Current enrollment has 15 students. This is the highest early-enrollment number the program has seen, with additional registrations anticipated.

SkillsUSA National Competition:

Tooele Tech's three state gold medalists are competing in Georgia, representing the State of Utah at SkillsUSA. The national event features thousands of students across hundreds of trade competitions.

USHE Performance Funding & High-Yield Graduates:

The college is on track to meet its USHE performance funding goal. Meeting this benchmark will yield approximately \$250,000 in state funding. While these specific funds will impact the Fiscal Year 2028 budget cycle, hitting this target reflects positively on the college's accountability goals and institutional performance tracking.

Finance & Audit

Kent Thygerson reviewed the following:

VA Audit: The Veterans Administration provides scholarships to Veterans that cover tuition and fees, as well as a monthly housing allowance. The VA conducts a comprehensive compliance audit every three years, which the college recently completed with positive results. The auditors provided a few recommendations to help strengthen internal policies and procedures.

Tooele ATC Foundation:

The Board acts as the governing body representing the Tooele ATC Foundation. This is managed as a separate financial component of the college, specifically for events like "Tooele Tech Days" to replenish student scholarships.

- *Financial Note:* At the close of Fiscal Year 2025, the external auditors requested that the Foundation's balance be reclassified as restricted funds.
- *Fundraising:* Marketing and promotions for Tooele Tech Days, held in September, will begin soon.

2026-2027 Internal Audit Plan and Risk Assessment:

Internal auditors conducted an institutional risk assessment, interviewing directors and vice presidents regarding potential operational vulnerabilities.

- The auditors provided targeted training to leadership to align definitions of institutional risk. They outlined a structured "risk heat map" evaluating severity across 21 operational categories.
- Four mandated audits, alongside a specialized data privacy audit, will take place. The Finance and Audit Committee will formally authorize this audit.

President's Report

Presidential Search Update:

The official application window closed on May 29th, with 66 applicants. The search committee is reviewing all files and will narrow the pool to three finalists to be submitted to USHE, and will make the final selection. The non-disclosure rules remain in place to maintain statutory confidentiality for all applicants. Leadership expects a permanent president to be finalized and in place within a year of the vacancy notice.

Graduation:

The recent outdoor ceremony was a successful event, drawing 1,700 to 2,000 people. 271 students walked across the stage, representing a graduation total of over 500. Chair Haines-Little highlighted the deeply moving, personal nature of these events, specifically noting the Nursing Pinning ceremony.

President's FY 2026 Accountability Report:

Interim President Thygerson presented the FY 2026 Accountability Report, summarizing key progress benchmarks over his seven-month administration:

- Formalizing a program framework to align with USHE's newly mandated Strategic Reinvestment Program to ensure institutional funds are driving optimal performance and educational ROI.
- Following the conclusion of the expansion, the old bookstore and temporary classroom have been completely converted into a Student Resource Center for quiet study and student life activities.
- The institutional website was completely overhauled internally to reflect a modern logo and brand. Executing this in-house saved an estimated \$60,000+ in third-party vendor costs.
- The college adopted the Center for Internet Security (CIS) controls framework to combat targeting of student data. Leadership reported that canvas-based data breaches recently impacted several educational partners; however, Tooele Tech's student databases remained uncompromised.
- The college successfully conducted a mass-casualty training simulation. The exercise utilized local SWAT and provided hands-on triage and tactical exposure for EMT and Police Academy students.
- The strategic objectives will be streamlined before being presented to the Board in September. The framework will be intentionally "lighter" to grant the incoming president maximum structural flexibility and latitude to chart the long-term direction. Future reporting metrics will shift away from activity-based counting and focus on performance-based outcomes to align with USHE's funding models.

An invitation to ask questions or offer comments was offered before concluding the meeting. Lori Haines-Little moved to adjourn, seconded by David Douglas **The meeting adjourned at 2:16 pm.**