



BOARD OF TRUSTEES
Wednesday, Sept. 2, 2026
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

Staff Present: Kent Thygerson, Mark Aiken, Tricia Walker, Tera Scalise, Brittany Davies, Scott Wolfe

Excused: Dave Petersen, Yvonne Nielson

Guests: Eric Petersen – USHE Legal Counsel, Katie Mazie – USHE Associate Commissioner, Trustee Relations

WELCOME & INTRODUCTIONS:

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

Program Spotlight – Composites

Scott Wolfe presented an overview of the high school-exclusive Composites program, which features a 40-hour Utah Aerospace Pathway externship that has resulted in over 30 direct hires starting at \$25 an hour. The curriculum covers hands-on projects, quality control, and safety.

ACTION ITEMS

Consent Calendar

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

- June 3, 2026 Board Meeting Minutes
- Marketing/Recruitment Report
- Investment Report
- FY 2025-2026 Presidential Travel

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

Finance & Audit

Lynn Jeffers reviewed the preliminary FY 2025-2026 Year-End Financial Report. Sources of funds exceeded the budget by over \$114,000, driven by a 70% increase in adult enrollment, higher Pell Grant revenues, and bookstore sales. Use of funds saw overages in employee benefits (due to compensated absence accruals), facility expenses, vehicle repairs, and instructional materials. While asset purchases are currently \$92,000 over budget, they are projected to finish \$200,000 under budget upon year-end capitalization finalization, bringing the final year-end close near breakeven.

The FY 2026-2027 Year-To-Date Financial Report for the first 30 days of fiscal year 2027 shows a positive start. Expenditures remain well within budget as the new fiscal year begins.

David Douglas moved to receive the FY 2026 Year-End Financial Report and the FY 2026-2027 Year-To-Date Financial Report, seconded by Melissa Rich. **The motion passed unanimously.**

Instruction & Student Services

Aaron Stagg discussed the FY 2026 FTE, Enrollment, & Licensure Report. High school enrollment reached capacity at 412 students, while adult enrollment grew by 24%, driving a 16% increase in adult certificates as high school graduates transitioned into adult students. Police Academy, Practical Nursing, Electrical Apprenticeship, and EMT experienced strong growth, while strategies are being implemented to address lower completion metrics in Pharmacy Tech and shifting trends in the Business program.

Cole Dangerfield moved to receive the FY 2026 FTE, Enrollment, & Licensure Report, seconded by Sheldon Birch. **The motion passed unanimously.**

Planning & External Relations

Interim President Thygerson presented the 2027-2029 Strategic Plan for the Board's consideration. Katie Mazie confirmed that the plan aligns directly with the USHE Strategic Plan. The four core pillars are:

- Continuous improvement in operational systems and data reporting
- Increasing student access, particularly among adult learners
- Enhancing student success and completion rates
- Aligning programs with workforce and industry needs, including potential offerings in Robotics and Pre-engineering

Chair Haines-Little asked the Board whether they wanted to provide additional input to ensure the revised Strategic Plan remains relevant to the institution's mission. The Board agreed the plan was comprehensive and the strategies would improve the college. Kent Thygerson confirmed that current and projected financial resources were considered in setting the strategic initiatives, and institutional resources will support the Strategic Plan.

Sheldon Birch moved to approve the 2027-2029 Strategic Plan as presented, seconded by Melissa Rich. **The motion passed unanimously.**

Policy Revisions

Interim President Thygerson presented policy updates to maintain alignment with state compliance standards and operational needs. The Parental, Family, or Marital Status and Pregnancy policy, Capital Asset policy, and Computer Resources Acceptable Use policy were reviewed. The Information Security policy was revised to delegate administrative sub-policies to college administration while maintaining Board oversight through annual reporting from the IT Director. Finally, to make payroll processes more efficient, the Salary and Wage Administration policy was updated to distribute earned merit adjustments for red-circled employees across regular fiscal-year paychecks rather than as a single lump-sum bonus.

Aaron Stagg moved to approve the Parental, Family, or Marital Status and Pregnancy policy, Capital Asset policy, and Computer Resources Acceptable Use policy as they were presented, seconded by David Douglas. **The motion passed unanimously.**

Cole Dangerfield moved to approve the Information Security policy, *provided the director's title is changed to be consistent throughout*. The motion was seconded by Melissa Rich. **The motion passed unanimously.**

David Douglas moved to approve the Salary and Wage Administration policy as it was explained, seconded by Aaron Stagg. **The motion passed unanimously.**

INFORMATION ITEMS

Building Updates

Interim President Thygerson reported that the campus expansion project is officially complete, following the final construction of the perimeter wall surrounding the city well on the west campus.

Finance & Audit

Lynn Jeffers discussed the FY 2028 Legislative Budget Request of \$287,000, which is based on state performance metrics and enrollment growth. Without dedicated funding, it remains challenging to cover expanding operational costs and establish critical support roles needed to sustain growth. The proposed legislative funds would establish a dedicated Institutional Research position to strengthen college data reporting and to launch a new Robotics certificate pathway in partnership with Utah State University.

Instruction & Student Services

Aaron Stagg informed the Board of the following:

Student Outcomes

- Job placement rate achieved 85% for certificate completers, exceeding the minimum 70% benchmark
- Student body demographics: 29% adult learners (age 25+), 33% underrepresented students, and 45% female enrollment

Program Updates

- Practical Nursing recorded its largest cohort to date with 22 students
- Police Academy continues to grow with 166 completing the program
- CDL acquired a new 4-passenger training truck to allow more students driving opportunities

Planning & External Relations

Chair Haines-Little reported that the submission of the President's annual goals to the USHE Board is on hold because a new college president has not been decided. She also highlighted upcoming college events, including the Tooele Tech Days scholarship fundraiser on September 19 and the USHE Board of Trustees Summit on October 19.

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

President's Report

Interim President Thygerson briefed the Board on the successful Opening Institute that kicked off the new academic year. He invited Trustees to the upcoming Student Champions' Gala on November 5, and highlighted strong employee participation in the "250 Hours for 250 Years" community service initiative.

He reassured the Board that behind-the-scenes work on the confidential presidential search is moving forward as USHE prioritizes finding the right candidate, while also reviewing proposed strategic reinvestment priorities in the Software Development and Business programs.

An invitation to ask questions or make comments was offered before the meeting concluded. David Douglas moved to adjourn, seconded by Cole Dangerfield. The meeting adjourned at 2:23 pm.