



COLLEGE BOARD OF DIRECTORS
Wednesday, June 3, 2020
12:00 to 2:00 p.m.
Tooele Tech Board Room
88 South Tooele Blvd.
Tooele, UT 84074

MINUTES

Board Members Present: Joyce Hogan – Chair, Tom Bingham – Vice-Chair, Camille Knudson, Marv Shafer, Paul Ogilvie, Aaron Peterson, and Matt Potter

Staff Present: Paul Hacking, Ellen Lange-Christenson, Kent Thygerson, Mark Aiken, Tera Porter, Jess Clifford, Mark Walker, and Bryan Scott

Excused: Dave Haskell and Jenn Cowburn

Guest(s): Jera Bailey – UTech Board of Trustees and Eric Petersen - USTC Legal Counsel

WELCOME & INTRODUCTIONS:

Chair Joyce Hogan verified the presence of board member quorum that attended via Zoom Web conference, guests, and Tooele Technical College (Tooele Tech) staff.

PROGRAM SPOTLIGHT:

President Hacking recognized the historic times our nation, our world, Tooele Technical College, and Tooele County are facing because of COVID-19 and he wanted the board to know that the board meeting would need to recognize that our discussions would be in that context. Over the last few months, a lot of businesses were highly affected by the COVID-19 shutdown. Tooele Tech played a part in Tooele County's effort to support businesses and community leaders. He wanted to highlight a few examples of where Tooele Tech was able to help our community.

Mark Walker, the Custom Fit Director explained that Legislative funds are used to help for-profit businesses pay for third party training. With the pandemic crisis, Custom Fit was authorized by President Hacking and as understood by the Board of Trustees of UTech, to pay up to 90% of training costs as a way of being able to still use the CF funds for training during the shutdown as many of the trainings which had been scheduled had to be canceled because of issues relating to COVID-19. As a result of the decision to temporarily change the normal required match, Custom Fit has been able to spend an estimated record of \$400,000 for qualifying training events.

Jess Clifford, the SBDC Director said the pandemic affected their numbers as well. 25 clients were assisted this year and 300+ were assisted during the pandemic. There were 78 hours of counseling before the shutdown, and 52 hours during the pandemic. The SBDC received \$15,000 capital infusion and \$147,000 for COVID-19 SBA Loans. Jess provided the county his support on a weekly conference call hosted by the county (with hundreds of participants) to offer hope, perspective, ideas, and help in accessing federal programs. President Hacking complimented him for being a shining example of how the college supports the community in addition to the training programs we offer.

Bryan Scott, the Software Development Instructor was asked to help in communicating with citizens how they could still access food at restaurants during the shutdown. He discussed the virtual food court website idea with his students. They went to work and created a landing page website for the 70+ eateries in Tooele County. This website

is one-stop shopping with restaurant details. A private entrepreneur wanted to buy the website and was interested in hiring students for COVID-19 website solutions.

OPEN MEETING LAWS TRAINING:

Eric Petersen led the training to include:

- Public Policy and General Rule
- 24-hour Notice and Agenda Requirements
- Written Minutes/Recording of Open and Closed Meetings
- Electronic Communication

STATUS OF TOOELE TECH REGARDING COVID-19:

President Hacking provided the context of the pandemic for the remainder of the meeting. The college stayed in good contact with state leaders and sister colleges to make the best decisions for the institution. He is proud of our instructors who stayed in communication with their students and the administrative team who worked in coordination for the student, employee, and community safety. Every employee had a work plan to stay busy as they worked from home. The college was able to get every student in cohort-based programs to completion and every instructor stayed in contact with their students during the shutdown as well. He also expressed his appreciation for the many college employees who helped the college maintain a sense of community during this difficult time.

Finance/HR: weekly meetings in response/actions to COVID-19 and tracking costs associated with the pandemic.

IT: commended for coordinating with instructors and students to prepare for working online.

Facilities: Emergency Safety committee created responses and guidelines that lined with the state and CDC protocol.

Instruction: worked with students to complete work online. Nursing, CNA, POST, and Electrician Apprenticeship cohorts were able to finish their programs. Instructors stayed busy doing repairs, new coursework, and career development. Safety measures continue including disinfecting, asking students COVID-19 symptom questions, and using masks and gloves.

Student Services: During the 7-week closure, the staff stayed busy answering phones and contacting students. The Marketing team did a lot of social media events. Screens and physical barriers are now in place. A lot of effort went into virtual contact with students to keep them engaged. Program fees were waived in March, April, and May. Ellen was happy to announce Tooele Tech only lost 7% of the student body. Graduation has tentatively been put on hold until we are allowed to assemble in groups larger than fifty. The CARES Act has provided \$57,902 in student grants. We are in the process of identifying eligible certificate-seeking students that were impacted by the closure.

Chair Hogan commended everyone for an excellent job and appreciated the time, agony, and effort that went into keeping everything functioning.

ACTION ITEMS:

Consent Calendar

Chair Hogan invited the board to offer comments or questions regarding the following Consent Calendar items:

- Approve March 25, 2020 Board Meeting Minutes
- Personnel Report
- Marketing/Recruitment Report
- OAC Members

Aaron Peterson moved to approve the items in the Consent Calendar, seconded by Paul Ogilvie. **The motion passed unanimously.**

Finance & Audit

Receive Year-to-Date Financial Report

Paul Ogilvie explained that in this current situation, Tooele Tech remarkably is still financially solid and healthy. The state has requested reduced spending with anticipated budget cuts. The CARES Act grant will provide \$57,901 for institutional aid and \$384,197 for supplemental institution aid. This will be on the books this year, not in the proposed 2020-2021 budget.

Marv Shafer moved to receive the Year-to-Date Financial Report, seconded by Aaron Peterson. **The motion passed unanimously.**

Proposed 2020-2021 Institutional Budget, FY21 Program Fees, & Differential Tuition

This base budget will change due to anticipated legislative funding reductions. The college will find out the third week of June what the funding cuts will be. Sources of Funds and Use of Funds are expected to be lower and we don't know yet the impact. Once those reduction amounts are known, the President will make necessary changes to the budget and bring it back to the board to discuss in September.

FY21 Program Fees

Student fees have increased because there is a better understanding of the cost to run the various programs. Tooele Tech is moving programs to course-based rather than hourly fees, which provides the benefit of giving a finish line and motivation for students. Attached is a copy of the proposed changes to fees which the board approved.

Differential Tuition

Every year the board must approve any exception to our normal tuition policy. This item has been approved by the board every year for several years. The one area where the college has an approved differential tuition amount is in our Academic Development Center. We charge less to attend the Academic Development Center than other college programs as we want to make it very easy for a student to get their GED and upgrade their basic math, English and reading skills so they will be successful in our technical training programs. This differential tuition amount has been a college procedure in the past and already approved by UTECH and now needs to be approved by our board.

Paul Ogilvie moved to approve the 2020-2021 Institutional Budget, Program Fees, and Differential Tuition seconded by Marv Shafer. **The motion passed unanimously.**

Fraud Risk Assessment

Tooele Tech had a risk assessment by the State Auditor and we scored a very low fraud risk rating. Separation of duties, extra controls, policies in place, and a licensed financial expert are the reasons.

Marv Shafter moved to receive the Fraud Risk Assessment, seconded by Camille Knudson. **The motion passed unanimously.**

Instruction & Student Services

Third Quarter Student Statistics

Ellen Lange-Christenson explained the third quarter increased 17% in membership hours and enrollment.

Certificates were -8% but Ellen is confident the numbers will be similar to last year's data by the end of the fiscal year.

Aaron Peterson moved to receive FY 2019-2020 Third Quarter Student Statistics seconded by Camille Knudson. **The motion passed unanimously.**

FY21 Program List

Mark Aiken explained the proposed updates to the Program List. Individual course offerings are now listed separately from the COE approved program certificates. The name of the CDL class changed to "Commercial Driver's

License (CDL) Class A" to alleviate confusion with other CDL courses. Electrician Apprenticeship will now be called Electrical Apprenticeship to remove the job title and use the program description.

Marv Shafer moved to approve FY21 Program List seconded by Aaron Peterson. **The motion passed unanimously.**

INFORMATION ITEMS:

Instruction & Student Services

Ellen Lange-Christenson explained the membership hour year-to-date report. Tooele Tech was closed the entire month of April and reopened May 22nd. Ellen was pleased to share the membership hours overall were only down - 2%, predicting the data will be even or ahead at the end of the fiscal year. Enrollment is up 2% from last year. Certificates are down -6% and should reverse once June's data is collected.

There is discussion at the legislative level to cut off reporting data through February. It was more about safety in the COVID-19 pandemic than collecting membership hours.

Legislative Special Session

Joyce Hogan invited Tom Bingham to share information about the Legislative Special Session that will be June 15th. Being essential to get people working, we are hoping there will be some consideration from the Legislature. Funding for dedicated projects is still being determined. The base budget that was just approved does not include any budget cuts. Tech colleges are part of the strategy in Utah Leads Together 3.0 to get the state back to work, so the college hopes that its budget will not be cut as drastically as other departments in the state.

President Hacking stated we have ideas of where we could cut, but that no final determination has been made until we have a better idea about how much we will need to trim. People's lives are involved and he feels it is inappropriate to discuss cutting programs until it becomes necessary because in our situation programs mean people. Should the college need to reduce its force, it will utilize the reduction in force policy. President Hacking also stated that we have a healthy fund balance and are in a good financial position and because he feels the economy will rebound, we may not need to cut ongoing funding. President Hacking has asked Kent to determine if we can use the federal funding we received to minimize the potential impact. Next, the plan is to reduce other one-time expenses such as travel, equipment, and professional development and then look at programs that could be put on hold temporarily, and possibilities of early retirements if they could help the college. Only then, will we look at reducing valued programs in terms of priorities in helping the college meet its institution's mission, outcomes, and partner expectations.

Regarding the building expansion project, the state paid cash for the prison which provided an income stream that is in statute to fund higher education building expansions. Nothing is official, but the prison is now being bonded for, which takes away the funding stream for dedicated building projects. This decision may make us wait another year for funding to be added to the dedicated building fund for our expansion project. As everything is fluid with the state, it is hard to say if the funding for dedicated projects will be touched yet or not. President Hacking has had assurances that the funding will remain and also evidence that the funding could be cut as part of the efforts of the legislature to balance the budget because of anticipated revenue reductions because of COVID-19. Also, President Hacking said that the purchase of property from the school district is moving forward with the support of the Superintendent and the TCSD Board. President Hacking is anxious to complete this transaction before the funding that has been in the fund with DFCM for several years is put in jeopardy. After the college purchases the land it will lease the property back to the School District until it is needed and as agreed to with the Superintendent.

Tom concluded by stating he has every confidence in our executive staff that they will make the required cuts in the best way possible to keep the college moving in the right direction. Chair Hogan reiterated that the board has the

undying support of staff and feel they are doing an excellent job. President Hacking appreciated the comments, holds that trust dear, and would never violate that trust.

President's Report

The last UTECH Board meeting will be held at Tooele Tech on June 23rd. Jera will be a member of the new board that is transitioning to one board as a system. President Hacking appreciates Jera, supports her, and is very grateful to have someone from Tooele County on the super board. He also publicly thanked Charles Hansen, whose term ends in June, for representing Tooele so well. Tooele Tech would not be where we are without the support of Charles and Jera. SB 111 is moving forward with a search for a commissioner.

The Strategic Plan report is an accountability report to the board and the community. President Hacking is amazed at the progress the college is making as we take the time to delineate all of the successes which have occurred over the past year. The Strategic Plan is a road map for the college and we focus on completing the strategies which are listed seriously. This three-year plan is a living document. The accountability report is extensive and attached to the minutes and includes specific accomplishments in the following broad objectives:

- Quality of Program and Services - Within the realm of what we can control, President Hacking is very proud of our accomplishments.
- Filling the Pipeline - The success in growth did not happen without strategies from Marketing, instructors, and Student Services. Before the pandemic, many programs had hours of the day at full capacity. Over the past two years, we have grown membership hours by 65% which says all we need to about this objective.
- Celebrating Success - We are doing a good job of recognizing students on the President's List and highlighting programs on social media.
- Strengthen Industry and Community Relations - Having relationships of trust are the foundation of everything we do. The relationship with the school district and USU are the best they've ever been, not because we have to, but we choose to.

We will take this progress and revamp over the summer. We will continue to come up with new strategies to improve and stay focused. This plan tells everyone where we are going and provides that evidence.

President Hacking ended by stating none of this would be possible without our board members. He thanked them for their time and support on behalf of all students and the community.

An invitation for questions or comments was offered prior to concluding the meeting.

Tom Bingham moved to adjourn, seconded by Aaron Peterson. **Meeting adjourned at 2:15 pm.**