



# **Southwest Technical College**

## **2025 COE Self-Study Report**

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### **Standard 8: Human Resources**

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## Standard 8: Human Resources

### Introduction

Southwest Technical College (Southwest Tech) provides high quality career and technical education for its students. Professional faculty and staff are fully committed and prepared to ensure that each student is afforded the opportunity to achieve the highest skill level possible for success in his/her chosen area of study. An integral part of this quality education is the ability to attract, select, and retain professionally qualified and highly motivated personnel. In addition, Southwest Tech personnel are encouraged to pursue professional development activities related to their fields of expertise. The VP of Finance and Operations oversees human resources and is supported by a Human Resources Department.

### Analysis

#### A. General

- 1. Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution.**

Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff on the Employee Hub, which is accessible through the Southwest Tech website (stech.edu). The job descriptions are reviewed and signed by each employee during the required onboarding orientation.

- 2. The institution has published and implemented procedures for handling complaints/grievances from faculty and staff that are consistent with the policies of the institution's governing board including complaints/grievances filed against the institution's chief administrator, if any.**

Southwest Tech embraces the philosophy of fair and equitable treatment of all employees. A grievance policy has been approved by the Board of Trustees, and grievance procedures have been developed and implemented to assist employees in resolving issues. These procedures are made available in the Southwest Tech Policy Manual and in the online employee orientation. In addition, faculty and staff have the option of utilizing the "Ethics Point Hotline" system managed by the Utah System of Higher Education administration.

- 3. Procedures are in place for the continuous evaluation of the performance and effectiveness of full- and part-time employees, with at least an annual written review and evaluation.**

Procedures for continuous evaluation of performance and effectiveness, which include an annual written review, are found in the Southwest Tech Policy Manual on the Southwest Tech Employee Hub. Southwest Tech personnel are evaluated by a designated supervisor on an annual basis utilizing an annual evaluation form. A signed copy of the evaluation is provided to each

employee, and a copy is placed in the employee's personnel file in the Human Resources office at the Main Campus.

**4. Orientation procedures for all employees are maintained and followed equitably.**

Human Resources conducts standardized employee orientation with each new employee upon hiring. Employees are given a thorough overview of the college mission and culture, payroll processes, ADA and FMLA, job duties, internal forms, benefits, policies, safety, and required training, which includes blood-borne pathogens (for custodial and health professions employees), sexual harassment, and hazardous communication trainings. Upon completion of this orientation, the newly hired employee signs the checklist which is then placed in their personnel file.

**B. Faculty**

**1. The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.**

Each instructional program has qualified faculty with appropriate industry and/or educational expertise to manage the program effectively and achieve the mission of the College. The program faculty, with input from the occupational advisory committees and administration, oversee program admission requirements, scheduling, curriculum development, and procurement. Additional faculty are hired on an adjunct basis when needed. Faculty and adjunct faculty are generally hired from the industries for which they teach. A complete listing of full and part-time faculty members may be found on the Employee Roster.

**Each faculty member possesses**

**2. At least a high school diploma (or equivalent).**

Southwest Tech requires its faculty to have a minimum of a high school diploma and relevant work experience in the occupational area. Some program areas require faculty to have additional education and/or certifications as required by regulatory agencies and programmatic accrediting bodies.

**3. Expertise in the area of responsibility that is actively maintained.**

Southwest Tech requires its faculty to have relevant work experience in their assigned area of instruction. Faculty maintain expertise in their area of responsibility by logging interactions with industry contacts, attending professional development conferences, and continuing education to maintain industry credentials. Human resources staff maintain records of faculty resumes, applications, and relevant credentials.

**4. Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies.**

Southwest Tech requires its faculty to have a minimum of a high school diploma and relevant work experience in the occupational area. Some program areas require faculty to have additional education and/or certifications as required by regulatory agencies and programmatic accrediting bodies. Program directors ensure faculty meet any additional requirements.

**5. Faculty members who teach general education courses in associate degree programs hold a minimum of a bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in these courses.**

Not Applicable - Southwest Technical College does not offer an associate degree program.

**6. Faculty members who teach technical courses in associate degree programs have a minimum of an associate degree in an area that is related to the technical courses they teach. (In exceptional cases, evidence of documented work experience and skills in the technical field may be considered instead of formal academic requirements.)**

Not Applicable - Southwest Technical College does not offer an associate degree program.

**7. Faculty delivering instruction in a distance education or hybrid format are employees of the institution.**

All faculty delivering instruction in hybrid programs are employees of the institution.

**8. The institution provides training for faculty who use technology in distance education or hybrid courses and programs.**

Orientation to technology is provided as part of the faculty onboarding process. Additional training for faculty occurs during monthly faculty professional development training. Ongoing technical support is available to faculty in coordination with dedicated IT staff who are available Monday through Friday, from 8:00 am to 5:00 pm. Additional support for Canvas (LMS) and content adopted from publishers is provided by instructional support staff.

**9. The institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members.**

Southwest Technical College maintains an annual budget to cover professional development costs such as travel, food, lodging, and registration fees. Faculty members are encouraged to identify professional development needs each year and to include associated costs in their program budget requests. The College provides professional development to all faculty by way of an annual opening retreat and monthly faculty professional development training, offering faculty the opportunity to share ideas with other program faculty and learn about new policies, procedures, and practices at the College. Southwest Tech has developed policies and procedures

to support employees who are seeking skill upgrade training at the College through an educational tuition waiver benefit. Southwest Tech recently entered into a memorandum of understanding with Southern Utah University providing Southwest Tech employees a 50% tuition waiver at the University. The Vice President of Academics, human resources personnel, and program directors provide guidance and support for professional development. Faculty are encouraged to participate in continuing education to maintain certifications and attend professional conferences to network with industry organizations. Faculty document professional development annually within their respective programs and with finance.

- 10. Each full-time and part-time faculty member responsible for delivering instruction on a regular and ongoing basis in a technical field maintains contact with employers in the technical field to stay current with industry trends in addition to any occupational advisory committee involvement.**

Industry Contact Logs are maintained to document faculty members' interactions with employers in technical fields. Contacts may include prospective employers interested in student placement, advertising jobs, making donations, establishing partnerships, or discussing important industry trends that impact the program.

## **C. Administrative and Supervisory Personnel**

- 1. The institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and to oversee the operation of its programs and services.**

Southwest Technical College employs a talented team of administrative and supervisory personnel to fulfill its mission and oversee programs. Under the direction of the College President, this team oversees strategic and operational planning, fiscal planning and control, human resource development, physical resources, institutional marketing and advancement, economic development, workforce development, regulatory compliance, accreditation, instructional programs, and the supervision of faculty.

- 2. Administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

Southwest Tech strives to recruit and retain competent, qualified people in all hiring areas. All administrative and supervisory personnel employed at the College possess post-secondary educational credentials and/or have demonstrated competencies and experience in their areas of responsibility. Post-secondary education credentials and details of professional experience of each administrative and supervisory staff member may be found in the personnel files located in the Human Resource office.

## **D. Instructional Support Staff**

- 1. The institution has a sufficient number of instructional support staff members to fulfill its mission and deliver its programs.**

To fulfill its mission and enable its programs, Southwest Tech has a sufficient number of dedicated instructional support staff. These numbers are reported in the annual report, and employee lists are updated in the Employee Roster and on the website

- 2. Personnel are employed to maintain student and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other documents as needed.**

The College employs a sufficient number of personnel to maintain student records and financial records, assist in producing instructional materials, and prepare correspondence, reports, and other records as needed. Examples of instructional support staff meeting these duties include a Data Reporting and Quality Assurance Specialist, a Financial Aid Counselor, and an Instructional Systems Design Manager.

- 3. Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

All instructional support staff meet or exceed the minimum requirements and competencies appropriate to their areas of responsibility. This information is documented in their personnel files located in the Human Resources office and is evident through their post-secondary educational attainment and professional experience in comparison to written requirements in job descriptions.

## **E. Non-Instructional Support Services**

- 1. Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.**

Custodial services are available at Southwest Tech's main campus and all instructional service centers to provide routine care and maintenance of facilities and grounds for the institution. At instructional service centers not owned by the College, agreements are in place to ensure the routine care and maintenance of the facilities.

The custodial team reports to the Director of Facilities. Requests for custodial services are submitted and tracked through a computerized maintenance management system. Maintenance requests are coordinated and prioritized by the Custodial Manager and the Director of Facilities.

- 2. Preventative maintenance services ensure continued operation of the facilities.**

Southwest Technical College provides preventative maintenance services in alignment with the Division of Facilities Construction and Management Maintenance Audit. Preventive maintenance addresses all facility issues including boilers, life safety, air conditioning and refrigeration, plumbing, electrical, and indoor air quality and energy management. Many routine custodial and maintenance tasks are handled in-house, but larger and more complex projects and system upgrades are typically outsourced to local contractors. These contractors are chosen based on their technical expertise and system knowledge of Southwest Tech equipment.

## **Challenges and Solutions**

One of the significant challenges the College faces is offering competitive salary compensation. Unlike private sector organizations, which often have greater flexibility in setting wages based on market demands, we must operate within structured budget constraints and legislative oversight. This can make it difficult to attract and retain top talent, particularly in industries where private employers can offer higher wages, bonuses, and other financial incentives. The College attempts to compete for top talent with a strategic focus on work-life balance and employee well-being initiatives. For instance, the College has an employee advisory committee (EAC) with representatives from faculty, adjunct faculty, student services, human resources, and administration to focus on the needs of the employees and promote employee engagement and satisfaction. The EAC continually looks for ways to improve employee morale and support the needs of faculty and staff. To maintain awareness of and meet the needs of various employees, the College hosts regular State of the College meetings and maintains a Presidential Cabinet consisting of faculty, directors, and administrative staff to solicit feedback and drive new initiatives.

## **Summary**

Southwest Technical College continues to recruit and select the most qualified, highly capable, and dedicated faculty and staff who are interested in growing with the College, and who will be assets to the service region. The College coordinates professional development opportunities to ensure expertise is maintained and to fulfill the mission of the institution. As a result of these efforts, the College exhibits a high level of professionalism and work ethic among its employees. In 2023, the Cedar City Chamber of Commerce named Southwest Technical College as the Employer of the Year. This award speaks to the efforts of faculty, staff, and administration to build a positive work environment and culture.

## Rosters of Instructional Staff

Roster of Full-time Faculty (Main Campus)						
Name	Year of Employment	Most Advanced Degree	Experience In Field and/or In Classroom	Courses Taught	Current Instructional Load in Hours	
Sorensen, Max	2019	AAS Auto Technology, Southern Utah University	22+ years industry and teaching experience	Automotive		40 hrs/wk
Wittwer, Richard	2006	MS Industrial Education, Utah State University	45+ years industry and/or teaching experience	Automotive		40 hrs/wk
Linford, Ben	2013	M.Ed., Southern Utah University	8+ years industry and/or teaching experience	Business & Digital Media		40 hrs/wk
Davis, Gregory P	2016	BS Information Systems, Southern Utah University	3+ years industry and/or teaching experience	Computer Science		40 hrs/wk
Mazorow, Rocky N	2015	BA Mathematics and Kinesiology, Cornell College	5+ years industry and/or teaching experience	Computer Science		40 hrs/wk
Nehrenz, Andrew	2015	AOS, Western Culinary	15+years industry and/or teaching experience	Culinary		40 hrs/wk
Robinson, Tory	2015	AOS Le Cordon Blue Portland	20 years' experience and/or teaching experience	Culinary		40 hrs/wk
Wright, Amy	2012	BS Athletic Training and Nutrition, Southern Utah University, NREMT, UT Paramedic	20+ years industry and/or teaching experience	EMT/AEMT		40 hrs/wk
Goodman, Gail	2015	BS Human Services/Business Management, Certified Medical Assistant CMA, (AAMA)	14+ years industry and/or teaching experience	Health Professions		40 hrs/wk
Hunter, Dusty	2018	Certified Clinical Medical Assistant	9+ years industry and/or teaching experience	Health Professions		40 hrs/wk
Schurtz, Tyson	2018	HS Diploma, SW Educational Academy	4 years industry and/or teaching experience	Industrial Maintenance and Automation		40 hrs/wk
Gray, April	2018	BS Nursing, Southern Utah University	4+ years industry and/or teaching experience	Practical Nursing		40 hrs/wk
Dawson, Hanna	2017	BA History, Southern Utah University	2+ years industry and/or teaching experience	Student Success		40 hrs/wk
Johnson, Chloe	2018	Production Welder Certificate	1 year industry and/or teaching experience	Welding		40 hrs/wk
Riley, James M	2004	BS Business Administration, University of La Verne	40+ years industry and/or teaching experience	Welding		40 hrs/wk



Roster of Part-time Faculty (Main Campus)						
Name	Year of Employment	Most Advanced Degree	Experience In Field and/or In Classroom	Courses Taught	Current Instructional Load in Hours	
Adams, LeeAnn	2015	AS Nursing	4 Years industry and/or teaching experience	Nursing Assistant Clinical	Varies	
Billings, Melissa	2016	Paramedic Certificate, Dixie State College	6 Years industry and/or teaching experience	EMT/AEMT	Varies	
Brinkerhoff, Rosemary	2018	HS Diploma, Lindsay Thurber High School, NMETC Paramedic	6+ years industry and/or teaching experience	EMT/AEMT	Varies	
Chaplin, Thomas	2018	Nursing Assistant Certificate	39 years industry and/or teaching experience	Anatomy & Physiology, Medical Terminology	Varies	
Clark, Leslie	2019	Culinary Arts Certificate	8+ years industry and/or teaching experience	Culinary	Varies	
Fredrick, Abigail	2017	AS, Southern Utah University	3 Years industry and/or teaching experience	EMT/AEMT	Varies	
Johnson, Milla	2000	BSN, Brigham Young University	31+ years industry and/or teaching experience	Nursing Assistant	Varies	
Magee, Patrick	2019	Paramedic Certificate, Dixie State College	2+ years industry and/or teaching experience	EMT/AEMT	Varies	
Mallek, Richard	2018	AS Computer Programming, Palm Beach State College	10+ years industry and/or teaching experience	Computer Science	Varies	
March, Tyler	2018	Paramedic Certificate, Dixie State College	8+ years industry and/or teaching experience	EMT/AEMT	Varies	
Miller, Kristi	2017	BS Physical Education, Utah State University	16 years industry and/or teaching experience	EMT/AEMT	Varies	
Nickerson, Lori	2004	BS Medical Technology, Brigham Young University	20+ years industry and/or teaching experience	Biotechnology, Phlebotomy, MAC IIIB	Varies	
Schurtz, Tyson	2018	HS Diploma, SW Educational Academy	4 years industry and/or teaching experience	Industrial Maintenance and Automation	Varies	
Sorenson, Wendy A	2011	HS Diploma, North Garland High School	23+ years industry and/or teaching experience	Administrative and Digital Design	Varies	
Tuttle, James	2018	AS Fire Science Technology	34+ years industry and/or teaching experience	EMT/AEMT	Varies	
Urie, James	2017	AS Network Administration	5 years industry and/or teaching experience	EMT/AEMT	Varies	

Roster of Part-time Faculty (Main Campus)						
<b>Bulloch, David</b>	2013	HS Degree Cedar City High School	26+ years industry and or teaching experience	Professional Truck Driving	Varies	
<b>Felstead, Luckie</b>	2008	BS Physical Science, Southern Utah University	47 years industry and/or teaching experience	Professional Truck Driving	Varies	
<b>Hatfield, Elizabeth</b>	2008	Registered Nurse	37+ years industry and/or teaching experience	Nursing Assistant Clinical	Varies	
<b>Houskeeper, Karen S</b>	2011	LPN, Weber State University	30+ years industry and/or teaching	Nursing Assistant Clinical	Varies	
<b>Humpherys, Elizabeth</b>	2017	Registered Nurse	7+ years industry and/or teaching experience	Nursing Assistant Clinical	Varies	
<b>Hunter, Kathy</b>	2005	RN, Weber State University	19 years industry and/or teaching experience.	Nursing Assistant Clinical	Varies	
<b>Ludlow, Carolyn</b>	2007	HS Diploma, Cedar City High School	27+ years industry and/or teaching experience	Phlebotomy	Varies	
<b>Payne, William</b>	2017	HS Diploma, Laurel High, CDL License	32 years industry and/or teaching experience	Professional Truck Driving	Varies	
<b>Roberts, Dallas</b>	2019	HS Diploma, Cedar City High School	7+ years industry and/or teaching experience	Welding	Varies	
<b>Terry, Dave R</b>	1997	HS Diploma, Springville High School	47 years transportation industry, 22+ years teaching	Professional Truck Driving	Varies	

Roster of Part-time Faculty (Kane County ISC)						
Name	Year of Employment	Most Advanced Degree	Experience In Field and/or In Classroom	Courses Taught	Current Instructional Load in Hours	
Erickson, Susan	2017	AS, RN, Mohave Community College	16 years industry/teaching experience	Nursing Assistant	Varies	

Roster of Part-time Faculty(Beaver ISC)						
Name	Year of Employment	Most Advanced Degree	Experience In Field and/or In Classroom	Courses Taught	Current Instructional Load in Hours	
Clarke, Kami	2018	AS Nursing	15 years LTC nursing 5 years school nurse	Nursing Assistant	Varies	

Roster of Part-time Faculty(Richfield ISC)						
Name	Year of Employment	Most Advanced Degree	Experience In Field and/or In Classroom	Courses Taught	Current Instructional Load in Hours	
Visarraga, John	2018	AS, Snow College	32+ years industry and/or teaching experience	Professional Truck Driving	Varies	

## Rosters of Administrative and Supervisory Staff

Roster of Administrative and Supervisory Staff (Main Campus)						
Name	Year of Employment	Most Advanced Degree	Experience	Courses Taught	Number of Hours Employed Per Week Part time / Full Time	
<b>Douglas, Tessa</b> - Director of Programs and Articulation	2018	MA Professional Communications, Southern Utah University	18 years Administrative Higher Education	Not Applicable		40 hrs/wk
<b>Esplin, Wade</b> - Coordinator of Transportation Programs	2006	M. Ed with Technology Emphasis, Southern Utah University	31+ years industry and/or teaching experience	Not Applicable		40 hrs/wk
<b>Florence, Mark</b> - Director of Facilities and Information Technology	2010	MBA, Western Governors University	22 years Journeyman Electrician, 9 years management, 9 years teaching, & 4 years Police Officer	Not Applicable		40 hrs/wk
<b>Johnson, Carl E</b> - Coordinator of Manufacturing Programs	2006	AAS Auto Technology, Southern Utah University	13+ years industry and/or teaching	Not Applicable		40 hrs/wk
<b>Larsen, Mary Beth</b> - Director of Nursing and Health Professions	2018	MS Nursing Education, Southern Utah University	37 years Industry and/or teaching	Not Applicable		40 hrs/wk
<b>Leavitt, Scott</b> - Director of Employer Services	2015	M. Public Admin., Southern Utah University	10 Years Business Owner, 5 Years Public Admin	Not Applicable		40 hrs/wk
<b>Mason, Neal</b> - Director of Data & Program Services	2017	BS Political Science, Southern Utah University	3+ years curriculum development, LMS administration, accreditation, classroom technology	Not Applicable		40 hrs/wk
<b>Morris, Cordelle</b> - Director of Marketing & Recruiting	2016	BA, Graphic Design, Southern Utah University	10+ years of Graphic Design, Marketing and teaching experience	Not Applicable		40 hrs/wk
<b>Mullenau, James</b> - VP of Student Services	2013	MBA - Human Resources, Liberty University	13 years Human Resources, 6 years Student Services	Not Applicable		40 hrs/wk
<b>Pierce, Wilfred</b> - VP of Instruction and Accreditation	2017	PhD Organizational Leadership	16+ years Higher Ed at Faculty, Program Director and VP level	Not Applicable		40 hrs/wk
<b>Wilkerson, Sharon</b> - VP of Finance and Human Resources	2009	BS Accounting, CPA license, University of Nevada Las Vegas	14 years public accounting, 7 years sole proprietor, 10 years Higher Ed. non-profit accounting	Not Applicable		40 hrs/wk
<b>Wood, Brennan</b> - President	2014	MBA, Management & Strategy Western Governor's University	8 years private business development, 5 years government economic development, 5 years higher education administration	Not Applicable		40 hrs/wk

Roster of Institutional Support Staff (Main Campus)						
Name	Year of Employment	Most Advanced Degree	Experience	Courses Taught	Number of Hours Employed Per Week Part time / Full Time	
<b>Bettridge, Kiersten</b> - Enrollment Technician	2018	HS Diploma Syracuse High School	5+ years customer service	Not Applicable		40 hrs/wk
<b>Bishop, Kylie</b> - Testing Center Proctor	2018	HS Diploma, Cedar City High School	2 years administrative	Not Applicable	20 hrs/wk	
<b>Crabdree, Jayne</b> - Registrar	2007	AAS Business, Mesa Community College	12 years customer service, 12 years student services	Not Applicable		40 hrs/wk
<b>Crapo, Abigail</b> - Student Information Systems Specialist	2019	BS Theater Arts, Southern Utah University	8 years administrative/customer support	Not Applicable	20 hrs/wk	
<b>Gale, Brecklee</b> - College and Marketing Representative	2018	BS Strategic Communication, Southern Utah University	4+ years Marketing and Recruiting	Not Applicable		40 hrs/wk
<b>Graham, Julie</b> - Enrollment Technician	2018	BS Art History & Interior Design	47 years administrative and customer support	Not Applicable		40 hrs/wk
<b>Holyoak, Kristi</b> - Accounting Assistant	2015	HS Diploma, Cedar City High School	15+ Years industry accounting/bookkeeping	Not Applicable		40 hrs/wk
<b>Hugh, Christy</b> - Executive Assistant to the President	2017	HS Diploma	28+ years administrative	Not Applicable		40 hrs/wk
<b>Jefferson, Lori</b> - Financial Aid Counselor	2013	COC-Medical Assistant-Southwest Tech.	2 years financial aid, 4 years Student Services	Not Applicable		40 hrs/wk
<b>Mayerhofer, Nicole</b> - Administrative Assistant	2019	BS English Creative Writing	7 years administrative and customer support	Not Applicable	25 hrs/wk	
<b>Maynard, Danielle</b> - Instructional Systems Design Coordinator	2019	AS General Studies, Utah State University	Support Staff K-12 5 years, Higher Ed 7 years	Not Applicable		40 hrs/wk
<b>Quinney, Vickie</b> - Human Resources Specialist	2017	HS Diploma, Multiple technology certificates	17+ years HR and 15 years bookkeeping	Not Applicable	25 hrs/wk	
<b>Sherratt, Valyn</b> - Data Reporting and Quality Assurance Specialist	2005	HS Diploma, Cedar City High School	26 years technology, data entry, bookkeeping/accounting, data analysis	Not Applicable		40 hrs/wk
<b>Tracy, Cyndie</b> - Academic Advisor and Placement Specialist	2016	B.S. Psychology, Utah State University	5 years counseling/teaching related experience	Not Applicable		40 hrs/wk
<b>Topham, Nichole</b> - Custom Fit Manager	2011	HS Diploma, Parowan High School	17 years customer service, 8 years Custom Fit Manager	Not Applicable		40 hrs/wk
Roster of Facilities Staff (Main Campus)						

Name	Year of Employment	Most Advanced Degree	Experience	Courses Taught	Number of Hours Employed Per Week Part time / Full Time	
<b>Christensen, Joshua</b> - Custodian	2019	HS Diploma, Lone Peak High School	1 year custodial	Not Applicable	20 hrs/wk	
<b>Dec, Joseph</b> - Information Technology Specialist	2015	CS Certificate of Completion, SWATC	10 years providing technical and customer support	Not Applicable		40 hrs/wk
<b>Erickson, Jack</b> - Information Technology Manager	2015	Associate's Degree University of Pennsylvania	10 year self-employed consultant, 18 years in K-12 Education network engineering & consulting	Not Applicable		40 hrs/wk
<b>Fox, Jacob</b> - Custodian	2019	HS Diploma, Cedar City High School	4 years customer service	Not Applicable	20 hrs/wk	
<b>Goff, Joseph</b> - Custodian	2019	HS Diploma, Pleasant Grove High school	2+ years custodial	Not Applicable	20 hrs/wk	
<b>Hulet, Curtis</b> - Custodial Manager	2015	HS Diploma, Cedar City High School	11 years in custodial and maintenance, 16 years journeyman mason, 10 years business owner	Not Applicable		40 hrs/wk
<b>Ostrom, Shane</b> - Custodian	2019	HS Diploma American Fork High School	4 years custodial	Not Applicable	20 hrs/wk	
<b>Pehrson, Brenda</b> - Facilities Assistant	2019	HS Diploma, Cedar City, UT	2 years self-employed, 13+ years customer support	Not Applicable	25 hrs/wk	
<b>Phillips, Michael</b> - Custodian	2019	HS Diploma, Spanish Fork High School	2+ years admin support and custodial	Not Applicable	20 hrs/wk	
<b>Rose, Rachel</b> - Custodian	2018	High School Diploma, Viewmont High School	3 years maintenance and custodial	Not Applicable	20 hrs/wk	
<b>Shurtleff, Clyde</b> - Custodian	2015	Wyotech certificate Diesel Mechanics and Chasis Fabrication	3 years Army, 7+ years maintenance/custodial	Not Applicable		40 hrs/wk

Roster of Administrative and Supervisory Staff (Kane County ISC)						
Name	Year of Employment	Most Advanced Degree	Experience	Courses Taught	Number of Hours Employed Per Week Part time / Full Time	
<b>Quarnberg, JR</b> - Campus Coordinator	2015	Master in Accounting, Southern Utah University	4 years industry experience	Not Applicable		40hrs/wk
<b>Orton, Katie</b> - Administrative Assistant	2015	High School Diploma	3 years Data Entry ETS(SUU) 2 years Site Coordinator/Proctor(USU)	Not Applicable	10hrs/wk	